

JOB DESCRIPTION

JOB TITLE	PART TIME ADULT EDUCATOR OF QQI LEVEL 6 TO DELIVER, <ul style="list-style-type: none"> • HR Management • Employment Law • Any related subjects
LOCATION	FET Campus Dublin Road Cavan and Monaghan Institute PLC
CONTRACT	Part-time, approximately 3 hours per week
REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE	
ESSENTIAL CRITERIA	<i>Applicants must,</i> <ul style="list-style-type: none"> • Hold a minimum Level 8 qualification in a relevant field of study. • Have the ability to work with groups of varying skills level. • Have industry experience.
DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Have previous experience delivering at QQI Level 5 and Level 6. • A pedagogy qualification (e.g., Train the Trainer or equivalent.)
DUTIES AND RESPONSIBILITIES	
<p><i>The successful candidate will,</i></p> <ul style="list-style-type: none"> • Provide hands-on instruction and practical training. • Guide students inside and outside the classroom. • Create relevant instructional materials (course outlines, syllabi, student handouts, exercise and training aids). • Create assessment material in line with QQI and QA procedures. • Plan and ensure the timely delivery of all course materials. • Use new technology, as appropriate, to assist in delivering and administering training. • Fully brief and provide information to the learners on the assessment process. • Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks. • Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks. • Conduct Internal Verification as and when required. • Maintain prescribed course records. • Work closely with relevant programme Co-ordinator, reporting learner outcomes and results • Identify any learning support needs of the learners and provide support where required • And any other duties, which may be specified, from time to time. <p><i>*This job description is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time.</i></p>	

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SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form. During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form. No correspondence will be accepted after the 12-noon deadline.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.