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| **Job Description** |
| **Post Type:** | Community Education Facilitator (Access) Fixed Purpose Contract (contract until December 2024) |
| **Reporting to:** | Further Education and Training Manager - Inclusion |
| **Place of Work:**  | Portlaoise (the post will require travel within the Laois/Offaly region) |
| **Hours of Work:** | 35 hours per week in a flexible manner that may include evenings and other times, in accordance with the requirements of the service.  |
| **Salary Scale:** | €48,757 - €69,207 pre 2011€44,097 - €69,207 post 2011In line with Community Education Facilitator gradePlease note that the Acting-up Allowance will not be paid unless the acting-up period exceeds a continuous period of 84 days.  This means that the person who is appointed to act up in the sanctioned acting-up position will not receive payment until day 85 of their acting-up period has been reached.  Arrears of pay will be back dated to the date of appointment. |
| **Date of issue:**  | 2 June 2023 |
| **Function of job:** | The role of the CEF (Access) will be to assist in the planning, development and management of Learner Supports within Further Education and Training in LOETB. The successful candidate will be responsible for developing, communicating and managing LOETB’s Learner Supports in a consistent and inclusive way in consultation with the Further Education and Training Manager, FET Director and as a member of the Further Education and Training Management Team to ensure a coordinated and integrated provision of services. |
| **Duties:** |
| 1. Ensure that Learner Supports are provided across all LOETB Further Education and Training provision to those learners that require additional assistance across all Centres and Services.
2. Promote Reasonable Accommodations in accordance with the LOETB Reasonable Accommodation policy and provide support where necessary.
3. Assist with planning learner induction/accommodations in respect of the supports required by learners with additional needs.
4. Conduct Dyslexia Screening Assessments for learners across all LOETB FET Centres and Services as required.
5. Support Centre and Service Managers that require accessibility assessments to be conducted for learners to ensure that appropriate accommodations are provided where possible.
6. Conduct relevant assessments with learners to identify the most effective assistive technology supports for their specific needs, ensuring consistency in approach across FET.
7. Conduct ESOL Screening for Level 4 and higher including Enterprise Support Programmes and any additional suitability assessments that may be required for learners with additional needs.
8. Implement the further roll out of Universal Design for Learning across all FET Provision.
9. Liaise with the relevant organisations that specialise in the provision of supports for people with additional needs and develop partnerships and links between the FET Service and these organisations.
10. Fully integrate Learner Support into LOETB Further Education and Training provision and develop an integrated Accessibility Community of Practice.
11. Promote LOETB FET Learner Supports through networking, raising awareness and publicity.
12. Lead the management of resources, e.g. financial, materials, personnel etc. as appropriate, relevant to the needs of the service.
13. Administration of funds or grants that support learners.
14. Liaise closely with the LOETB QA Department on issues relating to quality assurance, where relevant.
15. Input and maintain relevant and accurate data on the Programme Learner Support System (PLSS) and the Funding Allocation Request and Reporting System (FARR) and generate reports as required by LOETB, SOLAS, DES etc.
16. Act in a representative capacity, both internally and externally, on matters relating to Accessibility in FET across Laois and Offaly.
17. Any other duties assigned by the Chief Executive / Director of FET / FET SMT
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| **Personal specification – Qualifications, Knowledge, Experience & Skills** |  **Essential** |
| Qualifications/Experience* A Level 7 (NFQ) qualification in the field of education or training, youth work, community development or social science, or a teaching/guidance qualification.
* Proven employment experience of at least 5 years in adult education or training with particular emphasis on the area of accessibility.
* UDL Digital Badge and Facilitator Badge.
* Experience conducting assessments with learners such as:
	+ Dyslexia Screening
	+ Common European Framework of Reference for Language English Assessment
	+ Individual Assessments with learners with additional needs to ascertain supports required.

**Essential Skills and Qualities*** The ability to successfully lead and manage others.
* A confident communicator who is able to motivate others.
* The ability to work co-operatively as part of a team.
* The ability to analyse information and generate creative solutions.
* The ability to plan and prioritise effectively with a focus on successful outcomes.
* The ability to evaluate one’s own behaviour regularly with a view to continuous learning and development.
* The determination to reach goals and to stick with difficult tasks over a period of time, even when confronted by obstacles.
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