

**Instructor Post: Computer Applications,
Numeracy and Literacy and Digital Supports
Finglas Training Centre
(Permanent Position)
Ref: CAFTC25**

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).

Since its establishment 1983 Finglas Training Centre is embedded as the provider of several Phase 2 craft Apprenticeships trades in the area of Electrical, Motor Mechanics, Plumbing, Carpentry & Joinery and Sheetmetal. Since then, thousands of Apprentices attending our courses have expanded their skills and knowledge in their chosen field of learning.

Please note that a Panel may be formed from which vacancies in this subject area may be filled in a permanent, fixed term or specific purpose capacity.

Proposed Timeframe	Shortlisting will take place week beginning: 28 th April 2025 Interviewing to commence week beginning: 12 th May 2025 <i>*All dates are subject to change and are for guidance only</i>
Salary	For persons entering public service for the first time, starting pay will be at the minimum point of the Career Grade Salary scale, €48,027. This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.
Hours of Work	35 hour working week (full-time post), finishing at 1.00 pm on Fridays.
Annual Leave	25 days per annum.
Location of Position	The position will be based initially in Finglas Training Centre, Poppintree Industrial Estate, Jamestown Road, Finglas, Dublin 11.
Function of Position	<ul style="list-style-type: none"> • To impart practical skills and relevant theoretical knowledge supporting learners in all aspects of digital, numeracy and literacy skills. • To deliver relevant accredited programmes. • Undertake such other duties as may be assigned from time to time, including delivery of training and support on other courses as appropriate.
Essential Requirements	<ul style="list-style-type: none"> • Have obtained the Leaving Certificate Examination or equivalent or higher. • Hold a relevant qualification at QQI Level 6 or above. • Hold an Instructing Train the Trainer qualification or equivalent in education delivery. • Minimum 2 years training, instructing, or teaching experience. • A high level of proficiency in IT, coaching and facilitation skills.

Desirable Requirements	<ul style="list-style-type: none"> • Familiar with Moodle or other LMS systems to assist in training delivery and training delivery management. • Experience or qualification in Technology Enhanced Learning. • Experience of working with adult learners who have diverse needs. • Familiar with Moodle or other LMS systems to assist in training delivery and training delivery management. • Experience or qualification in Technology Enhanced Learning. 														
Key Duties and Responsibilities	<p>The general duties and responsibilities listed below are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office:</p> <ul style="list-style-type: none"> • Instruct/support the learners/apprentices in all aspects of the courses they are participating on. • Prepare lesson plans, course notes, presentational material and handouts as appropriate. • Schedule, conduct, correct and mark assessment/tests in accordance with the relevant assessment programmes and carry out associated administrative tasks. • Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments in accordance with the prescribed referral procedures. • Maintain prescribed course records. • Supervise participants and ensure that correct methods, quality standards and safety procedures are observed. • Supervise participants in respect of their timekeeping, attendance, behaviours, and general application of the participants of the course. • Plan for and raise requests for the purchase and supply of course material and non-capital tools and equipment. • Ensure that course materials are used in an economical and cost-effective manner. • Use new technology as appropriate, to assist in delivering and administering training. • Participate in continuous professional development. • Undertake such other duties as may be assigned from time to time, including delivery of training on other courses as appropriate. 														
Person Specification	<table border="1"> <thead> <tr> <th data-bbox="472 1339 798 1379"></th> <th data-bbox="804 1339 1152 1379">Essential</th> <th data-bbox="1152 1339 1487 1379">Desirable</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1379 798 1751"> Motivation: Knowledge of post / organisation Personal Motivation Work related achievements </td> <td data-bbox="804 1379 1152 1751"> Good knowledge in all aspects of Computer Applications. Have a good knowledge of the ICDL and MOS modules. Self-starter / High Initiative Proven record </td> <td data-bbox="1152 1379 1487 1751"> Good knowledge of City of Dublin ETB activities. Have knowledge of modern training methods. Ability to work as part of a team. </td> </tr> <tr> <td data-bbox="472 1751 798 2033"> Work Experience: Specify particular experience / skills required </td> <td data-bbox="804 1751 1152 2033"> 2 years' course delivery experience in the further education area. Experience of working with learners/apprentices. Supervisory experience. </td> <td data-bbox="1152 1751 1487 2033"> Teaching or training experience. Experience supporting students with diverse learning needs. Knowledge of Universal design methodologies. </td> </tr> <tr> <td data-bbox="472 2033 798 2166"> Communications & Interpersonal Skills: Verbal / presentation skills </td> <td data-bbox="804 2033 1152 2166"> Articulate, with the ability to communicate the relevant course information in a manner </td> <td data-bbox="1152 2033 1487 2166"> Having the necessary coping skills to deal with conflict, motivational & </td> </tr> </tbody> </table>		Essential	Desirable	Motivation: Knowledge of post / organisation Personal Motivation Work related achievements	Good knowledge in all aspects of Computer Applications. Have a good knowledge of the ICDL and MOS modules. Self-starter / High Initiative Proven record	Good knowledge of City of Dublin ETB activities. Have knowledge of modern training methods. Ability to work as part of a team.	Work Experience: Specify particular experience / skills required	2 years' course delivery experience in the further education area. Experience of working with learners/apprentices. Supervisory experience.	Teaching or training experience. Experience supporting students with diverse learning needs. Knowledge of Universal design methodologies.	Communications & Interpersonal Skills: Verbal / presentation skills	Articulate, with the ability to communicate the relevant course information in a manner	Having the necessary coping skills to deal with conflict, motivational &		
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	<p>Administrative, record maintenance and assessment skills</p> <p>Disposition</p>	<p>designed to motivate the learner</p> <p>Experienced in work related administrative skills. Developing and marking assessments/assignments.</p> <p>Excellent organisational, communication (both oral and written), and interpersonal skills.</p>	<p>disciplinary problems associated with training.</p> <p>Ability to assess the learners/apprentices progress in training.</p>
	<p>Education: General Technical Qualifications / Training</p>	<p>Leaving Certificate standard or equivalent.</p> <p>Relevant technical qualification at QQI Level 6 or above.</p> <p>Hold an Instructing Train the Trainer qualification. A high level of proficiency in IT, coaching and facilitation skills.</p>	<p>Experience in using / qualification or training in TEL, Microsoft Teams, Moodle etc.</p>
<p>Details of Experience</p>	<p>Applicants are requested, on the application form to detail their experience across 1 – 3 below, please note that these areas may form part of the interview:</p> <ol style="list-style-type: none"> 1. Teaching / Industry / Training ability 2. Managing People and Resources 3. Communication Skills (will be assessed through your application and interview). 		
<p>Terms & Conditions of Appointment</p>	<ul style="list-style-type: none"> • The appointment will be subject to the sanction of the Chief Executive. • Any offer is subject to the receipt of two satisfactory references. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • External work may not be undertaken without the prior consent of City of Dublin ETB. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • City of Dublin ETB reserves the right to transfer as the needs of the scheme dictate. • The appointment will have a probationary period, details of which will be stipulated in the contract of employment. 		
<p>Citizenship Requirements</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: Coming to Work in Ireland - Workplace Relations Commission</p> <p>Please note you must advise City of Dublin ETB if a work permit is required by you before commencing employment with City of Dublin ETB. This requirement should be notified to City of Dublin ETB as soon as possible.</p>		

Termination	The appointment will be terminated by one month's notice in writing on either side.
Garda Vetting	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) 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 NVU disclosures where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
Superannuation & Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement pension increases are linked to CPI.
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>
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	<p>The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>

<p>Exclusions</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>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 <i>same employment or the same sector</i>. 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. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p>Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013): The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p> <p>Collective Agreement Redundancy Payments to Public Servants: The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
<p>Ill Health Retirement</p>	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
<p>Pension Accrual</p>	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
<p>Additional Superannuation Contribution</p>	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>

Declaration	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.
Referees	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p> <p>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

Notes:

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.
- **Applicants might consider exploring [Maths for Trades - Numeracy Resources - ETBI Digital Library at Education and Training Boards Ireland, ETBI](#)**

Latest date for receipt of completed online applications for the above is:

12 noon on Friday 25th April 2025

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.

Dr. Christy Duffy
Chief Executive