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| **Job Description**  **Adult Educator** | |
| **Post Type:** | Adult Educator- Beauty Therapy |
| **Responsible to:** | FET Centre Manager/Further Education Manager (Pathways)/ Director of Further Education and Training/Chief Executive |
| **Hours of work:** | 1 evening per week comprising 3 hours commencing late January 2025 |
| **Salary Scale:** | €36,034- €65,500 |
| **Location:** | Portlaoise Institute |
| **Date of issue:** | 7th November 2024 |
| **Job Summary/**  **Purpose:** | A key function of this role will be to deliver beauty therapy classes in the evening. |

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| **Duties:** | | |
| * Delivery of certified Beauty Therapy evening classes. * Support learners on the Programme * Comply with QQI and Quality Assurance requirements * Involvement in Communities of Practice * Attend Quality Assurance briefings and training events   This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role. | | |
| **Personal specification – Qualifications, Knowledge, Experience & Skills** | **Essential** | **Desirable** |
| **Work Experience**   * Experience in delivering QQI Programmes/Modules * Experience in delivering Beauty Therapy modules * Experience of working with adult learners   **Knowledge/Qualifications**   * Relevant third level qualification   **Characteristics/Attributes**   * Be self-motivated and show initiative * Have empathy with and positive regard for adult learners. * Have excellent interpersonal and communication skills. * Have a proven track that assists learners in achieving their full potential. | √  √  √  √  √  √ | √ |

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| **Competencies required:** |
| A number of key competencies have been identified as being essential for the effective performance of the role and function of the Adult Educator.   * Organisation and Planning * Assessment and Records * Interpersonal and Communication Skills * Self-awareness and self-management skills   **Organisation and Planning:** Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.  **Assessment and Records:** Assess student work, development and progression and maintain records regarding attendance and achievement in accordance with statutory requirements. e.g. QQI and DES.  **Interpersonal and Communication Skills:** Engage and communicate in a professional and appropriate manner with all stakeholders.  **Self-awareness and Self-management Skills:** Is self-aware and has the capacity to self-manage and develop personally and professionally. |