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| **Job Title:** | Adult Literacy Adult educator  |
| **Reporting To:** | Adult Literacy Organiser / FET Co-ordinator  |
| **Grade :** | Adult Education Adult educator |
| **Location:** | Adult educator’s place of work is dependent on the programme to which they are offered hours. which may be in any centre or geographical area in which any one of the FET and Language and Literacy programmes operate. |

**The Job:**

The successful candidate will be required to prepare and deliver high quality, flexible programmes to a variety of adult learners. The adult educator will plan, prepare resources, deliver lessons, monitor learning and assess learners.

* Curriculum development and delivery, implementation of certification procedures, and delivery of assessment
* Plan and prepare appropriate teaching and learning materials pertinent to the course/syllabus as agreed with the FET Co-ordinator/AEO
* Set and examine assessments, in addition to work in class and to undertake other duties relevant to the proper management of the class and the monitoring of the progress of his/her class, for assessment purposes
* Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required
* Development and monitoring of certified programmes
* Additional duties required by the needs of the programme

**Post specific duties and responsibilities:**

* Meet a range of learner educational needs in their teaching
* Monitor and assess learners course work and progress
* Adhere to all module specifications and assessment criteria, where appropriate.
* Maintain a register according to the instructions of the Department/ maintain accurate records
* Help adults overcome barriers that hinder access to learning and participation in WWETB courses
* Work with QQI coordinator to ensure programme delivery and learning is maintained to a very high level
* Administrative duties relevant to the post, including the maintenance of records and the provision of reports as required
* Submit a scheme of work and initial lesson plan no later than 1 week after the commencement of the course
* Arrive at a reasonable time before the commencement of the class to start at the scheduled time
* Responsible for submitting accurate pay claims on time, duly approved by the Adult Literacy Organiser/FET Co-ordinator
* Required to adhere to all admin requirements of assessment and certification and maintain all appropriate records
* Flexibility delivery, evening and possibly occasional weekend work
* Manage the learning environment
* Have a duty of care to learners
* Maintain confidentiality at all times
* Additional duties required by the needs of the programme

**Desirable Requirements:**

* Experience working with Adult Learners
* An ability to work with vulnerable groups in a sensitive and empathic manner
* Understanding of Adult Education and the variety of work involved
* Track record of service delivery and using own initiative
* A work history of excellent communication and teamwork
* Expertise in the provision of learning on an individual and group basis in an adult education environment
* Ability to tailor programmes to the specific needs of target groups
* High level of interpersonal skills
* Excellent standard of written, verbal and presentation skills
* Ability to adopt a flexible approach to achieve goals
* Qualification in Adult Education and or Further Education
* Qualification in area of expertise
* Minimum of 3 years' experience in Adult/Further Education
* Ability and qualifications to deliver modules/subject specific area.

**Qualifications:**

A minimum of one of the following is essential:

* + NALA/ WIT National Certificate in Literacy Development
	+ A teaching qualification in in FE
	+ A teaching qualification or
	+ Other suitable and relevant qualifications and 2 years’ experience working with adults in an educational setting.

**REMUNERATION**:

**ATTENDANCE**: The Literacy adult educator will receive a contract setting out the commencement and termination dates of the employment and indicating that the class times will be agreed on a class-by-class basis with the Adult Literacy Organiser/FET Co-ordinator/Adult Education Officer.

Employees are obliged to maintain confidentiality in certain aspects of their work. All personal and commercially sensitive information and knowledge acquired in the course of official duties must be treated as confidential and must not be divulged to unauthorised persons or used for the purpose or gain or profit. Under the terms of the Educational Welfare Act 2000, data may be shared with other bodies prescribed by the Minister for educational placement, training or tracking purposes or for educational research, provided it is used for a relevant purpose only.