

APPOINTMENT of Adult Education Tutors (Part Time)

Information Guide

ADULT EDUCATION TUTORS (PART-TIME) – REF: AES/PTT/24 North Inner City

Applications are invited for a panel of adult education tutors (part time) for 2024 which may be filled as Fixed Term Specific Purpose contracts.

Title: Adult Education Tutor (part time)
Centre: City of Dublin ETB Adult Education Service – North Inner City Regional Office
Subjects: Accredited and non-accredited NFQ levels 1-6:

Post Ref: AES/PTT/2401

Adult Literacy, Communications and General Learning

Adult Literacy, numeracy and basic digital skills non accredited; Communications and Mathematics NFQ Levels 2-5; Personal and Interpersonal Skills, Teamworking, Career Preparation and all General Learning modules NFQ Levels 2-5.

Post Ref: AES/PTT/2402

Digital and ICT Skills:

Digital skills for everyday life (smart phones and tablets); Digital media and Digital Marketing Skills; Computer and ICT skills NFQ Levels 2-5

Post Ref: AES/PTT/2403

Social & Community Studies; Health and Welfare;

Community Care, Early Learning and Care (Childcare), Social Studies, Addiction Studies, Healthcare – Levels 4-6

Post Ref: AES/PTT/2404

English for Speakers of Other Languages

ESOL non-accredited including ESOL literacy, CEFR Levels A1-B2, NFQ accredited modules Levels 1-5 including relevant General Learning component awards.

Post Ref: AES/PTT/2405

Cookery & Nutrition; Health Related Fitness

Non-accredited programmes and NFQ accredited modules at Levels 1-4.

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

City of Dublin ETB Adult Education Service provides free part-time adult education programmes in adult education and community centres in over 150 locations in Dublin 1-12. The AES also provides a wide range of vocational skills programmes in subject areas including Early Learning and Care, Healthcare, Business Administration and Social Studies. Programmes are offered at NFQ Levels 1-6 with options for QQI certification as appropriate.

City of Dublin ETB Adult Education Programme operates from five key regional offices based around the city and works with approximately 17,500 part-time adult education students annually.

Proposed Timeframe	<p>Shortlisting will take place week commencing: 5th February 2024 Interviewing to commence week beginning: 12th February 2024</p> <p><i>*All dates are subject to change and are for guidance only</i></p>
Location of Positions	<p>City of Dublin ETB Adult Education Centres and community partners Classes may be delivered as part of education programmes in a wide range of settings including in City of Dublin ETB Adult Education centres; community-based settings including disability agencies, local schools and community groups, Drug Rehabilitation Schemes; as part of other education programmes; in conjunction with other statutory or community organisations etc.</p>
Salary	<p>The successful candidates will be paid in line with the current part-time casual non-qualified tutor rate. The non-qualified rate relates to the adult education sector and not to the individual applicant's qualifications. The current non-qualified tutor hourly rate is €39.02</p>
Hours of Work	<p>Teaching hours offered are normally in the range of 10-16 hours per week. Teaching hours may be offered mornings, afternoons, evenings, or Saturdays.</p>
Annual Leave	<p>In addition to the tutor hourly rate, there is a payment of €3.12/hour holiday pay, which is paid at intervals throughout the year. Tutors are entitled to payment for public holidays, provided their scheduled hours fulfil the conditions of entitlement to payment for public holidays.</p>
Details of the Position	<p>City of Dublin ETB Adult Education Service is seeking suitably qualified persons to facilitate the learning of adult students. All applicants are invited to submit for the panel which will remain in operation for one year following establishment.</p>
Profile	<p>City of Dublin ETB Adult Education Service is seeking suitably qualified persons to facilitate the learning of adult students. Our adult education programmes are targeted at lifelong learners in the City of Dublin, with a targeted focus on individuals and groups that experience particular and acute barriers to participation in adult learning.</p> <p>Successful candidates will have an awareness of the diverse needs of adult students re-engaging with education. The successful candidates will be able to communicate well and motivate their students.</p>
Essential Requirements	<ul style="list-style-type: none"> • Minimum NFQ level 7 qualification or equivalent in a relevant subject area Recognised ELT qualification applies to applicants for ESOL (English language teaching) • Experience of teaching adults especially in adult literacy or community education settings or equivalent. • Recognised qualification for specific vocational subject areas and ability to demonstrate high level of knowledge in chosen subject areas
Desirable Requirements	<ul style="list-style-type: none"> • Relevant qualification in adult and community education or equivalent • Recognised teaching qualification • Completion of Adult Literacy Tutor Training programme • Experience of preparing students for QQI or equivalent certification • Experience working with students from diverse backgrounds and cultures

Duties and Responsibilities	<p>Education: Tutor’s responsibilities:</p> <ul style="list-style-type: none"> ➤ meet a range of student educational needs in delivery of teaching. ➤ Understand the duty of care to students. ➤ planning and record keepings skills including: <ul style="list-style-type: none"> • short-term and long-term planning, preparing teaching and learning materials. • maintaining appropriate records in accordance with good teaching practice and legislative requirements. • developing materials for teaching and assessment purposes. • submit a scheme of work and a lesson plan before the commencement of the course. • assessment: monitor and assess students work and progress including designing assessment briefs and preparing student portfolios for QQI. ➤ manage the learning environment effectively. ➤ be committed to professional development and keeping up to date with new developments in adult education and subject areas. <p>Administration: Tutor’s responsibilities:</p> <ul style="list-style-type: none"> ➤ maintain an attendance register. ➤ manage data in accordance with GDPR principles and requirements. ➤ complete any paperwork requested by City of Dublin ETB involving the assessment and progression of students. ➤ in accordance with City of Dublin ETB Quality Assurance, have a planned, coordinated approach to the delivery of QQI modules. ➤ This includes: providing information on assessment to students; writing assessment briefs; marking assignments; giving feedback to students; maintaining student information in a secure manner, storing all relevant work and documentation in a safe place and keeping to timelines. <p>Reporting: The tutor will report to the Adult Literacy Organiser / Community Education Facilitator under the supervision of the Adult Education Officer.</p>
Competencies	<p>Candidates will be assessed on specific competencies identified as required for the role. Further detail on these competencies is available on the application form.</p> <ul style="list-style-type: none"> • Professional practice: Preparation, Planning and Delivery • Assessment and Records • Interpersonal Communication Skills and Professional Values • Self-awareness and Self-management Skills
Terms of Appointment	<ul style="list-style-type: none"> • Applicants to the panel may be offered a fixed term specific contract position initially for a 12-month period. • The person appointed to the post may be required to contribute to the relevant Superannuation Scheme.
Citizenship Requirements	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p>
Sick Leave and Special leave	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for part time workers in accordance with the Protection Of Employees (Part-Time Work) Act, 2001.</p>
Termination	<p>The appointment will be terminated by one month’s notice in writing on either side.</p>

Garda Vetting	<p>City of Dublin ETB is registered with the National Vetting Bureau (NVB) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVB disclosure.</p> <p>All staff working with young people or vulnerable adults must have current Garda Vetting with the City of Dublin ETB prior to taking up duty.</p> <p>Teaching Council Garda vetting is also acceptable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions which entail working with children and vulnerable adults at any time during their employment.</p>
Pensions	<p>Membership of the relevant public sector pension scheme is applicable for eligible hours only.</p>
Pension Abatement	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
Exclusions	<p>Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position;</p> <p>Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.</p>
Declaration	<p>Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public</p>

	Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
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Notes:

- Please note that it is the responsibility of the applicant to ensure that all application forms are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 4pm deadline on the specified closing date.
- Late applications will not be accepted.
- Short listing of candidates may take place.
- City of Dublin Education and Training Board is an equal opportunities employer. Canvassing will disqualify.

Completed online applications should be submitted no later than:

12 noon on Friday 2nd February 2024

Late applications will not be accepted. Shortlisting may take place.

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