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**JOB DESCRIPTION**

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| Competition Title: | Adult Educator – Horticulture, Community Education - Co. Wexford. |
| Grade: | Adult Educator |
| Reporting To: | Co-ordinator /AEO/FET Director/CE |
| Tenure: | This post is permanent and pensionable  This post is 35 hours per week which is made up of 20 hours Instruction and 15 hours Associated Work across 5 days per week (may include some evening and weekend work) |
| Location: | This post will be based in the County of Wexford with one delivery location per day.  Appointment is to the Scheme – WWETB reserves the right to assign a staff member to any other location, as the service exigencies require. |
| Applications to: | [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | This is an open competition. |

**Summary of Position**

The Adult Educator will work as part of the Further Education and Training Team to achieve WWETBs Strategic Performance Agreement with Solas. The Adult Educators will have experience and expertise in the areas of teaching & learning/adult education tuition, group facilitation, assessment, the use of technology, curriculum design, non-formal education and accreditation.

**Role and Responsibilities of Adult Educator**

* Provide subject specific tuition for learners engaging in accredited and non-accredited further education and training programmes.
* Provide a high level of subject specific tuition to meet the needs, interests, experience and existing knowledge of the learners.
* Promote an ethos of learning and learner engagement within a Further Education and Training setting.
* Contribute to the development of a safe, encouraging, inclusive learning environment for a diverse range of learners.
* Promote equality and respect in the classroom/group.
* Ensure appropriate confidentiality in relation to learner participation, records, course material etc.
* Overall planning, delivery and evaluation of accredited and non-accredited courses.
* Preparation of materials and resources for accredited and non-accredited courses which meet the needs of a diverse range of learners.
* Submit course outlines to Programme Co-ordinator as required.
* Have a thorough understanding of the certification processes in the relevant subject area (for accredited programmes).
* Completion of assessment and submission of portfolios/assignments/examinations, as required for accredited courses.
* Provide feedback to learners in relation to progress and assignments as appropriate and required.
* Comply with quality assurance and certification requirements/standards as outlined by Programme Co-ordinator.
* Comply with all the recording and reporting procedures of the programme and WWETB, in line with the requirements of various awarding bodies and funding regulations including PLSS, SOLAS, DES, DFHERIS, ESF etc.
* To support the promotion and recruitment of learners onto courses/programme.
* Maintaining appropriate and accurate learner records, class registers, database entries and provide reports and regular updates to Programme Co-ordinator in the required format.
* To assist with the assessment and registration of learners, if relevant.
* Completion of administrative tasks related to the role.
* Timely submission of DCS timesheets (where applicable).
* Share materials, resources and methodologies with colleagues in the interest of developing best practice.
* Keep up to date with new developments in designated area of tuition.
* Engage in appropriate and relevant staff professional development and in-service training courses as requested. To keep up to date with current educational thinking and practice both by study and attendance at courses/workshops & meetings.
* Comply with health and safety regulations.
* To be responsible for the property and equipment of WWETB and to supervise the packing or unpacking of that equipment while it is being transported between locations.
* Adhere to data protection regulations and requirements (GDPR).
* To ensure proper standards for audit purposes, Adult Educators will be expected to comply with all recording and reporting procedures. Procedures may vary according to the requirements of a particular programme strand.
* Undertake any other related duties appropriate to the needs of the ETB as may be assigned by the Programme Co-ordinator/AEO to support the effective delivery of tuition and having regard to changing needs and demands within the ETB.
* Adult Educators will work in collaboration with Learner Support Service and Adult Guidance to support learners to access.
* The adult educator is expected to arrive at a reasonable time before the commencement of the class, so as to enable the class to start at the scheduled hour.  They shall record their attendance by whatever system is prescribed.
* To evaluate and review one’s own teaching methods, materials and schemes of work and to make changes as appropriate on an individual basis or in co-operation with the Programme Coordinator/Adult Education Officer/Director of FET and/or Inspectorate of the Department of Education.
* Promote the value and potential of blended and on-line learning and work to support the growth of online and blended learning.

The above job specification is not intended to be a comprehensive list of all duties involved, and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

**Policy and Legal Framework**

The adult educator will work within the framework of National Legislation including inter alia the following:

* The Education & Training Boards Act, 2013
* The Education Act, 1998
* The Education (Welfare) Act, 2000
* Qualifications (Education and Training) Act, 1999
* Teaching Council Act, 2001
* The Education for Persons with Special Educational Needs Act, 2004
* Policies and Guidelines on the Adult Education Curriculum and Service
* Policies and procedures as adopted by WWETB

**Timetabled Hours and Associated Work**A full-time Adult Educator works 35 hours per week with 20 class contact hours for the specific delivery of courses (i.e. timetabled contact hours) and 15 hours with associated work (i.e. non-contact time). This is across 5 working days.

The delivery of the associated work (i.e. non-contact time) will be in line with the needs of the programme and overseen by the Programme Coordinator/AEO. The expected undertaking of associated work of 45 minutes (0.75 hour) for every contact hour timetabled for an Adult Educator, 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
  + Involvement in any other area(s) of delivery/support that may arise in relation to FET provision and support services

Delivery of associated work includes but is not limited to the above list.

**Essential Requirements**

* A qualification at Level 6 on the National Framework of Qualifications or its equivalent or higher in relevant discipline(s) commensurate with this role and the Further Education and Training Sector.
* Ability and qualifications to deliver modules/subject specific areas.
* Minimum of 1 years’ experience in Education & Training or related field

**Desirable Requirements**

* Understanding of Adult Education and the variety of work involved.
* Track record of service delivery and using own initiative.
* A work history of excellent communication and teamwork.
* Experience in dealing directly with adult learners.
* Ability to represent WWETB in a professional and knowledgeable manner.
* An ability to work with vulnerable groups in a sensitive and empathic manner.
* High level of interpersonal skills.
* Excellent standard of written, verbal and presentation skills.
* Ability to adopt a flexible approach to achieve goals.
* Full clean driving licence.
* Ability and qualifications to deliver modules/subject specific areas.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

and Skills from time to time for Adult Educator roles. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scales.

The adult educator will begin at point 1 of the pay scale or corresponding hourly rate if not assigned to a full-time post.

**Particulars of the Position**

The post is wholetime (35 hours per week), permanent and pensionable. Candidates are expected to be flexible as hours may include evenings and other times, in accordance with service needs. Travel between delivery centres may also be required.

**Application Form**

Applications must be made on the official Adult Educator Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

Waterford and Wexford ETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Adult Educator Application Form and the likely number of vacancies to be filled. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by Waterford and Wexford ETB.

The interview will be competency based and marks will be awarded under the following skill sets identified for the position of Adult Educator:

* Specialist Knowledge, Expertise and Self Development
* Programme Delivery
* Learner Development and Inclusion in FET
* Management and Delivery of Results
* Professional Development

**Specialist Knowledge, Expertise and Self Development**

* Demonstrates subject-matter expertise aligned with further education and training curricula and standards
* Displays high levels of skills and expertise in own area and provides guidance to colleagues
* Focuses on self-development, striving to improve performance
* Keeps up to date with policy developments, quality assurance requirements, and evolving approaches in FET
* Engages in reflective practice to enhance teaching effectiveness and learner engagement

**Programme Delivery**

* Have sufficient confidence in his/her ability to transfer the skills of the subject matter in the relevant curriculum/programme specification
* Have knowledge of modern and inclusive training methodologies
* Previous Teaching/Instructing/Training delivery experience
* Strong knowledge of and demonstrable experience of working in FET and delivery of certified/uncertified programmes

**Learner Development and Inclusion in FET**

* Identify and understands key issues and trends in learner support and inclusion
* Ensures implementation of learner support protocols and procedures.

**Management and Delivery of Results**

* Proven record of achievement
* Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
* Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation

**Professional Development**

* Leads by example, demonstrating the importance of continuous professional development by setting time aside for reflection, development initiatives for self and the team
* Engages in continuous professional development, keeping pace with sectoral advancements and fostering a culture of lifelong learning among colleagues and learners.