

**Job Description**

**English for Speakers of Other Languages (ESOL) Tutor Pool**

**Nature of Post**

Specific purpose for the establishment of a Ukraine Response Tutor pool to provide tutoring in the English Language for post-primary age children and adults.

An applicant’s inclusion on the pool is not an offer of employment.

**Salary Scale:**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time for Tutors.

**Location**

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require.

Tutor’s principal place of work will be dependent on the programme to which they are assigned which may be in any centre in which any one of the Further Education and Training part time programmes operate. Tutors may also be placed in other settings identified in order to provide the necessary supports to students.

**Hours of Work**

The hours of work and the normal place of work will be agreed with relevant Adult Education Officer/Director. As a tutor is employed to Kerry ETB scheme as a whole, this does not preclude the delivery of hours in other areas.

The tutor will work to a timetable for the delivery of the assigned programme(s) and record their attendance by whatever system is prescribed. The tutor is expected to arrive at a reasonable time before the commencement of each class, so that it can start on time. Attendance at continuous professional development opportunities provided by Kerry ETB may be required from time to time.

**Reporting/Accountability Relationship**

Tutors are accountable and subject to the direction and management on a day to day basis of the relevant Adult Education Officer/Director in which they are timetabled for their duties in as far as they relate to the role as a Tutor.

The Tutor is an employee of the Kerry ETB and the general terms and conditions of employment will apply. Tutors must comply with all of the requirements of the relevant Department as well as Kerry ETB requirements.

**Post Summary/Purpose**

Kerry ETB now invite applications for the establishment of a Ukraine Response Tutor pool to provide tutoring in the English Language for post-primary age children and adults. Successful candidates will be placed on the Ukraine Response Tutor pool and allocated by the relevant Adult Education Officer/Director in Kerry ETB into schools, further education and training centres, or other centres where tutoring may be required. Candidates may be deployed within the school day, evenings, weekends and during the summer months where need arises.

A pool will be formed for the specific purpose of the establishment of a Ukraine Response Tutor for English for Speakers of Other Languages to provide tutoring in the English Language for post-primary age children and adults.

**Key areas of responsibility**

1. Design and deliver effective ESOL programmes including the delivery of non-accredited programmes and QQI programme modules at NFQ Levels 1-6.
2. Create and maintain an atmosphere suitable for learning.
3. Motivate and support participants in programmes.
4. Prepare appropriate course materials for use in adult and post-primary age learning.
5. Produce supporting documents including schemes of work, assessment briefs, and marking schemes as required.
6. Apply a range of assessments techniques suitable to learner groups and NFQ Levels.
7. Participate in all quality assurance, programme planning and programme evaluation processes of Kerry ETB.
8. Cooperate with programme managers, staff and tutors of Kerry ETB.
9. Carry out relevant administrative tasks effectively.
10. Comply with and implement all relevant Kerry ETB policies and procedures.
11. Participate in external and internal tutor CPD opportunities where possible.
12. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the relevant Minister.
13. The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise
14. Any other duties that may be assigned by management as required.

**Essential Criteria**

* Experience of teaching or tutoring adults or post-primary age students.
* Excellent communication, interpersonal and ICT skills.
* Knowledge of QQI programmes and national standards where relevant.

**Desirable Criteria**

* Experience of implementing Quality Assurance processes in education to tutor NFQ Levels 4-6 Educational Qualification Requirements NFQ Levels 1-3
* Minimum of NFQ Level 6 qualification in a relevant subject area NFQ Levels 4-6
* Minimum of NFQ Level 7 qualification in a relevant subject area and relevant teaching qualification ESOL ACELS or equivalent ELT qualification
* Fluency in Ukrainian or Russian and English and experience in developing and delivering programmes of education for adults or post-primary age students.