



INFORMATION GUIDE

Adult Educator (Special Needs, to adults with severe-to-profound disabilities)

Job Title:	Adult Educator —with initial responsibility as a Special Needs Tutor to adults with severe-to-profound disabilities.
Location:	Initial appointment will be to Bray Adult Learning Centre with outreach to CALI, Newtownmountkennedy who provides education, care, and therapy to young adults with severe-to-profound disabilities.
Job Summary/ Purpose:	The Adult Educator Special Needs Tutor will be responsible for the administration, development, planning and delivery of a Further Education and Training programme to adults with severe-to-profound disabilities.
Responsible to:	FET Programme Coordinator/Adult Education Officer
Hours of Work:	The Adult Educator will work 35 hours per week Monday to Friday in a flexible manner (20 hours direct class contact and 15 hours non-contact per week).
Duration:	Commencing 1 st September 2025 to 31 st August 2026
Annual Leave:	35 days per year (as per agreed KWETB programme calendar)
Salary Scale:	The remuneration offered is the Adult Educator scale as determined by the Department of Education



Initial Duties and Responsibilities:

1. Responsible to the FET Programme Coordinator, on a day to day basis, for the delivery of the FET programme - Special Needs Adult Educator to adults with severe-to-profound disabilities
2. Plan and deliver a programme to individuals with severe-to-profound disabilities with meaningful learning experiences based on participants' interests and needs.
3. Develop in-depth lesson plans, monthly plans, and 6-monthly individual learning plans, assess learning, adapt lessons, develop learning materials.
4. Lead and coordinate the programme to ensure that learning is intertwined throughout all activities of the day. Set, assess, and record learning goals, progress, and outcomes
5. Liaise and collaborate with clinicians and CALI service manager and facilitators team to deliver a consistent, person-led approach.
6. Collaborate with families, HSE, a multi-disciplinary team and any other relevant stakeholders
7. Ensuring safety & welfare of students when in class, risk assess and plan activities and community outings, ensuring all educational experiences are safe, inclusive, and appropriate to each participant's needs
8. Administrative duties relevant to the post, including maintenance of in-house IT and data management admin systems.
9. Maintain clear records and contribute to planning, team meetings, and reflective practice.
10. Assist with ongoing development, monitoring and evaluation of programmes, courses and workshops.
11. Conducting interviews and/or assessment both formative and summative of students
12. Comply and engage with KWETB Quality Assurance policy and procedures.
13. To ensure timetables/schedules are adhered to.
14. To identify materials and equipment (including ICT) required for the delivery and support of the teaching and learning process.
15. To attend and engage in staff meetings, appropriate CPD and training as agreed with Coordinator
16. To carry out any other duties appropriate to the grade which may be assigned from time to time and any 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.
17. 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.



Attendance, Salary Scale and Leave

The successful candidate will work for 35 hours per week. 20 hours direct class contact and 15 hours non-contact per week. Attendance outside of normal hours may be required.

Qualifications and Experience requirements

- Level 8 qualification in Education, Early Ed & Care, Special Ed
AND
- A minimum of three years' experience in a skilled capacity in the education and training sector; preferably with experience working with students with severe to profound intellectual disability
AND
- Experience working with people with intellectual disabilities or complex support needs.
- Proficiency/Experience in Augmentative and Alternative Communication (AAC), e.g., Lámh, PECS, Communication devices, GRID etc.

Person specification

- Experience and understanding of working with adults with severe to profound challenges.
- Knowledge of New Directions, Universal Design for Learning, or supporting people with challenging behaviours
- Demonstrated ability to plan, deliver, and adapt content for diverse learner profiles.
- Experience delivering QQI modules
- Ability to manage time effectively and work to deadlines.
- Ability to work on own initiative and as part of a team
- Excellent communication, interpersonal and writing skills
- Is proficient working with different types of information processes

Competencies

A number of key competencies have been identified as being essential for the effective performance of the role and function of the Adult Educator.

These competencies are as follows:



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, social media.

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 students and other stakeholders must go through and can clearly communicate these
- Has empathy for adult students and an awareness of the challenges for students engaging in lifelong learning
- Builds trusting and supportive relationships with students, 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
- Experience working with students with severe to profound challenges.

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.

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than 12 noon on **Wednesday, 13th August 2025**.



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CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Please note the following

- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.
Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

Dr. Deirdre Keyes, Chief Executive

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