



Adult Education Tutor – Job Description

Directly responsible to: Programme Co-ordinator /Adult Education Officer or other designated person as determined by the Chief Executive Officer.

1. Liaison and co-operation

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

- the Programme Co-Ordinator /Adult Education Officer,
- other members of staff,
- the Chief Executive Officer and Administrative Staff of County Donegal Vocational Education Committee,
- staff of the Department of Education and Skills support and advisory service,
- organisations and networks relevant to the tutor's specialism/subject,
- the local community.

2. Policy and Legal Framework

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

- a) The Vocational Education Acts 1930 etc
- b) The Vocational Education (Amendment) Act, 2001
- c) The Education Act, 1998
- d) The Education (Welfare) Act, 2000
- e) Qualifications (Education and Training) Act, 1999
- f) Teaching Council Act, 2001
- g) The Education for Persons with Special Educational Needs Act, 2004.
- h) Policies and Guidelines on the Adult Education Curriculum and Service
- i) Policies and procedures as adopted by County Donegal Vocational Education Committee.
- j) Department of Education and Skills Circular Letters Policies and Guidelines on the Curriculum and Organisation, Pay and Conditions

3. Duties and Responsibilities

The professional instruction and other duties require that:

- a) The Tutor shall give tuition in the subject matter of the syllabus/module content to the satisfaction of the Programme Co-ordinator /Adult Education Officer and in accordance with the rules and regulations of the Department of Education and Skills. To set tasks to students to be undertaken both at the Centre and elsewhere.
- b) 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
- c) Tutors are 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 tutor who comes late shall be liable to forfeit all or part of his/her remuneration. The same rule will apply to early departures.
- d) In addition to the work in class, the tutor 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.
- e) To mark and assess pupils work and to record their development progress and attainment both in class and elsewhere.
- f) To carry out all assessments and evaluations appropriate to delivering FETAC qualifications.
- g) To take part in the programme planning process of policy and aims and in the revision formulation of guidelines.
- h) To provide or contribute both oral and written assessments and references both in class and elsewhere relating to the development and learning of individual pupils and groups of pupils.
- i) 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 Co-ordinator/Adult Education Officer and/or Inspectorate of the Department of Education and Skills.
- j) To keep up to date with current educational thinking and practice both by study and attendance at Courses, Workshops and meetings.
- k) To be responsible for the property of equipment of the Committee 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.
- l) When a tutor is unable to attend his/her class he/she must notify the Programme Co-ordinator /Adult Education Officer as early as possible.
- m) To carry out the lawful orders of the Committee and of its Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Education and Skills.

In addition to the foregoing the tutor will be expected to:

- Ensure all communications with students are appropriate.
- Encourage students and give praise as appropriate.
- Treat each student with respect.
- Offer constructive guidance sensitively with regard to further progression and development.
- Listen to and respect concerns which students may have with regard to their progress.
- Through the syllabus, prepare students for exams where appropriate.
- To issue Student Journals at the beginning of each course
- Maintain a detailed record of work in the Tutor Journal
- Familiarise themselves with the extensive work of Co. Donegal VEC's Adult Education Services countywide.



Adult Education Tutor – Person Specification

Qualifications:

Essential: Appropriate Degree and/or other relevant qualifications which deem the person suitably qualified to deliver the FETAC Modules, among others, as provided by the Adult Education Service.

Desirable: Registration with the Teaching Council of Ireland (Further Education Sector)

Experience:

Essential: To be competent and capable of providing tuition in the delivery the FETAC Modules, among others, under the advertised Learning Areas to the specific standards of each of the FETAC levels.

Desirable: A proven track record of providing tuition in the delivery the FETAC Modules, among others, under the advertised Learning Areas to the specific standards of each of the FETAC levels.

Personal Attributes:

Essential: Caring and sensitive person. Ability to communicate both orally and in writing. High expectations. Good interpersonal skills. Ability to empathise with learners.

Desirable: A sense of humour.

Class Management Skills:

Essential: Ability to maintain order.

Desirable: Professional development through in-service and study.

Tutoring ability:

Essential: Proven track record as capable tutor with an ability to utilise modern instruction techniques including the computer and internet, powerpoint, cd, dvd, overheads etc.

Desirable: Wide range of experience with different attainment levels. Good references.

Motivation:

Essential: Cope well with the day to day tasks. Sees the importance to learners' lives of good teaching and education.

Desirable: Wishes to develop a career in Adult Education.

Interests:

Desirable: Community Involvement /Sporting/Outdoor Activities/Cultural.