Adult Literacy Organiser
Initial Duties: FET Learning and Language Support Service
Information Guide

Reporting to: Adult Education Officer and Director of Further Education and Training
Nature of Position: Permanent with a one year probationary period

Place of Work: Initial appointment will be to Wicklow Town (The post may require travel within the KWETB area)
Hours of Work: Monday to Friday – 37 hours per week.
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 the position. Current salary scale is €39,781 – 62,682 per annum.

Role and Responsibilities of the ALO – FET Learning and Language Support Service
As part of the Strategic Performance Agreement, 2018-2020, with SOLAS, KWETB is committed to the development of an embedded learning and language support service across our FET provision as part of the social inclusion measures contained within the agreement. The establishment of learning and language support service will develop current provision in line with the recommendations of the SOLAS/ICT Integrating Literacy and Numeracy final report (2018) and will provide initial assessment and on-going embedded support in literacy, numeracy, ICT and language as required by learners participating in FET programmes.

In line with the provisions of Circular Letter M15/01, the SOLAS Further Education and Training Strategy and the DES Adult Literacy Programme Operational Guidelines for Providers, 2013, the duties of the proposed post will include the establishment, management and development of the organisation’s FET Learning and Language Support Service. The successful applicant will be a member of the Adult Basic Education Network and will work closely with colleagues in FET and in particular with the Adult Education Guidance and Course Recruitment Services in the establishment and roll-out of the service. Specific duties will include:
• Maintain an ethos appropriate to further education and training;
• Plan, develop, and manage the FET Learning and Language Support Service in consultation with the Director of Further Education and Training, Adult Education Officers and Training Services Manager;
• Receive referrals, initially assess, give feedback and develop appropriate integrated literacy, numeracy, ICT and language support programmes embedded within core FET provision;
• Recruit, induct, manage and support regional panels of FET learning and language support service tutors with expertise in initial assessment and the delivery of integrated literacy, numeracy, ICT and language support;
• Ensure the provision of initial and on-going in-service training for staff in line with the SOLAS Professional Development Strategy;
• Manage resources, e.g. finance, materials, premises, etc. as required;
• Keep records and prepare plans, reports and submissions in line with SOLAS requirements using PLSS and FARR in consultation with the FET Management Team as appropriate;
• Promote the FET Learning and Language Support Service through networking, raising awareness, and publicity;
• Enhance own expertise through training, development, and networking with appropriate groups and agencies;
• Liaise with relevant voluntary and statutory bodies, including learning and language referral networks.

Essential Requirements:

The following are essential requirements for appointment to this post:

• A qualification at Level 7 on the National Framework of Qualifications or its equivalent, or significant relevant work experience;
• A high level of expertise in the area of the Further Education and Training Sector; 5 years working in Further Education and Training desirable; and
• Broad Public Sector knowledge relevant to the area of work.

Other Relevant Desirable Experience:

• Experience of the management of the delivery of FET learning and language support including initial assessment;
• Experience of FET quality assurance and programme design and development; and
• Experience of FET planning.

Competences required:
The appointee to the post of ALO – Learning and Language Support Service will be required to show evidence of the following competences:
Leadership
- Develop, implement and evaluate FET learning and language support programmes and services including initial assessment;
- Develop and support an ETB-wide team of tutors to deliver the learning and language support programmes and services including initial assessment;
- Lead and manage planning and reporting regarding the FET learning and language support programmes and services in particular within the context of the Strategic Performance Agreement;
- Develop, deliver and evaluate comprehensive FET learning and language support programmes and services;
- Advocate for and represent the interests of KWETB and its stakeholders in regional and national consultative groups;
- Support the implementation of national and local FET policy within KWETB with a particular emphasis on initial assessment and learning and language support.

Communication
- Promote FET through networking, awareness raising and publicity;
- Liaise with relevant internal and external stakeholders including providers of FET and voluntary, statutory and community bodies;
- Maintain effective relationships with internal and external stakeholders;
- Present information, both written and verbal, clearly and concisely to a wide variety of audiences; and
- Act as an effective link between staff and senior management.

Organisational management and administrative skills
- Manage relevant resources, e.g. finance, materials, premises, etc.
- Keep records and prepare reports and submissions in consultation with the AEO/Directors/CE, as appropriate;
- Develop and implement a project plan to develop, implement and evaluate FET learning and language support programmes and services;
- Establish, implement and maintain effective data management systems as may be required;
- Prepare and provide information, training and associated materials to support the implementation of FET learning and language support programmes and services.

Self-awareness and self-management
- Enhance own expertise through training, development, and networking with relevant bodies;
- Reflect on own actions with a view to continuous learning and self-development;
- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place;
- Be aware of own skill set and traits and seek help and advice when required; and
- Uphold professional integrity at all times.

Profile:
- Embody the values and ethos of Further Education and Training;
- Be a leader committed to the highest standards of education provision, administration and governance;
- Have strong people management, organisation and administration skills;
• Be a visionary and have experience in delivering projects through team work;
• Understand and value a team-based approach;
• Be a problem solver; and
• Be a strong team player who develops and maintains strong relationships with stakeholders.

**Note:** Please note that it is the responsibility of the applicant to ensure that the completed application form is received on time.

The completed application form, plus 3 copies of same, should be submitted in **hard copy no later than 12 noon on Friday, 18th October, 2019** to:

HR Department,
Kildare and Wicklow ETB,
Level 5, Aras Chill Dara,
Devoy Park,
Naas,
Co. Kildare.

**Late applications will not be accepted.**
Applications will not be accepted by email or fax.
Short listing may apply.
Canvassing by or on behalf of the candidate will automatically disqualify.

Dr. Deirdre Keyes, Chief Executive.