**JOB DESCRIPTION**

**Post Title:** Adult Literacy Organiser (ALO)

(Initial assignment as Education Co-ordinator EROC, Ballaghaderreen)

**Grade:**  ALO

**Initial Location:** Emergency Reception and Orientation Centre (EROC)

Ballaghaderreen, Co. Roscommon.

**Capacity:** Permanent Position x 1

**Reporting to:** Director of Further Education and Training (FET), FET Senior Manager/Adult Education Officer (AEO)

**Initial Headquarters/Duties**: The post holder will be located in the EROC Reception Centre, Ballaghaderreen, Co. Roscommon. Successful post holder(s) may be transferred to another area within the organisation to allow for the allocation of additional duties, as and when required, which may include the reassignment to other duties where necessary.

**The Position:** The Education Co-ordinator will be responsible for managing the educational needs of adult learners and students at both primary and post-primary level.

**Initial Duties and Responsibilities:**

To participate, under the direction and advice of the Director of Further Education & Training and the FET Senior Management and in co-operation with other managers and staff, in the organisation, co-ordination and monitoring of any activities which may be involved in or arise out of the appointment within the Board’s scheme, as the Chief Executive may decide.

**Key Duties /Areas of Responsibility:**

* Supervising educational and behavioural assessments of incoming children;
* Managing the transition of students to three local primary schools and two post-primary schools and managing the Transition Teacher;
* Liaising with Department of Education and Skills (DES) and transport operators regarding provision of school transport;
* Assessment of English levels of adult learners, (proficiency in the language);
* Ensure residents with specific learning disabilities/difficulties are catered for within an appropriate education provision;
* Managing adult tutors and classes, providing both orientation and appropriate classes in the English language;
* Work closely with other GRETB services to facilitate learners progression;
* Liaising with Department of Justice regarding new residents to the centre and when residents are moving out of the centre;
* Complete reports for learners leaving EROC;
* Membership of Abbeyfield EROC Management Team;
* Work closely with TUSLA, HSE, and DEASP to ensure a holistic approach to residents of EROC;
* Liaise with National Educational Psychological Service (NEPS) regarding operation of classes; assessment of learners and continuous professional development (CPD);
* Provide ongoing support, to manage and develop teachers and students;
* Ensure the provision of initial and in-service training for paid staff and volunteers;
* Responsible for the varying CPD needs of staff within the centre;
* Manage resources, e.g. finance, materials, premises etc.;
* Keep records and prepare reports and submissions in consultation with the Director of FET/FET Senior Management as appropriate;
* Enhance own expertise through appropriate CPD;
* Liaise with relevant voluntary and statutory bodies.

**PERSON SPECIFICATION**

**Adult Literacy Organiser:**

**Education Co-ordinator EROC Reception Centre**

**ESSENTIAL QUALIFICATIONS**

Appropriate third level qualification in Education, Management, Teaching English to Speakers of Other Languages (TESOL) or equivalent qualification in relevant discipline(s) commensurate with this role would be a decided advantage.

* **SKILLS & EXPERIENCE**
* Experience / in Education Management, or other equivalent education/training, experience in adult, youth or community work;
* Experience of TESOL delivery;
* Knowledge of the operation of the Irish Education system;
* Excellent planning, organisation, communication, and teamwork skills;
* Excellent analytical, negotiation and decision making skills;
* Excellent report writing skills and high level of computer literacy;
* Proven track record of working in partnership and building positive relationships with internal and external stakeholders;
* Experience of developing and implementing programmes and initiatives;
* Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.

**Competencies required:**

* *Interpersonal and Communication Skills* – confident communicator who can motivate others
* *Relationship Building/Team working* - ability to work independently and co-operatively as part of a team
* *Problem-solving* - able to analyse information and generate creative solutions
* *Organisation and Planning* – able to plan and prioritise effectively with a focus on successful outcomes
* *Perseverance and Resilience* – ability to work in a fluid and challenging environment
* *Self-Awareness and Self-Management* - evaluate own progression with a view to continuous learning and development

**CONDITIONS OF SERVICE:**

**Terms of Appointment**

This post is a whole-time permanent position, and a panel may be formed for further positions that may arise in a temporary or permanent capacity.

**Remuneration:**

€44,968 - €63,936 (pro-rata per annum) or new entrants €40,577 - €63,936. As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale, however incremental credit may apply, if, immediately prior to appointment the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Hours of work:**

A 37-hour week is in operation. Attendance will be required during normal ETB office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Director of FET/FET Senior Management/Adult Education Officer as will the offsetting of such attendance against normal office hour’s attendance. Hours may be adjusted from time to time under relevant Public Sector Agreements.

**Annual leave:**

The Annual Leave entitlement for this post is 35 days.

**Sick Leave:**

Sick Leave will be in accordance with the arrangements authorised by the Minister for Education and Skills from time to time.

**How to Apply:**

Completed application form must be submitted online by the deadline **12.00 p.m. Monday, 30th November 2020**.