



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION
AND TRAINING BOARD

JOB DESCRIPTION

Youthreach Resource Worker

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| Location: | LCA Tralee Youthreach |
| Reports to: | LCA Youthreach Co-ordinator |
| Works with: | LCA Youthreach Team |
| Hours: | 15 hours per week |
| Duration: | Maternity Leave Cover |

Job Summary

Work with the Project Co-ordinator and other Resource Staff in creating an atmosphere and environment where the participants can realise their full potential while on a Youthreach Programme.

Key Duties & Areas of Responsibility will include:

- Responsible to the Project Co-ordinator on a day to day basis for the delivery of the programme
- **To prepare, develop and deliver Learning Support to learners on the Tralee LCA Programme.**
- Direct class contact in keeping with the programme needs as timetabled per week.
- To maintain discipline in accordance within the agreed Code of Behaviour.
- To undertake administrative duties relevant to the position, including maintenance of records and provision of reports as required.
- To promote the work of the centre and develop contacts outside of the centre which are relevant to work.
- To provide locally agreed substitution cover for absent staff and to supervise learners as necessary during lunch breaks and at opening and closing times of the programme.
- To prepare for and attend individual supervision on a regular basis.
- To attend appropriate in-service training and participate in staff development and team maintenance activities as required.
- To actively participate in Staff Meetings.
- To engage in other activities for the benefit of participants that may arise from time to time and as directed by the co-ordinator.
- To undertake other duties as may be requested

Person Specification

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate must demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Essential Criteria

- Recognised Primary Degree in Education, Youth Work, or a related field
- Ability and experience in the delivery of Learning Support
- Minimum of 2 years tutoring experience and/or experience in working with young people in an informal education setting.
- Excellent ICT skills/experience
- Have specific skills e.g. assessing literacy skills
- Fluency in English, both written and verbal

Desirable Criteria

- Experience of Teaching QQI and a understanding of the QQI assessment protocols and procedures
- Good planning and organisational skills
- High level of interpersonal and communication skills
- Good time management skills and ability to work on own initiative
- Experience of assessing literacy needs, devising, delivering and evaluating individual learning plans.
- Commitment to Kerry ETB core values: Respect, Quality, Equality, Inclusion and Learning.

Competencies Required

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

Specialist Knowledge, Expertise & Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the organisation.
- Understands the boundaries of professional practice
- Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Demonstrates knowledge of child safeguarding practice
- Understands and shows commitment to the purpose of Kerry Education and Training Board and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- Awareness of current and emergent trends for young people in society and services

Delivery of Results

- Track record in designing, delivering and evaluating educational programmes
- Analytical skills with the capacity to absorb/organise new information to ensure well briefed on new topics
- Demonstrates the ability to apply teaching and learning methods with young people
- Recognises the importance of a group setting for young people.

- Understands the importance of health and safety within the workplace overall and with emphasis on the delivery of programmes and activities with young people, particularly in relation to Fitness activities.
- Experience in Microsoft Office (Word, Excel, Access & PowerPoint etc.)
- Experience of communication via information technology
- Experience of maintaining accurate paper and electronic record systems
- Experience of working to multiple deadlines.
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances
- Assumes responsibility for and delivers on agreed objectives / goals
- Effectively manages multiple projects
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Uses resources effectively, challenging processes to improve efficiencies.
- Is self-reliant and uses judgement on when to seek guidance and from whom.

Teamwork

- Experience of working effectively in a team environment
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Contributes to the development of policies in own area and the wider organisation

Interpersonal & Communication

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Experience in motivating young people
- Maintains a strong focus on meeting the needs of service users
- Effectively influences others to take action
- Reflects on own development personally and professionally

Drive & Commitment

- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Have a flexible approach to the work in response to organisational change, development and review of best practice
- Through leading by example, fosters high standards of ethics and integrity