



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

Job Description

Title:	Instructor – Wood Manufacturing & Finishing Apprenticeship
Reporting To:	Assistant Manager Training Services
Grade:	Career Grade
Division:	LCETB FET Division
Centre:	College of FET, Raheen Campus, Limerick
Hours of Attendance:	35 hours
Function of Job:	To deliver to apprentices all aspects of Wood Manufacturing & Finishing Phase 2 of the Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.
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.
Salary	Salary scale is as per DE 0007/2026 €49,007 - €77,149** LSI

DUTIES/RESPONSIBILITIES

- Instruct the apprentices in all aspects of Wood Manufacturing & Finishing Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, mathematics, drawing, high standard wood machine operations and related knowledge to the prescribed standard and in accordance with the relevant syllabus.
- Prepare lesson plans, keep and update course notes, presentations and handouts as appropriate.
- Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme 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, including attendance, timekeeping, assessment results, behaviour and application.

- Supervise apprentices and ensure that correct methods, quality standards and safety procedures are observed.
- Supervise apprentices in respect of their time-keeping, attendance, behavior and application.
- Provide feedback to apprentices on their progress and support in areas that require improvement.
- 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 all safety measures are in place and are adhered to, including Risk Assessments and required PPE for the apprenticeship.
- Assist in the preparation and reviewing of Risk assessments for Wood Manufacturing & Finishing.
- 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, 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 programmes and participate in the research, design and development of new programmes 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 including health & safety.
- Update one's own skills to reflect changes in technology and work practices.
- Use new technology, as appropriate, to assist in delivering and administering training.
- Represent the FET Centre at various events.
- Undertake such other duties as may be assigned from time to time.



PERSON SPECIFICATION

JOB TITLE: Wood Manufacturing & Finishing Instructor

	ESSENTIAL	DESIRABLE
PROFESSIONAL SKILLS <ul style="list-style-type: none"> - <i>Teamwork</i> - <i>Leadership</i> - <i>Initiative</i> 	<p>Ability to work as an effective team member and contribute to team objectives.</p> <p>Leadership qualities and ability to use own initiative.</p> <p>Ability to use and work on own initiative to achieve desired outcomes and to accept responsibility.</p> <p>Must be flexible to changes within course syllabi.</p> <p>Evidence of ability to adapt to changing work patterns.</p>	<p>Demonstrate good knowledge of current issues and developing trends in the Wood Manufacturing & Finishing sector.</p> <p>Be able to express views on how the current issues will impact on the immediate future of the Wood Manufacturing & Finishing sector.</p> <p>Demonstrate knowledge of current Irish/EU Regulations as applicable to the Wood Manufacturing & Finishing sector.</p>
Motivation <ul style="list-style-type: none"> - <i>Knowledge of Post/Organisation</i> - <i>Personal Motivation</i> - <i>Work-related Achievements</i> 	<p>A significant level of understanding relating to the requirements of the post.</p> <p>Demonstrate high levels of personal motivation, adaptability and creativity.</p> <p>Demonstrate ability to motivate others and work under pressure.</p> <p>Demonstrate commitment to maintaining a culture appropriate to the FET Sector.</p> <p>Demonstrate relevant work related achievements with good track record.</p>	<p>Good overview of the FET Sector within Ireland.</p> <p>Experience of projects undertaken that demonstrate leadership, teamwork and problem solving.</p>
WORK EXPERIENCE <i>Particular Experience/Skills</i>	<p>3 years post Apprenticeship experience as Instructor/ Teacher/ Practitioner in this area</p>	<p>Some supervisory experience in industry, e.g. line manager/supervisor, crew</p>

<p><i>Required</i></p>	<p>with emphasis on the latest Wood Manufacturing & Finishing technology and work practices.</p> <p>Experience and enthusiasm regarding working with young people and adults as appropriate; knowledge of their learning issues and ability to relate to them.</p>	<p>foreman/work inspector.</p> <p>Experience of working with the following client groups:</p> <ul style="list-style-type: none"> - Apprentices/Trainee Wood Manufacturing & Finishing - Unemployed people - Employed people
<p>COMMUNICATIONS/ INTERPERSONAL SKILLS</p> <p>- Verbal - Written - Presentation Skills</p>	<p>Positive, flexible and pleasant manner.</p> <p>Good communication skills, both verbal and written.</p> <p>Good organisational skills.</p> <p>Ability to relate to personnel at all levels internally and external customers.</p> <p>Demonstrate the use of Information and Communication Technologies within the learning environment and as an administrative tool.</p>	<p>Experience of working with various stakeholders within the Wood Manufacturing & Finishing sector such as employers, customers, suppliers, environmental protection agency etc. and associated problem solving.</p>
<p>EDUCATION AND TRAINING</p>	<p>Senior Trades Cert in Wood Manufacturing & Finishing or equivalent e.g. National Craft Certificate.</p> <p>Instructing / Teaching qualification. e.g. Train The Trainer / Training Delivery and Evaluation / Training Needs Identification and Design.</p>	<p>Leaving Certificate / City & Guilds in related subject.</p> <p>Relevant third level qualification.</p> <p>Qualification in Quality / Technical and Supervisory experience.</p> <p>Have experience in a training environment.</p> <p>Qualification in CAD and/or CNC.</p>
<p>CIRCUMSTANCES/ SPECIAL REQUIREMENTS FOR THIS JOB</p>	<p>Access to transport and the mobility to meet the demands of the post.</p>	<p>Own Transportation and Full Driving Licence.</p> <p>Hold current Fork Lift Licence.</p>