



## Conditions of Service for Kildare and Wicklow ETB Part-time Tutors

**KWETB:** Nurturing a learning community, enriching educational experience, empowering the pursuit of excellence, whilst leading a culture of entrepreneurship and innovation in the Irish education and training system.

### Nature of the Post

Part-time tutors are crucial to the successful provision of innovative programmes for adults returning to education. Adaptability, versatility, the ability to empathise with adults returning to learning and the ability to work in a variety of settings are the necessary qualities of the successful tutor.

### Educational responsibilities

Tutors will:

- plan and prepare appropriate teaching and learning materials pertinent to the course/syllabus they are teaching as agreed with the Co-ordinator/Director
- submit a scheme of work and a lesson plan before the commencement of the course
- monitor and assess learners work and progress
- manage the learning environment effectively
- maintain accurate records
- meet a range of learner educational needs in their teaching
- set and examine assessments, in addition to work in class and to undertake other duties relevant to the proper management of the class and the monitoring of the progress of his/her class, for assessment purposes
- have a duty of care to learners
- maintain learner interest and involvement in the course/syllabus they are teaching
- have a record of pursuing their own professional development
- maintain confidentiality at all times.
- adhere to all module specifications and assessment criteria, where appropriate.

### Administrative responsibilities

- Tutors are obliged to maintain a register according to the instructions of the Department of Education and Skills
- Tutors are expected to arrive at a reasonable time before the commencement of the class to start at the scheduled time
- The tutor is responsible for submitting accurate pay claims, duly signed by the co-ordinator of the group, on time
- Tutors and learners are covered by Kildare and Wicklow ETB insurance during class time
- Tutors are required to adhere to all admin requirements of assessment and certification and maintain all appropriate records

### Terms and Conditions of Employment

A part-time tutor is an employee of the Kildare and Wicklow ETB and the general terms and conditions of employment will apply. These are set out below. Tutors must comply with all of the requirements of the Department of Education and Skills as well as Kildare and Wicklow ETB requirements.

## **Place of work**

Tutors principal place of work is dependent on the programme to which they are assigned which may be in any centre in which any one of the Further Ed part time programmes operate i.e. Adult Basic Ed, Community Education, BTEI.

## **Reporting/Accountability Relationship**

Tutors are accountable and subject to the direction and management on a day to day basis of the relevant Programme Co-ordinator/AEO in which they are timetabled for their duties in as far as they relate to the role as a Tutor.

## **Duration**

The tutor will receive a contract setting out the commencement and termination dates of the fixed term employment and indicating that the class times will be agreed on a term by term basis with the Adult Education Officer.

The Unfair Dismissals Acts 1977 to 2001 shall not apply to a dismissal consisting only of the expiry of the fixed term of this contract without its being renewed.

In accordance with Section 8 of the Protection of Employees (Fixed Term Work) Act 2003, the tutor is not being offered a contract of indefinite duration on this occasion as their employment is subject to continuity of the Department of Education and Skills funding for adult basic / community education and continuity by Kildare and Wicklow ETB of the assigned programme(s).

## **Hours of Work**

The hours of work and the normal place of work will be agreed with the Adult Education Officer / Adult Literacy Organiser / Adult Education Director /Co-ordinator at the commencement of each term. As a tutor is employed by the Kildare and Wicklow ETB scheme as a whole, this does not preclude the delivery of hours in other adult education areas.

The tutor will work to a timetable for the delivery of the assigned Further Education 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. Payment may be deducted for late starts/early departures. Attendance at continuous professional development opportunities provided by Kildare and Wicklow ETB may be required from time to time.

## **Garda Vetting**

This post is conditional upon satisfactory Garda vetting and will not commence until KWETB are satisfied that such conditions are met. KWETB reserves the right to re-vet and tutors must be able to continue to satisfy this condition throughout your employment. During the course of their employment tutors are required to disclose any issues of a nature that would adversely affect the position of trust, in relation to children or vulnerable adults, in which tutors are placed by virtue of their position as a tutor with KWETB.

## **Remuneration**

The tutor will be paid an hourly rate as approved from time to time by the Department of Education and Skills. The hourly rate also covers time spent in planning and preparation and other duties necessary for the effective delivery of the programme(s), including reports on the attendance and assessment of the progress of learners and planning meetings. The current hourly rate is as per Department of Education and Skills Guidelines.

Tutors will be paid for timetabled hours worked. Statutory deductions will be made. Payment will be made in arrears by direct transfer to a bank account nominated by the Tutor on a KWETB basis.

Please note that tutors are contractually obliged to be aware of their own salary and report any variances immediately to payroll. Tutors are required to reimburse any overpayments to KWETB.

Claim forms must be submitted in accordance with the part-time payments schedule.

### **Probationary Period**

Tutors will remain on probation for a period of 1 year from commencement of employment.

### **Superannuation**

Services will be pensionable in accordance with the Education Sector Superannuation Scheme. Retirement age will be in accordance with relevant legislation and DES Circulars.

### **Training/In-Service**

Tutors are required to attend such training/in-service courses as the Programme Co-ordinator/AEO may decide from time to time.

### **Reasonable Accommodation**

KWETB is an equal opportunity employer. We are committed to ensure that every effort is made to provide appropriate facilities so that staff with disabilities or specific health conditions can fully participate in employment. Staff may in the first instance wish to contact the Adult literacy organizer/Adult Education Co-ordinator or Director to discuss their specific requirements.

### **Equal Opportunities**

KWETB is committed to a policy of Equal Opportunities. KWETB will not tolerate discrimination on the grounds of gender, marital status, age, religion, sexual orientation, race or nationality, disability or membership of the travelling community.

KWETB is also committed to the maintenance of a working environment free of all forms of harassment including sexual harassment. Tutors have a responsibility not to engage in improper conduct or behaviour.

### **Grievance/Disciplinary Procedure**

All grievances/disciplinary matters are dealt with in accordance with the agreed national policies and procedures copies of which are attached.

### **Code of Ethics & KWETB Policies & Procedures**

Tutors are expected to adhere to the KWETB Code of Ethics and observe the fundamental principles as laid out in the KWETB code of ethics booklet. Tutors are expected to adhere to codes of practice and ethical manners as laid out in legislative enactments and other regulations with relevance to the duties for which Tutors are employed.

### **Recruitment Process**

#### **The Interview**

Candidates should please note that questions relating to the following five key areas will form part or all of the interview.

- Knowledge and understanding of the course/syllabus and requirements  
The candidate should demonstrate a secure knowledge of the subject area of the course/syllabus that they will be teaching and should also be fully aware of the specific requirements of the course/syllabus they will be teaching. Where appropriate, candidates should demonstrate a secure knowledge of assessment and certification process and requirements of the course/syllabus they will be teaching.

- Planning and preparation  
The candidate should demonstrate a knowledge and understanding:
  1. of how to structure class plans/year plan
  2. of a variety of teaching methods
  3. of a range of monitoring and assessment methods
  
- Professional responsibility (Classroom management)  
The candidate should demonstrate a knowledge and understanding of classroom management techniques, understand what is meant by a duty of care to the students and show commitment to their own professional development and training.
  
- Information handling and ICT  
The candidate should demonstrate a knowledge of how to maintain records on student progress and attainment. Candidates should maintain a proficient knowledge of appropriate ICT systems.
  
- Interpersonal skills  
The candidate should demonstrate an ability to communicate clearly and an awareness of the diplomacy and sensitivity required when dealing with others (students/staff/parents/guardians) and an appreciation for other people's opinion.

## **Notes**

- It is the responsibility of the applicant to ensure that all application forms are received on time
- Candidates are strongly advised to submit application forms well before the 12 noon deadline on the specified closing date
- Shortlisting of candidates may take place
- Canvassing will disqualify

**Late applications will not be accepted**

*Kildare and Wicklow Education and Training Board is an equal opportunities employer*