

JOB DESCRIPTION and PERSON SPECIFICATION

Cover Instructors Panel – Electrical Apprenticeship Phase 2

Title:	Cover Instructor Apprenticeship - Electrical
Reporting to:	KCETB Training Services Manager (or designate)
Nature of Position:	Specific Purpose Contract. The post-holder will undertake duties to deliver to the apprentices all aspects of Phase 2 Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus under the direction of an experienced instructor supported by management
Place of Work:	Kilkenny City
Hours of Work:	Monday to Friday – 35 hours per week
Salary Scale:	The current salary for the cover Instructor is €30 per hour

Role and Responsibilities:

The responsibilities of the post include the following:

- Instruct the apprentices in all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, maths, science, drawing, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, course notes, overheads and handouts as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administration tasks.
- Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeats procedure.
- Maintain prescribed course records.
- Supervise apprentices and ensure that correct methods, quality standards, health & safety procedures are observed.
- Supervise apprentices in respect of their timekeeping, attendance, behaviour and application.
- Prepare and issue progress reports to the employer in respect of each apprentice.
- Ensure adequate security of tools, equipment, machines and materials located in the training area.
- Ensure that equipment and machines are maintained in accordance with the manufacturers' recommended maintenance schedule.
- Plan and ensure the timely delivery of all course materials and non-capital tools and equipment.
- Raise Requests for Purchase for the supply of course material and non-capital tools and equipment.
- Ensure that course materials are used in an economical and cost-effective manner.
- Use new technology, as appropriate, to assist in delivering and administering training.

- Undertake such duties as may be assigned from time to time.

This list is not an exhaustive list, and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Competencies:

The person appointed to the above post will be required to show evidence of the following competencies:

- Relevant experience and knowledge of the electrical trade
- Teaching / Instructing / Training ability
- Managing People & resources
- Communications skills

Essential requirements:

The following are essential requirements for appointment to the post:

- A National Craft Certificate or equivalent, together with a minimum of three year's relevant post apprenticeship experience. Previous training, instructing or teaching experience and a recognised Training Qualification is desirable but not essential.
- A high level of knowledge and expertise in the area of Further Education and Training.
- Broad Public Sector knowledge relevant to this area of work.
- Excellent oral and written communication skills.
- Excellent ICT and administration skills.
- Willingness to work flexible hours outside of normal office hours.
- Full clean driving licence and access to a car.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Motivation Knowledge of post/organisation Personal motivation Work-related achievements	☐ Aware of Phase 2 Standards Based Apprenticeship. ☐ Record of achievement in own career.	☐ Good knowledge of ETB Training Services activities.
Work History Specify particular experience/skills required.	☐ Three years relevant post apprenticeship experience	☐ Supervisory or teaching experience. ☐ Understanding of programme planning and delivery

Communications/Interpersonal Skills Verbal/presentation skills. Writing skills. Special requirements Disposition	☐ Group Management Skills ☐ Clear and effective written and verbal communication skills ☐ Ability to engage with learners	☐ Commitment to the development of apprentices.
Education and Training. General Technical Qualifications/training	☐ Leaving Cert. standard ☐ Practical & Theoretical Qualifications ☐ National Craft Cert. or higher. ☐ A recognised training & development qualification	☐ IT Skills
Circumstances/Special requirements for this post. e.g. travel, car owner, driving licence, unsocial hours, base, etc.,	☐ Must be able to meet the travel requirements of the post	☐ Driving Licence Car owner.

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-

employment health assessment.

Probation

Where a person is appointed to the position of Senior Training Advisor to Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.kcetb.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

The closing date for the receipt of completed application forms is
Wednesday, 19 March 2025 at 12.00 noon

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed.** Please note that **handwritten forms will not be accepted.** The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
One copy of your completed application form and any supporting information should be submitted. Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: recruitment@kcetb.ie
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a shortlisting process to select candidates for interview.
 - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
 - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly, scores may differ from competition to competition.
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