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| lyslogoJOB DESCRIPTION**Maths, Vocational Preparation & Guidance Instructor**  |
| **Function:** | Responsible for the development, delivery and review of training modules and programmes for learners of the Limerick Youth Service Community Training Centre.  |
| **Reporting To:** | Community Training Centre Manager |
| **Liaising With:** | Learners, staff, parents, students, volunteers, Limerick and Clare Education and Training Board, & external agencies |
| **Funding:** | Limerick and Clare Education and Training Board |
| **Primary Duties****& Responsibilities:** | * Delivering, assessing and monitoring of learner course work to LCA / QQI curriculum
* Prepare and maintain achievement and certification records.
* Work with management to ensure that appropriate certification is available and programme standards are maintained.
* Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities.
* Use time not directly engaged in training to carry out related work, including administration and/or other managerial duties where appropriate.
* Maintain a clean and tidy work area.
* Be energetic and flexible in approaches and methodologies
* Report to the Centre Manager on a day-to-day basis;
* Direct supervision of learners;
* Assisting with the planning, development, and implementation of CTC services within the training standards system;
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| **Hours of work:** | The Instructor will work a minimum of thirty one point two five hours per week in a flexible manner that may include evenings and other times, in accordance with the service needs. |
| **Please note:** | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  However, they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker |
| **Payment:** | Based on CTC Instructor Salary Scale. Starting salary is dependant on experience, qualifications and length of service.  |

