

Job Description	
Adult Educator	
Post Type:	Adult Educator- Healthcare
Responsible to:	FET Centre Manager/Further Education Manager (Pathways)/ Director of Further Education and Training/Chief Executive
Hours of work:	6 hours per week comprising 2 evening classes of 3 hours per week. These classes will take place on Tuesday and Thursday evenings.
Salary Scale:	€36,034 - €65,500
Location:	Edenderry FET Centre
Date of issue:	20 th January 2025
Job Summary/ Purpose:	A key function of this role will be to deliver QQI Level 5 modules in Healthcare Support Early Learning and Care Programme in the evening. Included in this role is the support of learners and liaising with employers where learners are completing their work experience.

Duties:		
<ul style="list-style-type: none"> • Delivery of QQI Level 5 modules in Care Skills, Care of the Older Experience, Work Experience • Liaise with and meet employers to ensure work experience requirements for the programme are being met • Support learners on the Programme • Comply with QQI and Quality Assurance requirements • Involvement in Communities of Practice • Attend Quality Assurance briefings and training events <p>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.</p>		
Personal specification – Qualifications, Knowledge, Experience & Skills	Essential	Desirable

<p>Work Experience</p> <ul style="list-style-type: none"> • Experience in delivering QQI Programmes/Modules • Experience in delivering childcare modules • Experience of working with adult learners <p>Knowledge/Qualifications</p> <ul style="list-style-type: none"> • Relevant third level qualification <p>Characteristics/Attributes</p> <ul style="list-style-type: none"> • 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. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
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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.