

Kerry Education and Training Board

Job Description

Job Title: Resource Worker, Specific Purpose Maternity Leave Cover

(Tuition will form part of the post proposed 37 hours)

Hours of Attendance:

The post is full time 5 days per week (37 Hours). Attendance shall be at such times as necessary for the delivery of the service including attendance outside of normal office hours as required. This post will include a combination of both tuition & administration duties.

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. Your centre of first assignment will be Kerry Education and Training Board, Centrepont, John Joe Sheehy Road, Tralee.

Duration:

This post is specific purpose maternity leave cover.

Reporting/Accountability Relationships:

The post holder will report to the Programme Co-ordinator/Adult Education Officer/Director of Further Education and Training.

This post requires flexibility as the Resource Worker will perform varied tasks at different locations.

Combination of daytime and evening hours: Post Holder must be prepared to work some evenings and occasional weekends as the work will require visits to various locations including various outreach locations where community education is delivered. Post Holder must have own transport and a full driving license. He or she is not only involved in delivering tuition hours duties but also expected to operate as part of a team and contribute to the overall growth of the Kerry ETB Adult & Further Education & Training Sector.

General Responsibilities:

- Supporting the Co-ordinator with the preparation of the annual reports for the delivery of the relevant Programme in Kerry for approval and implementation.
- Supporting the co-ordinator to ensure learner information is recorded including learner participants form (manual, on line)
- Supporting Programme Planning, Administration and on-going Evaluation of the programmes in accordance with the Kerry ETB, FET Strategy Plan. All new course initiatives must be referred to the Co-ordinator for approval in accordance with agreed protocol.
- Assisting the Co-ordinator with sourcing suitable accommodation and ensuring organisational arrangements are in place for the delivery of quality teaching and learning. Decisions in respect of utilising new venues for the Programme must be approved by the Co-ordinator
- To schedule all Courses on PLSS and assist the Programme Co-ordinator on the management of learners on PLSS.

- Assisting the Programme Co-ordinator to maintain files on programme content, and maintain a waiting list of learners where appropriate.
- To support the Programme Co-ordinator to set up and maintain a section on curriculum content, useful resources for tutors including an annual newsletter.

Administration Matters:

- Assist the Co-ordinator in day to day administration, planning and delivery and evaluation of the Programme.
- To collaborate with the Co-Ordinator & the Head of FET Services Department on all administration matters relating to the Programme.
- In the absence of the Co-ordinator, deal with queries from the public, and on occasions tutors and learners where appropriate.
- To assist the Co-ordinator in ensuring that students registered on all courses meet the criteria as per the SOLAS Guidelines. To assist the Co-ordinator, when required with the enrolment of learners for day/evening classes and open days/nights.
- To ensure all student packs are returned to the Further Education and Training Services Department promptly with a fully completed Request Form/Summary Sheet showing learner categories/module details etc.
- Assist the Co-ordinator with the preparation of reports.
- Ensure all students who are liable for fees, where appropriate, are invoiced on commencement of course and all fees are received and lodged promptly. Provide a list of students who are liable for fees to the FETS Department.
- Ensuring student Cessation and Waiver Forms, where appropriate, along with supporting documentation are submitted to FET Services Department and are available for audit.
- Support the Co-ordinator & FET Services with the preparation of Implementation Reports to SOLAS.
- Assist the Co-ordinator with the preparation of internal bi-annual Course Activity Reports in preparation for the submitting of the Annual Course Activity Report.
- Assisting the Co-ordinator with organisation of Special Events including Presentation of Certificates/Information days, staff in-service and CPD.
- Assist the Co-ordinator with monitoring the internal verification process for each centre/programme.
- Attend appropriate in-service training as directed by the Co-ordinator/AEO.
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

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.

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
- Minimum of 2 years tutoring experience
- Excellent ICT skills/experience (including database, data analysis and spreadsheets, other MIS systems)
- Full clean driving Licence

Desirable Criteria

- Good planning and organisational skills
- High level of interpersonal and communication skills
- Good time management skills and ability to work on own initiative
- 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
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Demonstrates knowledge of child protection policy and 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
- Has expertise in his/her field that is recognised and utilised by colleagues

Administrative & Technical Skills

- 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.

Delivery of Results

- 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 people
- Maintains a strong focus on meeting the needs of service users
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working

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