



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

JOB DESCRIPTION

Title:	Instructor – Advanced Manufacturing
Reporting To:	Assistant Manager
Grade:	Career Grade
Section:	FET Division
Location:	College of Further Education and Training, Raheen Campus, Limerick.
Nature of Post:	35 hours per week
Function of Job:	<p>To deliver all aspects of the Manufacturing Technician and Maintenance Skills Traineeships and related provision to the prescribed standards and in accordance with the relevant syllabus, including:</p> <ul style="list-style-type: none">• Maintenance Skills for Industry (Skills to Advance)• Advanced Manufacturing for Industry (Skills to Advance)• Pathways from school to FET provision, e.g. Pneumatics, Robotics, Fault Finding etc

Traineeships are developed in collaboration with local and national partners in order to respond to skills gaps both locally and nationally. They are full time immersive courses that simulate real working environments where feasible.

The traineeships will provide key knowledge, skills and competencies required to work in industrial manufacturing and maintenance support roles within various industrial settings.

DUTIES AND RESPONSIBILITIES

The individual will bring to the role a high level of experience and expertise. The duties and responsibilities of the post are ever evolving as the exigencies of the post require. The below outlines some of the more immediate duties and responsibilities but is not an exhaustive list:

- Provide all aspects of the Manufacturing Technician and Maintenance Skills Traineeships and associated provision including planning, designing, delivery, assessment, placement, supervision and associated duties according to all relevant QA Standards and budget requirements;
- work with key stakeholders to support the design and delivery of an innovative, high quality, relevant learning using a UDL approach;
- support the applicant life cycle to include recruitment, interview, initial assessment, monitoring of progress, learner registration, induction and evaluation for the duration of the learner journey;
- maintain an ethos appropriate to lifelong learning within FET;

- coordinate the individual and group learning process - in conjunction with Line Manager, coordinate course planning, administration, resource allocation, day to day operations and ongoing evaluation;
- prepare lesson plans, course notes, learner notes as appropriate; schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment procedures and carry out associated administrative tasks;
- coach learners in respect of their time-keeping, attendance, behaviour and application;
- ensure a safe and healthy work environment in compliance with Health & Safety legislation and regulations;
- support other advanced manufacturing instructors in design and delivery of their tuition, build instructor capacity to integrate work relevant elements into their curriculum;
- liaise with, and maintain links with, employers and the ETB employer engagement team to ensure that provision remains relevant to employer needs and that suitable provision/upskilling opportunities are delivered for people in employment. Develop and maintain a relevant local national and international network;
- coordinate work experience opportunities for learners, providing support to workplace mentor and learner;
- work as part of a multi-disciplinary team so as to achieve the best overall outcome for learners;
- maintain prescribed course records; Engage with and use management information systems (FETCH, PLSS, TACs etc) to record and report on course and learner inputs, outputs and outcomes;
- update one's own skills to reflect changes in manufacturing/maintenance practice, legislation, technology and work practices;
- promote continuous improvement and innovation in the delivery of provision and associated processes;
- use new technology, as appropriate, to assist in delivering and administering training;
- keep up to date and informed of developments in education and training in the areas of programme design, delivery and assessment techniques;
- where required, represent LCETB and training provision on task groups and at events, as appropriate;
- undertake such other duties as may be assigned from time to time by management.

General Information

The appointment will be made in accordance with the Education and Training Board Act 2013 and relevant circular letters.

A panel may be created for the advertised post(s)

Salary scale is as per DE 0075/2025 €47,027- €74,147 and DE Circular Letters and instruction in relation to pay.