|  |
| --- |
| JOB DESCRIPTION**Induction / Stepping Up CTC Instructor**  |
| **Function:** | Responsible for the development, delivery assessment and review of training modules and programmes for learners of the Limerick Youth Service Community Training Centre.  |
| **Reporting To:** | Community Training Centre Manager |
| **Location:** | Limerick City  |
| **Liaising With:** | Learners, staff members, Limerick and Clare Education and Training Board, parents/guardians/caregivers & external agencies and other stakeholders as appropriate. |
| **Funding:** | Limerick and Clare Education and Training Board |
| **Primary Duties & Responsibilities** |
| **Learners** | * Engage with learners from enrolment in the CTC through the Induction Programme and on to the Stepping Up Programme, or a full-time training course.
* Support learners in respect of their timekeeping, attendance, behaviour and participation.
* Implementing and reviewing personal and social development programmes with learners to enhance their life skills and enable them to progress through the CTC.
 |
| **Programme planning, delivery & evaluation** | * Overall running of the Induction / Stepping Up Programme to include personal and social skills development and to support the learners to re-engage in a learning environment.
* Training, assessing and monitoring of learner course work to QQI Level 3 & 4.
* Prepare and maintain training and certification records.
* Develop, implement and review Individual Learning Plans (ILPS) with learners to track progress within the CTC.
* Assisting with the planning, development, and implementation of CTC services within the training standards system.
* Use time not directly engaged in training to carry out related work, including administration and/or other managerial duties where appropriate.
* Be energetic and flexible in approaches and methodologies.
* Report to the Centre Manager on a day-to-day basis.
 |
| **Collaboration** | * Work with management to ensure that appropriate certification is available and programme standards are maintained.
* Link with parents / guardians to support the learner in progressing through their programmes in the CTC.
* Engage with external agencies the learners may be linked with to ensure wraparound supports are in place for learners to meet their needs.
* Link with previous learners once a month to track their progress outside of the CTC.
 |
| **Health & Safety** | * Ensure compliance with Health & Safety procedures and complete incident and accident reports as necessary.
* Ensure that activities, work and leisure areas are safe & secure to carry out duties.
* Report any concerns related to the safety or welfare of young people in line with legal and organisational guidelines.
 |
| **Training & Development** | * Undertake approved training for professional development and mandatory organisational training.
 |
| **Other** | * Participate in Supervision/Performance guidance with the Centre Manager.
* Be available to provide lunchtime supervision and cover for colleagues.
 |
| **Hours of work:** | The instructor will work a minimum of thirty-five hours per week in a flexible manner. A minimum of 32.5 hours will be direct work with learners.  |
| **Please note:** | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  Consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time. 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. |

