

**BROTHERS OF CHARITY SERVICES IRELAND
CLARE REGION**

PARTICULARS OF EMPLOYMENT

POST OF INSTRUCTOR/TUTOR (Ref: 22/17)

LOCATION : ENNIS

The Brothers of Charity Services Ireland – Clare Region is a community based, person centred organisation focussing on the needs and abilities of children and adults with intellectual disabilities. The goal of the organisation is to support people with intellectual disabilities to achieve a full and valued life in their community.

Our focus going forward is to form a relationship/partnership with each individual and their family, enabling them to design their own service so that they can enjoy a real life in a real place with a healthy balance of supports.

We wish to create opportunities for people with an intellectual disability to have valued social roles in their communities and to have the chance to form real friendships.

In order to assist us to achieve the vision we wish to recruit innovative and proactive people who will relish the opportunity to assist in implementing this vision.

1. Tenure of Employment

Post is Permanent Full-Time.

2. Probation

A probationary period of nine months from the date of appointment applies to the post. The employment may be terminated at any time during the probationary period should the employer find that the appointee is unsuitable to continue employment. The probation period may be extended at the Employer's discretion.

3. Performance Review

During the period of your employment, your work performance will be monitored and assessed and if found to be unsatisfactory, your employment will be terminated, at the absolute discretion of Management.

4. Pension

Membership of a Superannuation Scheme is compulsory for all staff.

The terms of the Service's Pension Schemes are those prescribed under the terms of the Health Agency Schemes:

- Entrants **prior** to 31st December, 2012 are members of the Nominated Health Agency Superannuation Scheme (N.H.A.S.S.).
- New Entrants **after** 1st January, 2013, are members of the Single Public Service Pension Scheme.

5. PRSI

The Class A rate of PRSI contribution will apply to all temporary/permanent appointees.

6. Sick Pay Scheme

The terms and conditions of the Sick Pay Scheme will apply.

11. Qualifications/Experience

Applicants must have a Bachelor's of Education, Higher Diploma or postgraduate qualification in Education.

Applicants must possess the competencies and skills appropriate to working with persons with an intellectual disability.

The Brothers of Charity Services Ireland – Clare Region reserves the right to determine relevant qualifications for the post.

12. Hours of Duty

78 hours per fortnight.

Starting and finishing times will be notified by the Team Leader.
The appointee must be flexible with regard to hours of duty, which will be determined according to the needs of the Service.

13. Annual Leave

22 days per annum (pro-rata basis).

14. Remuneration

Remuneration will be based on the Department of Health Instructor Basic Salary Scale (01/11/2013 Merged) commencing at €25,601 per annum basic commensurate with qualifications and experience.

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CLARE REGION**

JOB DESCRIPTION

POST OF INSTRUCTOR/TUTOR (REF: 22/17)

LOCATION : ENNIS

Accountability and Working Relationships:

Job Title:	Instructor/Tutor
Accountable To:	Service Leader (or Designate)
Reports To:	Regional Manager (or Designate) Team Leader (or Designate)

Role Description:

Instructors/Tutors develop schemes of work and plan lessons in line with national guidelines. They encourage, monitor and record the progress of individuals, and devise and adapt resources to suit their own students. Instructors must also keep up to date with developments in their subject areas, new resources and methods.

Main Areas that the Instructor/Tutor will have responsibility for:

- Ensuring the welfare and well-being of all individuals who avail of our service.
- Fostering a good relationship with the individuals, parents, staff, volunteers and visitors, by at all times behaving in a pleasant and professional manner.
- Assist in the recruitment, induction and supervision of support workers while at the same time ensuring that the vision of the person you support is met.
- Optimise the one to one employee review, supervision and work plan process for continual improvement and growth.
- Facilitate and participate with the person, their family/friends and staff in the decision making process through the circle of support.
- Ensure that the support worker provides support that complements and helps build natural relationships.
- To actively search for opportunities for the person to have valued roles in their community.
- To ensure new concepts, innovations and ideas are developed in consultation with the team and the Team Leader/Regional Manager and to take on board the necessary changes in line with these.
- Encourage and support the community involvement and foster positive links with other agencies and services.
- To take a lead role in the co-ordination and development of individual plans in order to meet the needs of the people we support.

Principal Duties & Responsibilities of the Post:

- Planning, preparing and delivering lessons to a range of classes.
- Marking work, giving appropriate feedback and maintaining records of individuals progress and development.
- Researching new topic areas and maintaining up-to-date subject knowledge.
- Devising and writing new curriculum materials.
- Selecting and using a range of different learning resources and equipment.
- Undertaking the role of keyworker, and supporting individuals on a one to one basis through academic or personal difficulties.
- Preparing individuals for external examinations.

- Managing in the classroom and in the community, and applying appropriate and effective measures to ensure learner's needs are addressed.
- Supervising and supporting the work of teaching assistants, trainee teachers/instructors and newly qualified teachers.
- Participating in and organising extracurricular activities.
- Participating in meetings, parents'/families evenings and other training events.
- Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers.
- Undergoing regular observations and participating in regular in-service training as part of continuing professional development.
- Adhere to HIQA Standards in your work location.

Work Tasks:

- Plan and implement a program of instruction that adheres to the required standard of FETAC.
- Focus on students involvement in the community and inclusive opportunities as a priority.
- Prepare purposeful and appropriate lesson plans that provide for effective teaching strategies.
- Plan and implement a program of study designed to meet individual needs of students.
- Create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provide progress reports as required.
- Prepare substitute folder containing appropriate information as required.
- Recognise learning difficulties and make referrals as appropriate.
- Demonstrate a strong grasp of subject matter.
- Use effective oral and written expression.
- Carry out any reasonable duties when requested to do so.

Curriculum Development:

- Keep abreast of current subject matter, knowledge and learning theory and be prepared to share this knowledge for continual improvement of the course curriculum.
- Assist with the ongoing curriculum revision process, including the revision of written courses of study.
- Become acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Classroom Management:

- Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Share responsibility during the day for the supervision of students in all areas.
- Provide for the supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations:

- Uphold and adhere to the organisation's policies, and administrative procedures.
- Maintain regular and punctual attendance and appropriate use of conference and planning time.
- Strive to communicate the positive aspects of our programme to the public.
- Work co-operatively with families to strengthen the educational program for learners.
- Establish and maintain co-operative relationships with other staff members.

Professional Growth:

- Continue professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.

- Maintain membership of appropriate professional organisations.
- Attend staff, department, and committee meetings as required.

Student Evaluation:

- Evaluate accomplishment of students on a regular basis using multiple assessment methods such as teacher made tests, samples of students' work, in line with FETAC requirements.
- Make appropriate adjustments in the programme when requested to do so.
- Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics.

Health & Safety Duties and Responsibilities:

1. Be conscious of Health & Safety matters in the workplace and, in particular, to comply with employees' obligations as set out under Section 2 of the Safety, Health and Welfare at Work Act, 2005. Ensure that the procedures set out in the Safety Statement are implemented at all times. Become familiar with and practise fire drill procedures within places of work, i.e. fire detection, evacuation and fire fighting.
2. To promote safety in all environments for individuals supported by our Services and employees in line with the Brothers of Charity Services Ireland – Clare Region Health and Safety Statement.
3. Become familiar with and practise fire drill procedures within places of work, i.e. fire detection, evacuation and fire fighting.
4. Report all accidents to your line manager and human resources immediately as they occur.

Working Relationships and Communication:

1. Understand and operate all relevant local and organisational procedures, directives and general information made available through the line manager.
2. Develop and contribute to good working relationships in the Organisation and with all other relevant personnel.
3. Report to and appraise line manager or designate of all work related issues and difficulties.
4. Maintain strict confidentiality relating to matters regarding personnel and services.
5. Attend and actively participate in staff meetings as required.
6. In the organisation there is a strong emphasis on teamwork and it is therefore essential to foster good working relationships with all members of the team and other colleagues in the Brothers of Charity Services Ireland – Clare Region.
7. Ensure there is regular communication within your team and with your Team Leader.

General Duties and Responsibilities:

1. To ensure confidentiality in all matters concerning individuals using our service and staff, including the safe storage of reports and records.
2. Ensure that all accidents are reported promptly.
3. To attend all training that is offered to you, so that you fully understand and work with all the procedures and guidelines within the organisation, with a particular emphasis on those concerned with alleged abuse.

4. To perform such other duties as may be assigned from time to time by the Service Leader (or Designate).
5. To ensure that the vision statement of the Brothers of Charity Services Ireland – Clare Region is promoted and actively implemented.
6. As the duties and responsibilities of any post in the Services are likely to change with the ongoing needs of the Service, staff are expected to have a high level of flexibility, and a willingness and an ability to develop new approaches to their work. The context of this post may change as the organisation grows.

This Job Description is intended as a basic guide to the scope and responsibilities of the position, it is subject to regular review and amendment as necessary.

BROTHERS OF CHARITY SERVICES IRELAND – CLARE REGION

PERSON SPECIFICATION

POST OF INSTRUCTOR/TUTOR (Ref: 22/17)

LOCATION : ENNIS

Factors	Essential	Desirable
Qualifications	<p>Bachelors of Education, Higher Diploma or postgraduate qualification in education.</p> <p>The Brothers of Charity Services Ireland – Clare Region reserves the right to determine relevant qualifications for the post.</p>	<p>Track record in teaching.</p> <p>Excellent co-ordination skills.</p>

Factors	Essential	Desirable
Experience	<p>Ability to create and identify new and exciting possibilities for learners' participation in all levels of community education and training.</p> <p>Delivery of education and training opportunities as inclusive practice in the community.</p> <p>Ability to proactively approach role with outcomes for learners to the fore.</p> <p>Ability to prepare and organise activities in the community.</p> <p>Understanding the value of autonomy.</p> <p>Positive attitude towards individuals with disabilities based on understanding their rights and needs.</p>	<p>Have experience in teaching, planning and delivery of Level 1-4 FETAC modules advantageous.</p> <p>Experience of working with individuals with intellectual disabilities.</p> <p>Co-ordination, direction and delivery of simultaneous elements of programmes.</p>

Factors	Essential	Desirable
Knowledge	<p>Ability to devise differentiated schemes of work and to implement best practice for a diverse range of learners in a variety of settings from classroom to community.</p> <p>An awareness of and interest in inclusion and integration.</p>	<p>Knowledge of services and resources in the community.</p> <p>Knowledge of relevant legislation, policy and practice.</p> <p>Knowledge of Person Centred Plans.</p> <p>Awareness of Health & Safety legislation.</p>

Factors	Essential	Desirable
<p>Skills and Abilities</p>	<p>Ability to constructively respond to feedback, direction and ideas and take appropriate action to influence situations for the positive.</p> <p>Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</p> <p>IT skills.</p> <p>Report writing skills.</p> <p>Solution based thinker with a positive 'can do' attitude at all times.</p> <p>Enthusiastic, reliable, flexible and sensitive manner.</p> <p>Commitment to real community integration for individuals with intellectual disabilities.</p> <p>Ability to initiate strong links within the local community.</p> <p>Ability to work as an individual and/or as part of a team.</p> <p>Ability to communicate effectively with individuals, colleagues, families and others.</p> <p>Self-motivation and the ability to use one's own initiative.</p> <p>Ability to support individuals to acquire valued social roles.</p> <p>Ability to understand and cope with emergency situations.</p> <p>Good planning skills and the ability to contribute to the development of Person Centred Plans.</p> <p>Uses systematic approach to make efficient use of time and manage workload.</p>	<p>Adapts well to change, adjusting priorities as required.</p> <p>Is able to work confidently within a changing environment.</p> <p>Takes responsibility for identifying and addressing areas of personal and professional development of subordinates.</p>

	Remains tolerant and fair to others, values diversity and is non-discriminatory in their actions.	
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Factors	Essential	Desirable
Other Requirements	<p>Demonstrates excellent communication skills, including sufficient command of the English language so as to effectively carry out the duties and responsibilities of the role.</p> <p>Full Clean Driving Licence (which permits the holder to drive in Ireland) is essential for all positions in the Brothers of Charity Services Ireland – Care Region (Provisional Licences are NOT acceptable).</p> <p>Use of Car.</p> <p>Available and willing to work days and evenings.</p> <p>Eligibility to work in Ireland (see Recruitment and Selection Procedures Section Entitled Eligibility to work with the Brothers of Charity Services Ireland – Clare Region.</p>	Car Owner.