



National Craft Apprenticeship Phase 2 Instructor Indicative Role Profile

Job Title

Phase 2 Instructor

Overall Responsibilities

The role of the instructor is to train apprentices in phase 2 of the apprenticeship programme, in accordance with the relevant curriculum.

Structure & types of posts

Appointments may be available on a full-time, part-time, evening, casual and fixed-term contract basis.

A full-time work schedule is based on attendance of 35 hours including finishing at **1.30pm Friday**.

Flexible options, including part-time posts can be accommodated through sharing of full-time posts or providing casual and short-term cover.

Remuneration & benefits

The **salary** for these positions ranges from €44,942 - €71,086.

Starting pay will be dependent on an applicant's post-qualification experience.

Incremental credit will be applied based on the number of years post-qualification experience up to a **maximum** of 5 increments. **For example, an applicant taking up a position with 5 years post qualification experience, will start on point 6 of the scale which is €51,252.**

Applicants choosing part-time options will be paid at a pro-rata and/or hourly rate.

The **Annual leave** entitlement for the position is 25 days per annum for a full-time post. This will be applied pro-rata for successful candidates taking up part-time options.

Main duties & responsibilities

- To instruct the apprentices in all aspects of phase 2 of the apprenticeship programme, to include practical skills, personal skills, maths, science, drawing and related knowledge.
- Prepare/provide lesson plans, course notes and handouts as appropriate.
- Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks.
- Prepare and issue progress reports to the employer for their apprentice(s).
- Supervise apprentices and ensure that correct workplace practice methods, quality standards and safety procedures are followed.
- Supervise apprentices on their timekeeping, attendance, behaviour and general application to the course.
- Raise requests for the purchase and supply of course materials and non-capital tools and equipment and manage usage as appropriate.
- Perform any other duties deemed necessary and / or required in keeping with the requirements of the instructor role.

Essential criteria

Applicants must:

- hold a recognised craft qualification on the NFQ/EQF framework.
- have acquired an appropriate level of post qualification experience in the relevant occupation/trade.
- have knowledge and understanding of current health & safety legislation within the industry.
- have technical training to a standard that will allow the candidate to be competent in teaching all theoretical & practical aspects of the occupation/trade, including occupation/craft related drawing, science and calculations.

Applicants should also:

- hold or be willing to attend a preparatory training programme to acquire a training qualification. **This will be provided to successful candidates as part of the onboarding process.**
- be enthusiastic about apprenticeship with strong communication skills and the ability to engage with apprentices.
- have experience of mentoring/assessing apprentices on-the-job would be a distinct advantage however ongoing mentoring will be provided by experienced Instructors on-site.

