



| Job Description | |
|------------------------|--|
| Post Type: | Plumbing Instructor Cover Panel (Apprenticeships)- Cover Instructor may be required for short/and or long-term periods |
| Contract Type: | Fixed Purpose Contract |
| Reporting to: | Director of Further Education and Training Services/FET Management Team |
| Place of work: | The post will require travel within Laois/Offaly region |
| Hours of work: | If and when cover as required: Daily hours - Monday to Thursday 7.5 hours per day Friday 5 hours. |
| Salary: | €30.00 per hour |
| Date of issue: | February 2026 |

| Nature of Post |
|--|
| <p>A Plumbing Cover Instructor provides temporary, short-term training to plumbing apprentices on all aspects of Phase 2 Standards Based Apprenticeship to the prescribed standards and in accordance with the relevant syllabus under the direction of a designated Manager. This role ensures continuity of learning during staff absences and supports apprentices in achieving their training, assessment and qualification goals.</p> |

| Role and Responsibilities |
|--|
| <p>The role and responsibilities will encompass the following:</p> <ul style="list-style-type: none">• 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, health & safety procedures are observed.
- Supervise apprentices in respect of their timekeeping, attendance, behaviour 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.
- 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.
- Undertake sure duties as may be assigned from time to time.

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Person Specification:

Key Competencies

ROLE AND FUNCTION OF PLUMBING INSTRUCTOR

A number of key competencies have been identified as being essential for the effective performance of the role and function of Cover Plumbing Instructor.

- 1. Relevant experience and knowledge of the trade.**
- 2. Teaching/Instructing/training experience or ability.**
- 3. Managing People & Resources.**

| Selection Criteria: | Essential | Desirable |
|--|--|----------------------------|
| <p><u>Motivation:</u></p> <ul style="list-style-type: none"> • Aware of Phase 2 Standards Based Apprenticeship • Record of achievement in own career • Good knowledge of ETB Training Services activities | <p>✓</p> <p>✓</p> | <p>✓</p> |
| <p><u>Work Experience:</u></p> <ul style="list-style-type: none"> • Must have two years post apprenticeship experience • Supervisory or teaching experience • Understanding of programme planning and delivery | <p>✓</p> | <p>✓</p> <p>✓</p> |
| <p><u>Communication/Interpersonal Skills:</u></p> <ul style="list-style-type: none"> • Group Management skills • Clear and effective written and verbal communication skills • Ability to engage with learners • Commitment to the development of apprentices | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | |
| <p><u>Education and Training</u></p> <ul style="list-style-type: none"> • Leaving Certificate standard • Must have a recognised apprenticeship • Practical & Theoretical qualifications • National Craft Certificate in Plumbing Trade or higher • A degree or its equivalent in the subject area • Relevant technical/training qualification • IT Skills. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><u>Circumstances/Special Requirements for this job:</u></p> <ul style="list-style-type: none"> • A full driving licence • Car owner • Must be willing to work outside normal working hours. • Must be able to meet the travel requirements of the post. | <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> |