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KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

INFORMATION GUIDE

Part-time Fixed Term Adult Educator – KWNT13926

Post: **Healthcare Support QQI Level 5**
Hours: **The 6hrs delivery and 4hrs 5mins associated hours**
Delivery hrs Monday – Wednesday evenings 6:30 pm – 09:30pm
Duration: **Commencing asap**
Location: **Blessington Further Education Centre, Blessington, Co. Wicklow**

Purpose of the post:

The successful candidate will be required to prepare and deliver high quality, flexible programmes to a variety of adult learners. The Adult Educator will plan, prepare resources, deliver lessons, monitor learning and assess learners.

- Curriculum development and delivery, implementation of certification procedures, and delivery of assessment
- Plan and prepare appropriate teaching and learning materials pertinent to the course/syllabus as agreed with the FET Co-ordinator and/or Adult Education Officer. (AEO)
- Set and examine assessments, in addition to work in class and to undertake other duties relevant to the proper management of the class and the monitoring of the progress of his/her class, for assessment purposes
- Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required
- Development and monitoring of certified programmes
- Additional duties required by the needs of the programme

Reporting to: **FET Centre Co-ordinator, Anne McGrath**

Initial Location: **Blessington Further Education Centre**

Adult Educator's place of work is dependent on the programme to which they are offered hours, which may be in any centre or geographical area in which one of the FET and Language and Literacy programmes operate

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Adult Educator post specific duties and responsibilities

- Meet a range of learner educational needs in their teaching
- Monitor and assess learners course work and progress
- Adhere to all module specifications and assessment criteria, where appropriate.
- Maintain a register according to the instructions of the Department/ maintain accurate records
- Help adults overcome barriers that hinder access to learning and participation in KWETB courses
- Work with QQI coordinator to ensure programme delivery and learning is maintained to a very high level
- Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required
- Submit a scheme of work and initial lesson plan no later than 1 week after the commencement of the course
- Arrive at a reasonable time before the commencement of the class to start at the scheduled time
- Responsible for submitting accurate pay claims on time, duly approved by the Adult Literacy Organiser/FET Co-ordinator
- Required to adhere to all admin requirements of assessment and certification and maintain all appropriate records
- Flexibility delivery, evening and possibly occasional weekend work
- Manage the learning environment
- Have a duty of care to learners
- Maintain confidentiality at all times
- Additional duties required by the needs of the programme

The above list of may be varied having regard to the changing needs of the Scheme.

The contractual obligations of the Adult Educator will be to deliver contact hours and associated weekly hours for the duration of the contract.

The expected undertaking of associated/non-contact work is to provide for

- Programme Development
- Pre Preparation for delivery
- Assessment of learners
- PLSS engagement
- Attendance at required PL&D events/seminars
- Involvement in communities of practice

- Participation in support groups e.g. H&S, quality assurance, active inclusion etc.

Attendance, Salary Scale and Annual Leave

Attendance:

The Adult Educator will receive a contract setting out the commencement and termination dates of the employment and the total hours per week, including delivery and associated hours. Attendance outside of normal hours may be required.

Salary scale:

Newly hired Adult Educators will begin at point 1 of the Adult Educator incremental salary scale - €38,283, or the corresponding hourly rate. The hourly rate applies to this post. For each contract hour the new hire will be paid €36.67, including holiday pay.

For information, the salary scale is currently: €38,283 – 68,835 (including 2 x long service increments) per annum.

Annual leave

Annual leave will be granted in accordance with the Organisation of Working Time Act 1997, relevant Department of Education or Department of Further and Higher Education, Innovation and Science Circular Letters and in accordance with the ETB's annual leave policy.

Annual leave for certain categories of employees is encompassed within school closure periods in accordance with the relevant Circular Letter. All statutory leave, excluding annual leave, will be granted in accordance with employment legislation and in accordance with arrangements authorised by the Minister for Education.The final decision in allocating annual leave rests with the Employer.

Pension

Membership of a public service pension scheme is mandatory. The Adult Educator will be admitted to the relevant scheme.

Qualifications and Experience requirements

- Holds a relevant qualification in the subject area.

- Demonstrates experience in a skilled capacity in the further education
- and training sector; **AND**
- Ability to work flexibly.

Competencies

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

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 the Adult Education Service;
- Clearly understands the role, objectives and targets of the 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.

APPLICATION PROCESS:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than 12 noon on **Wednesday, 18th November 2026**

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

Reasonable Accommodation Statement

Kildare and Wicklow Education and Training Board (KWETB) is committed to fostering an inclusive and supportive environment for all applicants, learners, and staff. We welcome and encourage applications from individuals of all backgrounds and abilities. We actively support the development and employment of people with disabilities and promote diversity and inclusion throughout the organisation.

In line with the Employment Equality Acts 1998–2015, we are committed to ensuring that candidates with disabilities are treated fairly, have the opportunity to perform at their best and that all recruitment processes are based on merit. We provide positive support to candidates who disclose a disability and ensure that requests for reasonable accommodations are assessed through a collaborative, transparent, and consistently applied process.

Reasonable accommodations are adjustments or supports that help remove barriers for individuals with disabilities, without imposing a disproportionate burden on an organisation.

Examples of reasonable accommodations may include:

- Providing accessible interview locations or online interview options
- Supplying materials in alternative formats (e.g. large print, Braille, or digital)
- Allowing additional time for interviews, assessments, or tests
- Modifying workspaces for accessibility
- Adjusting work schedules or offering remote working options
- Providing assistive technology or software
- Arranging for an Irish sign language interpreter or personal assistant during interviews or training

For more information or to request a reasonable accommodation, please contact niamhtormey@kwetb.ie to arrange a confidential conversation with a member of our team. All requests will be handled with sensitivity and confidentiality.