

# ICA An Grianán Adult Education College Panel of Tutors Application Request

## Job Description

### *Background to Tutor Post*

The objectives of the Irish Countrywomen's Association / The Countrywomen's Trust (the organisation) are *"To advance education and benefit the community through: bringing women together in fellowship and friendship and developing and improving the wellbeing, knowledge and skills of women and improving the general quality of life in Ireland through co-operative effort of women; supporting and promoting Irish language and culture; and promoting the development of women in Ireland and internationally."*

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

The culture of the organisation is to promote lifelong learning and nurture a learning community, while enriching educational experience, and empowering the pursuit of entrepreneurship, innovation excellence. The An Grianán Adult Education College has nurtured many innovative entrepreneurs and improved the wellbeing and education standards on learners since it opened its doors in 1956.

As such ICA An Grianán, being a well-established adult education College, is inviting accredited tutors to submit their interest in joining our esteemed panel of tutors. We are proud to deliver a wide variety of courses that foster lifelong learning and personal development in a welcoming and inspiring environment.

### *Nature of the Tutor Post*

As part of our commitment to excellence in education, we are seeking experienced and enthusiastic tutors to contribute to our diverse range of courses. These include but are not limited to:

1. Arts and Crafts
2. Cookery and Baking
3. Health and well-being
4. Dance and strength exercises
5. Technology and digital skills
6. Business and professional development
7. Other Languages and Culture
8. Community Development Governance & Compliance
9. Irish Language spoken
10. Irish Music, Song, Dance, Instruments
11. Environment field outings –foraging etc,
12. Gardening (preparation for seasoning & pruning)
13. Produce –growing your own and preserving.

14. Environmental & Climate Change Protection
15. Exercise -Hand Eye coordination skills
16. Tennis
17. Golf, Pitch & Putt
18. Table Tennis
19. Built Environment Heritage
20. Woodcrafts
21. Furniture restoration
22. Antiques -care, repair and identification
23. Art appreciation
24. Lumra
25. Weaving & Spinning

### *Place of work*

Tutors' principal place of work is dependent on the programme to which they are assigned which in the normal course of events will be at An Grianán Adult Education College, Newtown, Termonfeckin, Co. Louth, A92 X9TF or at times ICA Central Office, 58 Merrion Road, Ballsbridge, Dublin 4, D04 W448

### *Roles/Responsibility*

Tutors will be expected to:

- plan and prepare appropriate teaching and learning materials pertinent to the course and submit same for approval.
- submit a scheme of work and a lesson plan before the commencement of the course.
- monitor, mentor and assess learners work and progress as appropriate for the course.
- manage the learning environment effectively.
- maintain accurate records.
- meet a range of learner educational needs in their teaching.
- have a duty of care to learners.
- maintain learner interest and involvement in the course.
- always maintain confidentiality.
- adhere to all module learning outcomes and assessment criteria, where appropriate.
- maintain a class attendance record and submit.
- tutors are expected to arrive at a reasonable time before the commencement of the class to start at the scheduled time.
- Tutors are responsible for submitting accurate pay claims, duly signed.
- **Note** some courses may lend themselves to “blended” delivery modes, subject to approval.

### *Terms and Conditions of Employment*

As tutors are essentially part-time employees of the organisation the general terms and conditions of employment will apply.

### *Reporting/Accountability Relationship*

Tutors are accountable for their work and will report to their line manager.

### *Remuneration*

The tutor will be paid an hourly rate as approved from time to time by the organisation. The hourly rate also covers time spent on planning and preparation and other duties necessary for the effective delivery of the course/s, including reports on attendance and assessment of the progress.

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 the “ICA Tutor New Hire Commencement Form”.

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

### *Reasonable Accommodation*

The organisation is an equal opportunity employer, committed to ensuring that every effort is made to provide appropriate facilities so that staff with disabilities or specific health conditions can fully participate in employment.

### *Equal Opportunities*

The organisation is committed to a policy of Equal Opportunities and 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. The organisation 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.

### *Why Join An Grianán Adult Education College?*

An Grianán offers:

- A unique vibrant and supportive teaching community.
- Opportunities to share your expertise with motivated adult learners.
- Flexible scheduling to accommodate your availability.

### *Application Process*

If you are an accredited tutor with a passion for teaching and a proven track record of delivering engaging and high-quality courses, we encourage you to apply.

Please submit your expression of interest, including the following:

- ✓ A current CV detailing your qualifications, teaching experience and portfolio of work if available.
- ✓ A brief outline of the courses or topics you are interested in teaching.
- ✓ Copies of relevant certifications or accreditations etc.
- ✓ Your contact email, phone number and address.
- ✓ Names of two referees.

### *Recruitment Interview Process*

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

#### 1) Knowledge and understanding of the course/syllabus and requirements.

Tutors will be expected to have a knowledge of the subject area and specific requirements of the course/syllabus they will be teaching. Where appropriate, tutors should demonstrate a knowledge of assessment and certification process and requirements. This may include a short presentation on proposed course to include description module learning outcomes and assessment criteria.

#### 2) Planning and preparation

Tutors will be expected to demonstrate a knowledge and understanding of how to structure a class plan, teaching methods; monitoring and assessment methods.

#### 3) Professional responsibility (Classroom management)

Tutors will be expected to demonstrate a knowledge and understanding of classroom management techniques, understand what is meant by a duty of care to the students.

#### 4) Information handling and ICT

Tutors will be expected to maintain records on in relation to their class and submit reports/claims online for processing.

#### 5) Interpersonal skills

Tutors will be expected to demonstrate an ability to communicate clearly and an awareness of the diplomacy and sensitivity required when dealing with others (students/staff etc) and an appreciation for other people's opinion.

### *Applications Online:*

Online applications to be made as per instruction on the advertisement Notes. It is the responsibility of the applicant to ensure that all requirements for the application are received. Applications must be sent to [recruitment@ica.ie](mailto:recruitment@ica.ie). Please include "ICA Adult Education College Panel of Tutors Application" in the subject line. Applications will be reviewed on a rolling basis but must be received no later than Friday 10<sup>th</sup> October at 5pm.

We look forward to welcoming talented and dedicated tutors to our panel and continuing to deliver exceptional learning experiences to our students.

If you have any questions or require further information, please do not hesitate to contact us at email: [manager@an-grianan.ie](mailto:manager@an-grianan.ie)

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