

INFORMATION GUIDE

FET ADULT EDUCATOR PANEL

Summary of Position

Longford and Westmeath Education and Training Board is now holding a competition to create a panel of **Adult Educators** for our FET Services in the following key subject areas:

1. Communications
2. Work Experience (Level 5)
3. Horticulture (Levels 2 – 5)
4. IT (Level 1 -5)
5. Childcare/ Special Needs Assisting (Level 5)
6. Nutrition and Health Options (Level 1 – 3)
7. Baking – Bread, Pastry and Desserts (Levels 3 – 5)
8. Craft – Sewing and Dress Making (Levels 3 -5)
9. Social Studies (Level 5)
10. Palliative Care (Level 5)
11. Care Skills (Level 5)

The panel will remain in place until 31st December 2026. The initial posts will be with the FET Longford and/or North Westmeath Literacy and BTEI Services. Candidates must have the requisite knowledge and skills to carry out the role and be capable and competent of fulfilling the role to a high standard.

Please note the following requirements:

Essential:

- Has teaching experience preferably in the subject area

Desirable:

- Holds a recognised qualification in the subject area
- Has the ability to integrate literacy practices into the subject area
- Has the ability to inspire and motivate people and has a passion for the subject area
- A learner-centred approach to the work
- Excellent communication and listening skills
- The ability to integrate I.T. based learning, literacy development and other pedagogical skills and approaches
- Excellent administration skills
- The ability to support the personal development of each learner to develop the skills required to engage and sustain in an employment position
- Experience/Ability to deliver Blended training (classroom/online)
- Can deliver/facilitate programmes including induction, learning to learn online, pre/post assessment, key skills, one to one support and other introductory programmes as required.
- Has the ability to work effectively within the BTEI/Literacy team, the wider FET team, learners, external partners, employers and others as appropriate
- Can deliver/facilitate QQI Levels 1 - 5 modules in the specified modules above

Hourly Rate: €36.68 per hour (exclusive of holiday pay)

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Youth from time to time. Rate of remuneration may be adjusted from time to time in line with Government Policy. For persons entering employment in this role for the first time, starting pay will be at the minimum of the new scale and is not negotiable.

Particulars of the Position

Successful applicants will be placed on a panel for vacancies that may arise in the FET Services until 31st December 2026 and offered a fixed term contract if opportunities arise for their area of expertise. This is subject to a successful pre-employment process conducted by LWETB.

Base: All appointments are to the Longford and Westmeath Education and Training Board, but the successful candidate(s) will be initially assigned to vacancies that may arise in the Longford or North Westmeath Literacy and BTEI Services. However, LWETB reserves the right to assign you to any other location or service as the demands require.

Shortlisting

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview

Selection, from shortlisted candidates, shall be by means of a competency-based interview conducted by LWETB. A second stage interview may form part of the interview process. Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.

Citizenship Requirement:

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit.

Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Health and Character:

Those under consideration for a position will at the discretion of the employer be required to complete a health and character declaration and may be required to complete Garda Vetting. References may be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain positions.

Competencies required;

A number of key competencies have been identified as being essential for the effective performance of the role. These competencies are listed below: When answering on your application form please be advised of the following:

Please note that you should not exceed 300 words in any of the sections.

Bullet points rather than lengthy text answers should be used to complete the sections.

1. Professional Knowledge:

Educators should possess the knowledge and understanding of the fundamental ideas, principles and structures of the disciplines they teach and of the Further Education and Training Sector. Educators must develop teaching strategies that aligns performance with success and be capable of demonstrating and articulating a range of philosophies of adult and community-based learning.

2. Professional Practice: Organisation and Planning

The ability to effectively and efficiently plan and prioritise the work schedule is essential in the adult learning environment. The capacity to identify resource requirements to support subject delivery and to execute the use of resources to maximise the learning potential of learners is key to success of a programme. Educators must possess the skills necessary to deliver the learning objectives despite multiple demands. Data management in relation to learners for example registration, attendance, assessment/achievement records must be kept in an efficient and accurate manner and at all times be in compliance with guidelines and policies of the ETB.

3. Professional Values and Relationships

Educators may be required to liaise and interact with stakeholders both internal and external to LWETB and ensure that these interactions are at all times professional, appropriate, respectful and courteous even in challenging circumstances. Educators should be caring, fair and committed to the best interests of the learners entrusted to their care, and seek to motivate, inspire and celebrate effort and success. Educators should acknowledge and respect the uniqueness, individuality and specific needs of students/learners and promote their holistic development.

4. Professional Practice: Classroom and Learning Environment

Creating a safe learning environment that is inclusive of the needs of all learners and that is conducive to learning is essential. Educators must set high expectations for learner performance and behaviour. Educators should take all reasonable steps in relation to the care of students/learners under their supervision, so as to ensure their safety and welfare.

5. Professional Development: Self Awareness and Development:

Educators should have a clear understanding of the role. They should also be clear on the aims and objectives of the services they are delivering in and their role in meeting these aims and objectives. Educators should take personal responsibility for sustaining and improving the quality of their professional practice. Educators should actively maintain their professional knowledge and understanding in relation to their subject area to ensure it is current. Educators should value professional development opportunities and continually reflect on their professional practice to ensure it is effective. In a context of mutual respect, educators should be open and responsive to constructive feedback regarding their professional practice and, if necessary, seek appropriate support, advice and guidance.

Application and Selection process:

- Full details are available on www.etbvacancies.ie. Candidates who wish to apply, must apply through www.etbvacancies.ie **not later than Friday 21st August 2026**.
- Provisional date for interviews is week ending 4th September 2026.
- Information and correspondence regarding your status within this competition will issue to you via your etbvacancies mailbox and it is the responsibility of the candidate to regularly check their etbvacancies inbox frequently.
- Interviews may take place via video conference. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Candidates should read the guide and supporting documentation on how to complete the application.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
- **Incomplete applications will not be considered.**
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. **If you do not a confirmation message via your portal within two days of submitting AND prior to the closing date, please email recruitment@lwetb.ie**
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time. Any technical difficulties encountered by the sender when submitting an application are not the responsibility of LWETB.
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- **Late applications will not be accepted.**
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- Canvassing by or on behalf of the applicant will disqualify.
- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- LWETB reserve the right to contact the named referees and / or employers for a reference should you be successful at interview without further notice to the candidate.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath ETB is an equal opportunities employer.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training
- Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

Siobhán Lynch, Chief Executive, Longford and Westmeath ETB