

Job Description Adult Educator	
Post Type:	Adult Educator- Special Needs Assisting
Responsible to:	FET Centre Manager/Further Education Manager (Pathways)/ Director of Further Education and Training/Chief Executive
Hours of work:	6 hours per week comprising 2 evening classes of 3 hours per week. One evening in Clara FET and 1 evening in Tullamore FET. The role will also encompass administration associated with the delivery of these classes.
Salary Scale:	€38,283 - €68,835
Location:	Clara FET Centre and Tullamore FET Centre
Date of issue:	October 2026
Contract	Fixed Term Contract – 14 weeks
Job Summary/ Purpose:	A key function of this role will be to deliver the QQI Level 5 and Level 6 Special Needs Programme. Assisting Early Learning and Care Programme in the evening. The delivery of this programme comprises two evenings per week.

Duties:
• Delivery of QQI Level 5 and Level 6 Special Needs Assisting Programmes • Support learners on the Programme • Comply with QQI and Quality Assurance requirements • Involvement in Communities of Practice • Attend Quality Assurance briefings and training events This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable
Work Experience • Experience in delivering QQI Programmes/Modules • Experience in delivering childcare/SNA modules • Experience of working with adult learners Knowledge/Qualifications • Relevant third level qualification Characteristics/Attributes • Be self-motivated and show initiative • Have empathy with and positive regard for adult learners. • Have excellent interpersonal and communication skills. • Have a proven track that assists learners in achieving their full potential. • Fluent in Irish	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓

Competencies required:

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

- Organisation and Planning
- Assessment and Records
- Interpersonal and Communication Skills
- Self-awareness and self-management skills

Organisation and Planning: Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.

Assessment and Records: Assess student work, development and progression and maintain records regarding attendance and achievement in accordance with statutory requirements. e.g. QQI and DES.

Interpersonal and Communication Skills: Engage and communicate in a professional and appropriate manner with all stakeholders.

Self-awareness and Self-management Skills: Is self-aware and has the capacity to self-manage and develop personally and professionally.