



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

Job Description

Title:	Instructor – Clare Street, Carpentry & Joinery, Green Skills, NZEB, Construction Skills
Reporting To:	Assistant Manager Training Services or designated person
Grade:	Career Grade
Division:	Further Education and Training (FET) Division
Centre:	The initial location for this post will be the College of Further Education and Training, Clare Street Campus, Clare Street, Limerick; however, the successful candidate may be reassigned to an alternative location in line with organisational needs and provision delivery
Hours of Attendance:	35 hours
Function of Job:	To deliver to learners all aspects of a range of Carpentry & Joinery, Green Skills, NZEB, Construction Skills and Construction Skills for Energy Conservation (practical and personal) Courses in accordance with the relevant syllabus/course content.
Background:	The above FET Campus operates under the remit of Limerick and Clare Education and Training Board (LCETB) which is a statutory, independent body with resources to deliver educational and training opportunities to the highest standard in the Limerick and Clare region.

DUTIES AND RESPONSIBILITIES

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:

- to deliver to learners all aspects of a range of green-skills, Nearly Zero Energy Building (NZEB) courses and construction skills (practical and personal) courses in accordance with the relevant syllabus/course content.
- keep up-to-date and informed of developments in education and training in the areas of programme design, delivery and assessment techniques;
- prepare lesson plans, course notes, and handouts, as appropriate;
- schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment procedures and carry out associated administrative tasks;
- provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed repeat procedures and carry out associated administrative tasks;



- maintain prescribed course records;
- supervise learners and ensure that correct methods, quality standards and safety procedures are observed;
- supervise learners in respect of their time-keeping, attendance, behavior and application;
- use assigned data management systems to record class attendance and assessment results e.g. Timetabler, Attendance module, QBS etc.
- ensure a safe and healthy work environment in compliance with Health & Safety legislation and regulations;
- 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 request for purchase for the supply of course materials and non-capital tools and equipment;
- ensure that course materials are used in an economical and cost-effective manner;
- assist in the evaluation of existing provision and participate in the research, design and development of new courses to meet the needs of industry and learners;
- work as part of a multi-disciplinary team so as to achieve the best overall outcome for learners;
- update one's own skills to reflect changes in 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;
- where required, represent Limerick and Clare ETB 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.



Person Specification

JOB TITLE: Instructor – Clare Street, Carpentry & Joinery, Green Skills, NZEB, Construction Skills

	ESSENTIAL	DESIRABLE
Professional Skills - <i>Teamwork</i> - <i>Leadership</i> - <i>Initiative</i>	Ability to work as an effective team member and contribute to team objectives; Leadership qualities and ability to use own initiative; Ability to use and work on own initiative to achieve desired outcomes and to accept responsibility; Must be flexible to changes within course syllabi; Evidence of ability to adapt to changing work patterns.	
Motivation - <i>Knowledge of Post/Organisation</i> - <i>Personal Motivation</i> - <i>Work-related Achievements</i>	A significant level of understanding relating to the requirements of the post; Demonstrate high levels of personal motivation, adaptability and creativity; Demonstrate ability to motivate others and work under pressure; Demonstrate commitment to maintaining a culture appropriate to the FET Sector; Demonstrate relevant work related achievements with good track record.	Good overview of the FET Sector within Ireland. High standard of MS Office Applications such as Word, Excel, Outlook



Work Experience <i>Particular Experience/Skills Required</i>	3 years post Apprenticeship experience over broad range of related activity. Experience in teaching or training; Experience and enthusiasm regarding working with young people and adults as appropriate; knowledge of their learning issues and ability to relate to them.	Some supervisory experience. Experience in air-tightness systems. Experience in wall and floor tiling.
Communications/ Interpersonal Skills - Verbal - Written - Presentation Skills	Positive, flexible and pleasant manner. Good communication skills both verbal and written. Good organisational skills. Ability to relate to personnel at all levels internally and externally. Ability to work and contribute to team objectives. Demonstrate the use of Information and Communication Technologies within the learning environment and as an administrative tool. Professional in approach and outlook.	Ability to work with individuals and diverse groups of interested parties to ensure that all aspects of QA are integrated into service provision.
Education and Training	Instructing/training qualification and or significant relevant instructing/training experience. Junior or Senior Trade Certificate or National Craft Certificate.	Knowledge of air-tightness systems and external wall insulation. Level 7 Certificate in Training in NZEB Programmes
Circumstances/Special Requirements for the Job	Access to transport and the mobility to meet demands of post.	
Salary Scale	€48,507 to €76,385 as per Department of Education and Youth Circular Letter 0052/2025	