

Adult Educator – ESOL Tutor & Programme Support (Part-time - 0.5 WTE)

Purpose of the Job:

The Adult Educator – ESOL Tutor & Programme Support will assist the Programme Co–Ordinator to ensure that the guiding principles of the Adult Education Service are reflected in part time provision in Adult Education Service Southwest. The aim is to create a learning environment where the participants can realise their full potential while participating in our part time programmes and beyond.

Reporting to the Adult Education Officer or designated person.

Requirements:

- A minimum 3 years of experience working in a relevant work environment ideally Adult Education/education/training including experience working with the target groups for our programmes.
- A third level qualification, teaching qualification and experience is required.
- Excellent communication, organisation and time management skills.
- Dedication to providing high quality service to learners and excellent problem-solving skills.
- Ability to work independently or in a team.
- Excellent IT skills and office administration experience.
- Access to a car and a full clean driving license.

Key Responsibilities – Assist the Programme Co-Ordinator to:

Recruit and place students in suitable Adult Education Service courses.

- The Adult Educator will work with individuals who would like to participate in AES ESOL/Literacy courses;
- Liaise with appropriate staff in the recruitment of students to the Adult Education Service programmes
- Liaise regularly with administration regarding the waiting lists for the Adult Education Service and ensure regular communications with applicants regarding the progress of their application.
- Liaise with the appropriate Programme Manager eg. ALO to ensure regular screening/assessment of applicants is scheduled and assist in the organisation and administration of assessments sessions.
- Communicate the assessment results to the Programme Co-ordinator and follow up with applicants who are being offered a place on part time courses.

- Refer unsuccessful applicants to the Adult Education Information Officer to discuss other options which may be available to them.
- Assist in the enrolment and registration of groups and individual students.
- Follow up with students to obtain formal identification when required.
- Liaise with administration staff to ensure a full data set is available for the database and our records.
- Liaise with administration in relation to the need for supports identified by students on their application form.

Ensure learners experience a meaningful learning engagement which is positive, supportive and encourages retention, completion and progression.

- Build and maintain positive relationships between AES staff and students by delivering clear information sessions at regular intervals throughout the programme ensuring students understand what they engaged in and what the AES and their responsibilities are in relation to e.g. the code of conduct, disciplinary, grievance procedures etc.
- Liaise with the Programme Co-ordinator in relation to developing and implementing strategies that will encourage resilience, retention and completion of the programme e.g. activities that encourage wellness, fun, collaboration, team building.
- Liaise with the AEGS to plan provision of information around supports available to learners throughout the course.
- Encourage inclusion and liaise with learners, AEGS and Programme Co-ordinator regarding practical supports that can be put in place and any reasonable accommodations that can be made for those with diagnosed learning difficulties.
- Monitor attendance and contact learners who are at risk of dropping out to encourage a return to the class where appropriate.
- Contact learners who have already left the course (early finishers) and establish why they left the course. Make a referral to the AEGS if appropriate and inform Programme Co-ordinator of issues arising.

Contribute to the maintenance and development of the existing high-quality learning environment for learners in the AES.

- Link with Centre Managers/ Programme Co-ordinator/administration to ensure a high quality, well maintained learning facility is available to students
- Motivate learners to be resilient and progress by recognizing and recording their achievements.
- Liaise with Programme/Centre Managers to ensure learning is celebrated including the achievement of minor awards and non-accredited learning.
- Liaise with administration to produce certificates of participation and invitations to as appropriate.

Contribute to the continuous improvement and development of AES programmes.

- Work with the Programme Co-ordinator to ensure that information is available to applicants and current learners and that the learner voice is heard and feedback is incorporated into current and future provision.
- Regular communication and information sharing with all staff about current and planned provision, particularly with reception/administration staff and Information Officers.
- Ensure course evaluations are completed by learners either as a group or individually at various stages during the course and is available in report format for programme reviews.
- Liaise with administration to ensure missing completion and progression data is available for entry on the database when required. Follow up with students to obtain missing data during the summer and midterm breaks etc.
- In the absence of the Co-ordinator, accept completed QQI folders from tutors, ensure the availability of relevant QA forms and checklists, ensure secure storage of assessment evidence, assist in preparation for Internal Verification and External Authentication.
- Liaise with the Programme Coordinator to ensure all DDLETB and AES local policies and procedures are adhered to e.g. Procurement, Health and Safety, GDPR when assisting students in the provision of relevant forms and letters to agencies such as the DEASP etc.

Deliver direct class contact time to groups and individuals, in keeping with the programme needs and timetabled by the Programme Co Ordinator.

- Class contact time may be timetabled to a maximum of 22 direct class contact hours per week **pro-rata**. This will depend on the time of year and needs of the service eg. there will be opportunities for, development/ identifying and provision of blended, online learning

General duties

- Relevant administrative duties are carried out including, maintenance and storage of student personal details, assessment records and provision of reports as required.
- Ensure important documents such as the Code of Conduct are understood, signed by students and returned to administration for filing.
- Assist students in the provision of relevant forms and letters to agencies such as the DEASP etc. adhering to GDPR and other relevant policies and procedures.
- Any other duties or activities that may arise from time to time are carried out for the benefit of participants and the Adult Education Service as a whole.
- Participation in regular team meetings to plan, develop and review programmes.
- Attend in-service training and staff development as required.

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Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Atha Cliath agus Dhún Laoghaire Education and Training Board

Working Conditions:

Nature of Employment:

Fixed term position in accordance with General Conditions of Employment.

Nature of Post:

The Adult Educator – ESOL Tutor & Programme Support is a part-time temporary post for the purpose of working with students in our part time courses and supporting the service in achieving high levels of satisfaction, retention and completion in our part time provision.

Salary:

Adult Educator

€31,217 - €58,306 **pro-rata**.

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 Educators. 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.

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new reduced scale and is not negotiable.

Hours of work:

17 hours 30 mins per week . Attendance will be required during normal ETB office hours and may include one evening per week. There will be a requirement to be available at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Adult Education Officer/Programme Co-ordinator, as will the offsetting of such attendance against normal office hours.

Annual Leave:

The Adult Educator post has specific requirements including availability to deliver direct class contact/resource work/administration work for 226 days per year with 35 days annual leave per year **pro-rata**.

Format of Applications:

Applications should be made by online via <https://www.ddletb.ie/corporate/recruitment/> by **4pm on Friday 9th September 2022**.

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Adult Educator – ESOL Tutor & Programme Support

Planning and Organising:

- Ability to establish clear objectives and priorities, schedule time, resources and activities effectively and efficiently and carefully monitor progress and results.
- Ability to use planning and organisation tools and techniques e.g. excellent use of IT, administration, organisation and time management skills.
- Ability to plan and prepare and deliver 1:1 or group class contact activities, workshops etc.
- Use appropriate teaching methodologies in the classroom to meet the needs of class group and individual learners.

Achieving Delivery:

- Understands and meets the needs of target groups for adult education/learners on part time programmes.
- Can be accountable for taking action to deliver goals and objectives of the ESOL programme, such as increasing learner satisfaction/focus as well as improving learner retention, completion and progression rates from our part time programmes.

Interpersonal, Communication and Influencing Skills:

- Ability to express ideas clearly and present information effectively (verbal and written) and deliver class contact to groups and on a 1:1 basis.
- Can clearly and accurately explain issues, policies, procedures and other information pertinent to learners and colleagues.
- Ability to identify and agree personal learning goals appropriate to the learner.
- Confident communicator who is able to motivate others to be resilient and achieve their own personal learning goals.

Relationship Building/Team Working

- Ability to build professional relationships with learners which will encourage and support them to engage, communicate with AES staff as well as participate and complete courses.
- Ability to work independently and co-operatively as part of a team to achieve AES targets/goals in a respectful manner.

Continuous Improvement, Innovation and Problem Solving

- Ability to be proactive in generating ideas and activities for improvement and finding creative solutions to problems and issues.
- Able to analyse information, problem solve and generate creative solutions.