

Job Description

- Title:** Vehicle Body Repair Apprenticeship Instructor (Cover Panel), MSLETB Training Centre, Sligo
- Reports To:** Assistant Manager Training
- Function:** To deliver to the Vehicle Body Repair apprentices all aspects of Phase 2 of the Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus.
- Duties:**
- Instruct the apprentices in all aspects of Phase 2 of the Standards Based Apprenticeship i.e. practical skills, personal skills, maths, science, drawing, related knowledge and hazards, to the prescribed standard and in accordance with the relevant syllabus.
 - Prepare lesson plans, course notes, overheads 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 repeats procedure.
 - Maintain prescribed course records.
 - Supervise apprentices and ensure that correct methods, quality standards and safety procedures are observed.
 - 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 course materials are used in an economical and cost effective manner.
 - 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 material and non-capital tools and equipment.
 - Ensure that course materials are used in an economical and cost effective manner.
 - Use new technology as appropriate, to assist in delivering and administering training.

Person Specification

Job Title: Vehicle Body Repair Instructor

	Essential	Desirable
Motivation Knowledge of Post Personal Motivation Work-related Achievements	Good Knowledge of position and the Standards Based Apprenticeship (SBA) Well motivated, Self Starter/High Initiative Good work history	Good knowledge of MSLETB and its activities
Work Experience Specify particular Experience/Skills Required	3 years' experience in Vehicle Body Repair	Supervisory experience. 5 years of varied relevant teaching or training experience.
Communications/ Interpersonal Skills Verbal/Presentation Skills Writing Skills Special Requirements Disposition	Excellent presentation and strong communication skills, Flexible approach to work Good written ability None Outgoing personality, Assertive/Leadership qualities and skills.	
Education General Technical Qualifications/Training	Leaving Certificate Junior or Senior Trades Certificate or National Craft Certificate. Willingness to undertake further studies	City & Guilds in related subjects Relevant Third Level qualification
Circumstances/ Special Requirements for this job e.g. Travel; Car Owner, driving Licence, Unsocial Hours; Base etc.	Full Drivers Licence	Live within reasonable distance of Centre.