



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Hairdressing - Adult Educator Further Education and Training One Year Fixed Term Contract

Title of Post: Hairdressing (Adult Educator)

- Carlow Institute of Further Education and Training
- College of Further Education and Training, Kilkenny

Nature of Position: Employment with Kilkenny and Carlow Education and Training Board shall be to deliver tuition and associated work on agreed programmes. All periods of employment are subject to continued funding from various sources and the continued involvement of Kilkenny and Carlow Education and Training Board.

Hours of Work: Carlow Institute of Further Education and Training: 16 hours per week
College of Further Education and Training, Kilkenny: 17 hours per week

Contract: Employment shall be on a Fixed Term Contract

Salary Scale: €35,534 - €60,677
Salary will be paid in accordance with such rates as may be authorised by the Department of Further and Higher Education Research, Innovation and Science (DFHERIS). Please note that new appointees who are entering this grade for the first time will start at the minimum point of the scale. Where an Adult Educator has previous service with Kilkenny and Carlow ETB they may be assimilated to a higher point on the salary scale.

Remuneration: The rate of pay is subject to the conditions set out by the Department of Further and Higher Education Research, Innovation and Science (DFHERIS) from time to time.

Conditions: Offers of employment are subject to vetting, reference checks and pre-employment health assessment.

Overview of Kilkenny and Carlow Education and Training Board

Kilkenny and Carlow Education and Training Board (KCETB) is the largest education and training provider in counties Kilkenny and Carlow and offers a broad range of education and training services to approximately 14,000 students and learners on an annual basis.

We manage 13 post-primary schools across the two counties and are the leading provider of Further Education and Training (FET). Through our FET Service, we offer a wide range of full-time and part-time courses, such as apprenticeships, basic education, community education and Youthreach (for early school leavers) as well as learner supports and services for employers.

We also manage music education through the Music Generation programme and we co-ordinate the delivery of youth services. We have a history of responding flexibly to community and employer needs and aspirations.

Duties and Responsibilities:

The duties of an Adult Educator (Hairdressing) are listed below:

- Create and maintain an atmosphere suitable for learning.
- Design, organise and deliver lessons.
- Use mainstream teaching methodologies to meet the learner's needs.
- Prepare appropriate course materials and activities to meet the specific needs of the learners.
- Identify learners who need additional support and create individual learning plans.
- Offer useful feedback for learner improvement.
- Create a lively and supportive classroom atmosphere to ensure learner's engagement.
- Document feedback to learners to enable them to self-correct and manage their own lifelong learning.
- Keep records of learner's attendance and track their progress over the duration of the course.
- Write an end-of-course report.
- Submit lessons plans and record attendance on a weekly basis.
- Apply a range of assessment techniques suitable to learner groups and NFQ levels.
- Collaborate with other stakeholders to engender a valuable learner experience.
- Participate in KCETB's quality assurance, programme planning, and programme evaluation processes.
- Participate in KCETB's continuous professional development programmes.
- Participate in relevant communities of practice.

Competencies:

The person appointed to the above post will be required to show evidence of the following competencies:

- Specialist knowledge, expertise and self development
- Teaching / instructing / training ability
- Specific capacity to contribute to the overall needs of the Further Education and Training Services
- Management and delivery of results
- Professional Development

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is initially appointed to the position of Adult Educator in Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.kcetb.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

The closing date for receipt of completed application forms:
Friday, 13 September 2024 at 12.00 noon

Please read the following guidelines with regard Kilkenny and Carlow ETB's Selection Process

Shortlisting

- KCETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.
- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a shortlisting process to select candidates for interview.
- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
- Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.

Interview

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by KCETB. A second stage interview may form part of the interview process.

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed. Please note that handwritten forms will not be accepted.** The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**

- One copy of your completed application form and any supporting information should be submitted.
 - Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
 - Application forms are only accepted electronically and should be signed and returned by email to: recruitment@kcetb.ie
 - Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
 - Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
 - By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie
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