

Adult Educator

**Specialism: Outdoor Creativity, Environmental Awareness,
Sensory, Communication**

Temporary Part-time

Adult Educator – Job Description

Directly responsible to: Adult Education Officer, Director of Further Education and Training (FET) or other designated person as determined by the Chief Executive.

1. Liaison and co-operation

The adult educator will work in liaison contact and co-operation with:

- The Adult Education Officer/Director of FET, Chief Executive and Senior Management of Galway & Roscommon Education & Training Board (GRETb).
- other members of staff,
- staff of the Department of Education support and advisory service,
- organisations and networks relevant to the adult educator's specialism/subject,
- the local community.

2. Policy and Legal Framework

The adult educator will work within the framework of National Legislation including inter alia the following:

- The Education & Training Boards Act, 2013
- The Education Act, 1998
- The Education (Welfare) Act, 2000
- Qualifications (Education and Training) Act, 1999
- Teaching Council Act, 2001
- The Education for Persons with Special Educational Needs Act, 2004.
- Policies and Guidelines on the Adult Education Curriculum and Service
- Policies and procedures as adopted by Galway & Roscommon Education & Training Board (GRETb).

3. Duties and Responsibilities

The professional instruction and other duties require that:

- The adult educator shall give tuition in the subject matter of the syllabus/module content to the satisfaction of the Adult Education Officer/Director of FET and in accordance with the rules and regulations of the Department of Education and SOLAS.
- To set tasks to students to be undertaken both at the Centre.
- To prepare courses, schemes of work, assessment tools and individual lessons appropriate to the needs, interests, experience and existing knowledge of the learners in one's class.
- The adult educator is expected to arrive at a reasonable time before the commencement of the class, so as to enable the class to start at the scheduled hour. They shall record their attendance by whatever system is prescribed. Any adult educator who comes late shall be liable to forfeit all or part of his/her remuneration. The same rule will apply to early departures.
- In addition to the work in class, the adult educator is required to fulfil such other duties incidental to the proper management of and the evaluation/assessment of the progress of his/her class as may from time to time be required: the payments made for actual class contact hours cover these incidental duties.
- To mark and assess learner work and to record their development progress and attainment both in class and elsewhere.
- To carry out all assessments and evaluations appropriate to delivering QQI qualifications.
- To take part in the programme planning process of policy and aims and in the revision formulation of guidelines.
- To provide or contribute both oral and written assessments and references both in class and elsewhere relating to the development and learning of individual learner and groups of learner.
- To evaluate and review one's own teaching methods, materials and schemes of work and to make changes as appropriate on an individual basis or in co-operation with the Adult Education Officer/Director of FET and/or Inspectorate of the Department of Education.
- To keep up to date with current educational thinking and practice both by study and attendance at Courses, Workshops and meetings.
- To be responsible for the property of equipment of GRETb in charge, at any time, and to supervise the packing or unpacking of that equipment while it is being transported from one center to another.

- When a adult educator is unable to attend his/her class he/she must notify the Adult Education Officer/Director of FET as early as possible.
- To carry out the lawful orders of Galway & Roscommon Education & Training Board and of its Chief Executive, and to fulfill the rules and requirements of the Minister for Education.

4. Person Specification

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent or higher in relevant discipline(s) commensurate with this role and the Further Education and Training Sector would be advantageous;
- Experience in Teaching/Training
- Good organisational, communication and interpersonal skills and a high level of initiative
- Excellent ICT and administration skills;
- Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge/
Capacity to discharge the duties of the post through the medium of Irish desirable.

5. Competencies

The person appointed to the above post will be required to show evidence of the following competencies:

- Specialist Knowledge, Expertise and Self Development
- Teaching/Instructing/Training ability
- Specific capacity to contribute to the overall development of a learner and inclusion service within FET
- Management and Delivery of Results
- Professional Development

6. Hours of work

The post is temporary and part time and pensionable. The post is 11.5 hours per week which is made up of 6.5 hours Instruction and 5 hours Associated Work, which is not timetabled.

7. Remuneration

The adult educator will begin at point 1 of the pay scale or corresponding hourly rate if not assigned to a full time post.

Current Rates (circular 0017/2025):

- 1st point - €37,034

8. Location

Kilcornan House, Clarinbridge, Co. Galway H91 K2E9

9. How to apply

Please visit www.gretb.ie/jobs to complete the online application form no later than **12 noon, Friday, 4th April 2025.**