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

Job Description

Title: Apprenticeship Instructor – Aircraft Mechanics

Reporting To: Assistant Manager Training Services/EASA Part-147 Training Manager

Grade: Career Grade Instructor

Division: LCETB Further Education and Training (FET) Division

Centre: Based at Shannon Aviation Maintenance School, College of Further Education & Training, Shannon Campus, Shannon, Co. Clare

Hours of Attendance: 35 hours

Function of Job: To deliver to apprentices all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, mathematics, physics, related aircraft knowledge structures, airframe systems powerplants and avionics, and hazards to the prescribed standard 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.

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:
  - prepare lesson plans, course notes, questions and handouts as appropriate;
  - schedule, conduct, correct and mark assessment per programme descriptors 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;
  - Be familiar with procedures outlined in the Maintenance Training Organisation Exposition and maintain prescribed course records;
  - 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;
  - 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;
- ensure that course materials are used in an economical and cost-effective manner;
- 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;
- represent LCETB and the FET Campus at various events;
- use new technology, as appropriate, to assist in delivering and administering training;
- undertake such other duties as may be assigned from time to time.

Person Specification

JOB TITLE: **Apprenticeship Instructor – Aircraft Apprenticeship**

	ESSENTIAL	**DESIRABLE**
Professional Skills - *Teamwork* - *Leadership* - *Initiative*	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.	History of recent Continuous Professional Development
Motivation - *Knowledge of Post/Organisation* - *Personal Motivation* - *Work-related Achievements*	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. Understanding of relevant EASA Regulations High standard of MS Office Applications such as Word, Excel, Outlook

Work Experience *Particular Experience/Skills Required*	3 years post Apprenticeship experience over broad range of related activity. Experience and enthusiasm regarding working with young people and adults as appropriate; knowledge of their learning issues and ability to relate to them.	Experience in teaching or training; Some supervisory experience in industry, e.g. line manager/supervisor, crew foreman/work inspector; Experience of working with the following stakeholder groups: - IAA - MROs
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	Junior or Senior Trade Certificate or National Craft Certificate. EASA Part-66 B1 / B2 license	Leaving Certificate / City & Guilds in related subject; Relevant third level qualification; Qualification e.g. Diploma in Training and Education from University of Galway or equivalent Qualification in Quality / Technical and Supervisory experience; Qualification in counselling/coaching/personal development.
Circumstances/Special Requirements for the Job	Access to transport and the mobility to meet demands of post.	
Salary Scale	€49,497 - €77,920** as per Department of Education and Youth Circular Letter 0058/2026	