



Job Description – BTEI Adult Educator

Job Title: BTEI Adult Educator (Learning Support)

Location: Edenderry FET Centre

Job Summary The key function of this role will be to support the Centre Manager to provide an inclusive and supportive environment for learners to ensure accessibility to all services available. The role will involve teaching and assessing QQI modules, supporting learner progression and achievement, coordinating adult education classes, and promoting the Centre and its courses in the wider region.

The BTEI Adult Educator will work closely with the Centre Manager, programme teams and external stakeholders to ensure high-quality educational experiences for learners and to support the strategic development of the Centre's provision.

Contract Type: 1-year fixed term

Responsible to: Centre Manager/Director of FET

Hours of Work: The BTEI Adult Educator will work 35 hours per week in a flexible manner that may include evenings and other times, in accordance with service needs

Salary Scale: Pre 2011 €41,300 - €68,835
Post 2011 €38,283- €68,835

TASKS / DUTIES & RESPONSIBILITIES:

- Work with the Centre Manager and relevant staff in the planning and delivery of programmes to meet learner's education and training needs.
- Support the organisation and scheduling of classes, tutors, assessments and learner activities.
- Contribute to learner recruitment, induction and retention activities.
- Assist in the promotion of the Centre's programmes through information sessions, community outreach, print and digital media.
- Develop positive working relationships with learners, community organisations, employers and other stakeholders.
- Represent the Centre at events, meetings and promotional activities as required
- Work with learners in group or one to one setting, to provide additional supports as necessary.
- Contribute to and help to foster a learner-inclusive culture across the sites – through admissions processes, service provision, and adoption of inclusive approaches to delivery and assessment.
- Undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
- Assist in the collation of information as required, e.g. for QQI, PLSS, SOLAS.
- Produce clear, coherent and effective written documents in a wide range of formats (reports, evaluations, learner materials etc.).
- Work with the Centre Manager and designated H&S representative to review and improve health and safety processes and procedures.

- Perform other such duties that may be assigned from time to time by Service Manager, Director of FET Services and the Chief Executive.

Person Specification

Job Title: BTEI Adult Educator (Learner Support Worker)
(full-time post – 35 hours per week)

Essential	Desirable
Knowledge/Qualifications • Relevant third level qualification at minimum NFQ Level 7	
Work Experience • Excellent written and oral communication skills • Strong IT, administrative and organisational abilities • Have experience of a busy work environment where competing priorities need to be managed	• Experience in marketing / social media • Experience of working with young people • Fluent in the Irish Language
Characteristics/Attributes • Be self-motivated and show initiative. • Empathy with and positive regard for adult learners. • Excellent interpersonal and communication skills. • Flexibility in relation to working hours – evenings • Willingness to learn new skills	