



Job Description – BTEI Adult Educator

Job Title:	BTEI Adult Educator (Learner Support Worker)
Location:	Training Services, Castle Buildings, Tara St, Tullamore
Job Summary/ Purpose	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
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
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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.
- Take responsibility for the promotion of the service's provision through print media, website, social media, etc.
- Work with learners in group or one to one settings, 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, FARR, 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 • Assisted in planning, coordination of training programmes to meet diverse needs of learners. • Provided one to one and group support to learners, helping to overcome barriers to participation • Developed learner resources, reports and administrative documentation to support programme delivery • Maintained accurate learner records • Worked collaboratively with management and staff to improve learner engagement and service delivery	• Experience in marketing / social media • 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 and occasional weekends • Willingness to learn new skills • Excellent organisational and time-management skills	

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| <ul style="list-style-type: none">• Strong commitment to learner-centred and inclusive educational practices• Strong reporting and documentation skills• Excellent written and oral communication skills with ability to build relationships with learners, staff and external stakeholders. | |
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