**Back to Education Initiative Adult Educator Job Description – Mid Kildare**

**Purpose of the post:**

The BTEI Adult Educator will support the co-ordinator with the delivery and management of the part time further education and training programmes across the mid Kildare region.

**Reporting to:** ALO and Adult Education Officer.

**Initial Location:** Naas and Newbridge FETC.

**Hours**: This post is for 13 hours per week.

**Key Duties and Responsibilities:**

The Post Holder must be prepared to work evenings and/or weekends.

**Initial Duties and Responsibilities:**

1. Responsible to the programme manager on a day to day basis for the delivery of the programme.
2. Direct class contact in keeping with programme needs as required by KWETB subject to a maximum of 20 hours per week.
3. Provide assigned ad-hoc or scheduled individual and group support sessions to learners;
4. Deliver specific workshops/one-off sessions to learner groups that complement the programme including specific information sharing and facilitation to support identification of progression routes.
5. Deputise for the Coordinator as required
6. Administrative duties relevant to the post, including maintenance of in-house IT and data management admin systems (PLSS/QBS etc.), learner contact, timetabling, recruitment of learners, course promotion, etc.
7. Support outreach work by engaging with external stakeholders to identify local education and training needs, representing the interests of the ETB.
8. Engage with internal stakeholders including the Guidance Service, Training Services and other programmes to facilitate an integrated response to meeting the needs of learners and groups.
9. Promotion of the local service and of the ETB.
10. Work with the programme management and staff team in organising events that support the programme delivery, enhance the profile of the service, centre or the ETB, and/or celebrate learner/group achievements.
11. Assist with ongoing development, monitoring and evaluation of programmes, courses and workshops.
12. Assist the development, delivery and management of new projects.
13. Support the mission and maintain the values of KWETB;
14. Work with the Coordinator in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners.
15. Conducting interviews and/or assessment of learners.
16. Support the Coordinator with the induction of new tutors and teachers including in the areas of Quality Assurance, KWETB processes, Child Protection, service specific processes as appropriate;
17. Support tutors and teacher to identify Continuous Professional Development

(CPD) needs and to access CPD resources;

1. Provide locally agreed substitution cover for absent staff.
2. To comply with KWETB Quality Assurance policy and procedures.
3. To provide learners with information and access to information regarding progression, reasonable accommodation, assessment, appeals and malpractice.
4. To ensure timetables/schedules are adhered to.
5. To record and ensure the return of materials, resources and other equipment.
6. To identify materials and equipment (including ICT) required for the delivery and support of the teaching and learning process.
7. To attend and engage in staff meetings, staff development and training.
8. To obtain feedback from learners regarding course content, delivery and quality assurance.
9. To participate in appropriate continuous professional development and training as agreed with management.
10. To maintain full and accurate records/registers as advised by the Adult Education Officer /Director of Further Education and Training
11. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.
12. Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise. The role may require some work to be conducted outside of normal working hours.

**Competencies**

Team Work

* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate;
* Utilises own leadership skills as appropriate;
* Offers own ideas and perspectives working in a collaborative manner;
* Utilises own experience in the FET sector to contribute to development of an effective and dynamic team;
* Understands own role in the team and performs to a high standard;
* Has good communication and presentation skills including group work skills;
* Shows respect for colleagues and co-workers;
* Utilises own conflict management skills to contribute to a healthy team dynamic.

Information Management / Processing

* Approaches and delivers all work in a thorough and organised manner;
* Follows procedures and protocols, understanding their value and the rationale behind them;
* Keeps high quality records and produces high quality reports;

* Suggests new ways of doing things better and more efficiently;
* Is proficient working with different types of information processes e.g. databases, presentation technology, MS Office;

Delivery of Results

* Utilises own knowledge and experience in the FET sector to influence decision making;
* Takes a leadership role when required and acts with confidence and authority;
* Takes responsibility for projects and sees them through to the appropriate conclusion or next phase;
* Completes work in a timely manner;
* Adapts quickly to new ways of doing things;
* Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes;
* Identifies and appreciates the urgency and importance of different tasks and works to deadlines;
* Demonstrates initiative and flexibility in ensuring work is delivered in a variety of settings;
* Is self-reliant and uses judgment on making decisions and offering guidance to management, colleagues, or to service users;

Customer Service and Communication Skills

* Actively listens to others and tries to understand their perspectives/ requirements/ needs;
* Understands the steps or processes that learners and other stakeholders must go through and can clearly communicate these;
* Has empathy for adult learners and an awareness of the challenges for learners engaging in lifelong learning;
* Builds trusting and supportive relationships with learners, tutors and teachers, colleagues and service users;
* Is respectful, courteous and professional, remaining composed, even in challenging circumstances;
* Can be firm when necessary and communicate with confidence and authority; • Communicates clearly and fluently in various settings;

Specialist Knowledge, Expertise and Self Development

* Clearly understands the role, objectives and targets of Further Education and Training and how they fit into this work;
* Understands the role of Lifelong Learning in personal, community and economic development;
* Clearly understands the role of Quality Assurance and maintaining educational standards in both unaccredited and accredited programme provision;
* Is committed to self-development and continuously seeks to improve personal performance;
* In the Community Education Service: Knowledge of Community Development;
* In the Adult Basic Education Service: Experience working with adult literacy services.

**Drive and Commitment to Public Service Values**

* Consistently strives to perform at a high level and deliver a quality service;
* Serves the Government and people of Ireland;
* Is thorough and conscientious;
* Is enthusiastic and resilient, persevering in the face of challenges and setbacks; • Is personally honest and trustworthy;
* At all times, acts with integrity.

**Qualifications and Requirements**

* At least NFQ Level 7 qualification in the area of adult and further education;

AND

* A minimum of three years’ experience in a skilled capacity in the further education and training sector;

AND

* A full clean drivers licence,
* Ability to work flexibly.