

**APPOINTMENT of Adult Education Tutors (Part Time)**

**Information Guide  
ADULT EDUCATION TUTORS (PART-TIME)- Digital Literacy**

**Applications are invited for a panel of adult education tutors (part time) for the academic years 2023-2024 & 2024-2025 which may be filled as Fixed Term Specific Purpose contracts.**

**Title:** Adult Education Tutor (part time)

**Subjects:** Digital Literacy - accredited and non-accredited at National Framework of Qualifications Levels 1-4

The City of Dublin ETB Adult Education Service is a city-wide service structured into five geographical, or regional, areas. Its remit is to provide basic education programmes and guidance to adults who are returning to education.

The range of programmes include:

- Adult Literacy
- Community Education
- ESOL (English for Speakers of Other Languages)
- BTEI (Back to Education Initiative)
- Workplace Basic Education Programmes
- Study Skills for Training Centre Apprentices
- Literacy and Language assignment supports for FET College Students
- Adult Education Guidance and Information

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. This includes adult education centres, community centres, drug recovery support services, homeless services, direct provision centres, migrant support services, Family Resource Centres, primary and secondary school communities, supports to the Traveller community, prison support services and parish halls. We also provide a wide range of vocational skills programmes in skills areas including Early Learning and Care, Healthcare, Business Administration and Social Studies.

Learners can avail of accredited and non-accredited learning opportunities and, due to our model of continuous intake, can join a programme throughout the academic year. The Adult Education Service also provides free, impartial and confidential educational information and guidance to adults on these programmes, as well as to adults living in the regional areas, who are exploring their educational opportunities.

**Post Ref: AES/PTT/ 02/24-003**

**Digital Literacy**

Tutors are required for our *Learning for Life* Digital Literacy classes across Dublin city. Classes take place in City of Dublin ETB centres and in community partner organisations located in communities across the city. Applicants must

demonstrate a proven interest in working with adults returning to learning who experience educational or social disadvantage.

**Accredited Modules:** Computer and ICT skills NFQ Levels 2-4, in particular, Word Processing, Excel Spreadsheets, Internet Skills and Computer Literacy.

**Unaccredited Modules:** How to use your Smart Phone and tablet, Computers for Beginners, Online Safety, Critical Digital Literacy

City of Dublin Education and Training Board is the state education and training authority for Dublin city. City of Dublin ETB serves the area covered by Dublin City Council, from Finglas and Coolock (North and North-East of the city) to Ringsend and Ballyfermot (South and South-east of the city). City of Dublin ETB operates 24 schools and colleges, 10 Youthreach Centres, 2 Training Centres and an Adult Education Service. It also provides an education service in seven prisons and funds a range of Community Training Centres and Local Training Initiatives.

<b>Proposed Timeframe</b>	<p>All applicants are invited to submit for the panel which will remain in operation for one year following establishment.</p> <p><b>Closing date for applications:</b> 12 noon Tuesday 19<sup>th</sup> March.  <b>Shortlisting taking place:</b> from 19<sup>th</sup> March.  <b>Interviews to be held:</b> week starting 25th March.</p> <p><i><b>*All dates are subject to change and are for guidance only</b></i></p>
<b>Location of Position</b>	<p>Classes take place in City of Dublin ETB centres and/or in community partner organisations located in communities across the city.</p>
<b>Details of the Position</b>	<p>City of Dublin ETB Adult Education Service is seeking suitably qualified persons to facilitate the learning of adult students.</p>
<b>Salary</b>	<p>The successful candidates will be paid in line with the current part-time casual non-qualified tutor rate.</p> <p>The non-qualified rate relates to the adult education sector and not to the individual applicant's qualifications.</p> <p>The current non-qualified tutor hourly rate is €41.40</p>
<b>Hours of Work</b>	<p>Teaching hours offered are normally in the range of 8-16 hours per week. Teaching hours may be offered mornings, afternoons, evenings, or Saturdays.</p> <p>Teaching hours may be offered in a wide variety of adult education centres and settings.</p>
<b>Annual Leave</b>	<p>In addition to the tutor hourly rate, there is a payment of €3.31/hour holiday pay, which is paid at intervals throughout the year.</p> <p>Tutors are entitled to payment for public holidays, provided their scheduled hours fulfil the conditions of entitlement to payment for public holidays.</p>
<b>Profile</b>	<p>City of Dublin ETB Adult Education Service is seeking suitably qualified persons to facilitate the learning of adult students. Our educational 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.</p> <p>The successful candidates will have experience working with adults in educational settings, possess strong subject knowledge and a strong ability to facilitate learning in adults.</p>
<p><b>Essential Requirements</b></p>	<ul style="list-style-type: none"> <li>• NFQ level 7 qualification or equivalent.</li> <li>• Experience of teaching adults especially in adult or community education settings.</li> <li>• Understanding of the implications for teaching practice of working with students from diverse backgrounds and cultures.</li> <li>• Knowledge of key principles of adult education and how these apply working in diverse and/or disadvantaged community contexts.</li> <li>• Ability to demonstrate high level of knowledge in chosen subject areas</li> <li>• Capacity to work in non-supervised settings and an ability to plan and organise work.</li> </ul>
<p><b>Desirable Requirements</b></p>	<ul style="list-style-type: none"> <li>• Completion of Adult Literacy Tutor Training programme</li> <li>• Experience of working with communities experiencing educational or socio-economic disadvantage.</li> <li>• Experience working with adults in addiction recovery and/or experiencing homelessness.</li> <li>• Experience of working with adults with intellectual disabilities.</li> <li>• Experience of preparing students for QQI or equivalent certification</li> <li>• Works from a trauma-informed perspective.</li> <li>• Works from a racial justice perspective.</li> <li>• Knowledgeable about the climate crisis and climate justice.</li> </ul>
<p><b>Duties and Responsibilities</b></p>	<p><b>Education: Tutor’s responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Create a warm and inclusive learning environment.</li> <li>• Understand the duty of care to students.</li> <li>• Meet a range of student educational needs.</li> <li>• Ensure all work is of high quality and is in accordance with City of Dublin ETB’s Quality Assurance Processes.</li> <li>• Develop course outlines, lesson plans, and learning materials.</li> <li>• Maintain appropriate records in accordance with good teaching practice and legislative requirements.</li> <li>• Monitor and evaluate students’ work and progress.</li> <li>• Be committed to professional development and keep up to date with new developments in the field.</li> </ul> <p>For QQI (Quality and Qualifications Ireland) accredited courses</p> <ul style="list-style-type: none"> <li>• Prepare and organise learner work for the QQI Accreditation system.</li> <li>• Develop accessible Assessment Briefs and Schemes of Work that meet the Learning Outcomes of the accredited module and suit the interests and needs of the learner group.</li> <li>• Have a planned and coordinated approach to the delivery of QQI modules, in accordance with City of Dublin ETB Quality Assurance policy and procedures. 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.</li> <li>• Assist in the Internal Verification process where required.</li> </ul>

	<p><b>Administration: Tutor’s responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Maintain a weekly attendance register of all classes.</li> <li>• Manage data in accordance with GDPR principles and requirements.</li> <li>• Complete paperwork involving the assessment and progression of students.</li> </ul> <p>Reporting: The tutor will report to the Adult Literacy Organiser / Community Education Facilitator under the supervision of the Adult Education Officer.</p>
<p><b>Competencies</b></p>	<p>Candidates will be assessed on specific competencies identified as required for the role.</p> <ul style="list-style-type: none"> <li>• <b>Professional practice: Preparation, Planning and Delivery</b></li> <li>• <b>Assessment and Records</b></li> <li>• <b>Interpersonal Communication Skills and professional values</b></li> <li>• <b>Self-awareness and Self-management Skills</b></li> </ul>
<p><b>Citizenship Requirements</b></p>	<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: <a href="#">Coming to Work in Ireland - Workplace Relations Commission</a></p>
<p><b>Exclusions</b></p>	<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><b>Incentivised Scheme for Early Retirement (ISER):</b> 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 <i>same employment or the same sector</i>. Therefore, such retirees may not apply for this position;</p> <p><b>Department of Health and Children Circular (7/2010):</b> 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>
<p><b>Declaration</b></p>	<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 Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>

<b>Terms of Appointment</b>	Successful applicants will be placed on the panel initially for a 12-month period and may be offered fixed term specific contracts within that timeframe.
<b>Pensions</b>	Membership of the relevant public sector pension scheme is applicable for eligible hours only.
<b>Pension Abatement</b>	<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 <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. <b>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.</b></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 &amp; 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>
<b>Sick Leave and special leave</b>	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.
<b>Termination</b>	The appointment will be terminated by one month's notice in writing on either side.
<b>Garda Vetting</b>	<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><b>All staff must have current Garda Vetting with the City of Dublin ETB prior to taking up duty. Teaching Council Garda vetting is also acceptable.</b></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>

**Notes:**

- Please note that it is the responsibility of the applicant to ensure that their application is 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 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 Tuesday 19<sup>th</sup> March 2024**

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

*Canvassing will disqualify.*

*City of Dublin Education and Training Board is an equal opportunities employer.*