

Job Description Adult Educator Adult Literacy and ESOL (Youth)	
Post Type:	Adult Educator- Adult literacy and/ or English for Speakers of other languages (ESOL) in the area of youth.
Responsible to:	Adult Literacy Organiser/Further Education Manager (Inclusion)/ Director of Further Education and Training/Chief Executive
Hours of work:	20 hours per week. Responsibilities will include the delivery of classes, related administrative duties and supporting young people within the literacy service. You will be required to deliver 45 minutes of associated work for each hour of delivery Schedules and locations to be confirmed.
Salary Scale:	€38,283 - €68,835 p.a
Location:	Across Laois and Offaly
Contract:	Fixed Term Contract until end of May 2027
Date of issue:	15/10/2026
Job Summary/ Purpose:	A key function of this role will be the planning, delivery and evaluation of a range of Literacy and ESOL programmes to support young people. The successful candidate will also undertake all related administrative duties required to support programme delivery, learner progression, data management and reporting.

Duties:
• Deliver a range of Literacy and ESOL programmes, including both accredited and non-accredited provision, up to QQI Level 3, across a variety of programme areas and learner groups including young people. • Support learners to achieve their personal, educational and progression goals through a learner-centred approach. • Plan, prepare, deliver and evaluate learning programmes in line with curriculum, programme and learner requirements.

- Maintain accurate learner records and complete all programme-related administration, including attendance monitoring, assessment documentation, reporting and data management requirements.
- Ensure compliance with QQI quality assurance procedures and all LOETB policies and procedures.
- Participate in Communities of Practice, continuing professional development (CPD), and other upskilling opportunities in response to emerging educational needs and best practice.
- Contribute to the development, implementation and review of programme initiatives in the area of youth literacy.
- Attend LOETB staff meetings, briefings, training events and other relevant activities as required.
- Work collaboratively with colleagues, partner organisations and other stakeholders within youth services to support positive learner outcomes.
- **Please note:** The successful candidate may be required to undertake additional responsibilities related to the role to support the effective operation and development of the literacy service.

Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable
Work Experience • Experience in delivering QQI Programmes/Modules • Experience in supporting IT • Experience of working with adult learners • Experience of working within a youth setting	✓ ✓ ✓	✓
Knowledge/Qualifications • Relevant third level qualification • Relevant ESOL qualification • Qualification and or experience of working with youth • Full clean driving licence	✓ ✓ ✓	✓
Characteristics/Attributes • Be self-motivated and show initiative • Have empathy with and positive regard for young people. • Have excellent interpersonal and communication skills.	✓ ✓ ✓	

• Have a proven track that assists learners in achieving their full potential. • Fluent in Irish Desirable	✓	✓
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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.