**South Dublin County Partnership**

**English Language Tutor (Literacy)/ Trainer Volunteers - Panel**

South Dublin County Partnership seeks suitably qualified applicants for placement on a panel of tutors/trainers and facilitators for a range of part-time roles in accredited and non-accredited courses that are designed to meet individual and local community needs. We are searching for a tutor to work with our Lifelong Learning/Integration team who has experience in:

* English Language focused on literacy
* A good understanding of social inclusion and the barriers facing those who are recently arriving in the country, asylum seekers, refugees, and economic migrants.
* Experience in the direct delivery of English language teaching training to volunteers who provide English language lessons to participants.
* Significant experience developing training programme content and coordinating deliverance of the training programmes
* Comfortable working with students of different levels
* Great speaking and writing skills

**General Role Description - Tutor & Facilitator Panel**

Tutors & facilitators appointed to the panel will demonstrate a good knowledge and understanding of the ethos of adult, youth and community education. They will be required to fulfil the following duties under the overall direction of the South Dublin County Partnership (SDCP) in accordance with South Dublin County Partnership’s objectives and annual plan: Please visit our website for more information on SDCP [www.sdcpartnership.ie](http://www.sdcpartnership.ie)

1. Plan, develop, deliver, and assess programmes that are responsive to the needs and interests of young people and adult learners (as applicable)
2. Communicate and report regularly to the programme managers or staff on planning and outcomes
3. Source and develop appropriate materials for use with young people, adult learners, and groups.
4. Monitor and report on the attendance and progress of young people, adult learners, and groups.
5. Maintain appropriate records as required by the programme
6. Attend staff meetings and participate in in-service training as required.
7. Contribute to the development of an appropriate young person and adult learning environment.

Ideally, individuals would display a range of skills and experience in their chosen area of expertise and display a strong track record of developing and delivering training within a framework of best practice.

SDCP tutor rate is €50 per hour inclusive of material preparation and class planning. SDCP operate the standard rates per contacted session/workshop. The average rate is €250 per half-day session inclusive of preplanning meeting(s) and post-session reporting on attendance and outcomes. However, depending on the nature of the work contracted, this may be negotiated lower or higher.

**The successful applicants will be expected to undergo Garda vetting (if applicable) and are contracted on a self-employed basis.**

Successful candidates will be matched to learning programmes on a short or medium-term basis from a panel formed after initial interviews.

**APPLICATION PROCESS**

Suitable applicants must send application form accompanied by a cover letter (no more than one A4 sheet) and an up-to-date CV (no more than 2 pages), paying particular attention to the essential and desirable criteria in the job description, your suitability and why you are appropriate for the post in question. Please provide the names, address, occupation and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered into.

**Postal Applications:**

**Ref. 103 English Language Tutor (Literacy)/Trainer Volunteers – Panel** and should be addressed **to:**

**Administration & Operations Department,**

**South Dublin County Partnership,**

**Unit D1,**

**Nangor Road Business Park,**

**Nangor Road,**

**Dublin 12**

**Email applications:**

**to** **jobs@sdcpartnership.ie** **subject line: Ref 103 English Language Tutor (Literacy)/ Trainer Volunteers - Panel**

**Closing date for receipt of applications is no later than the 20th of September 2023 at 5.00pm**

**SELECTION PROCESS**

The successful applicants will be advised of the outcome within a week of interviews and will commence employment as soon as possible thereafter.

***South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.***