

**Job Description**

**Job Title:** Permanent Pathways Coordinator post

**Reporting to:** Principal/Director of Further Education and Training

**Location:** Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry College, Clash Campus (Pathways)

**Hours:** Full-Time, combination of coordination and teaching duties per week (This may vary in accordance with student numbers) Hours 8.30am - 4.30pm daily.

**Salary Scale:** Salary will be paid in accordance with such rates as may be authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time for Pathways Coordinator positions. A responsibility allowance for the performance of the duties of Pathways Co-ordinator shall be payable (dependent on the number of learners)

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

**KEY ELEMENTS OF THE JOB / DUTIES AND RESPONSIBILITIES:**

The duties of the post will include:

* Responsibility for the day to day operation, organisation and delivery of Pathways programme.
* With the support of the Principal, enhancing the quality of the service offered by the Pathways Centre through annual review of the service provided and through ongoing team development.
* Designing course programmes in consultation with Principal
* Preparation of timetables.
* Ensuring the retention of learners on the programme.
* Supporting the Admissions Department with the Recruiting of Learners on an annual basis
* Liaison with the Learner Payments Department regarding training allowances and related matters.
* Organisation of student support & developing progression networks to assist the progression of Pathways participants to employment and/or education and training.
* Assisting the Director of FET/Principal in the drafting of Department and other returns, questionnaires and general information.
* Ensuring PLSS Data is in line with PLSS user Guidelines
* Managing the Centres resources & Fixed Asset management
* Organising staff and student meetings. ¬ Arranging extra-curricular activities in co-operation with other staff.
* Ensuring Quality Assurance standards are high and in line with policy & procedure.
* Health & Safety of the Pathways building

This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the Director/Principal and to contribute to the development of the post while in the role

**Essential Requirements**

To qualify for appointment candidates must have:

• A recognised post-primary teaching qualification

• A minimum of 5 years satisfactory teaching experience

• Registration in accordance with Section 30 of the Teaching Council Act 2001

**The following are the requirements for appointment to the post:**

• A degree level qualification in a teaching discipline and will be registered with the Teaching Council

• Experience in IT systems, databases and excel is desirable

• Experience in utilisation of a range of systems and extraction of reports and relevant data from same

• Experience of training users, and the delivery of induction and awareness programmes

• Experience of managing projects / systems / programmes

• Evidence of innovation in implementing creative solutions

• Well-developed ICT skills

• Understanding of how MISs operate and can be applied across services and centres

• An understanding of Further Education and Training

• Significant curriculum development experience

• Good working knowledge of the range of accreditation and management information systems e.g. QQI, PLSS, FARR.

• Capable of working proactively on own initiative as well as being an effective and contributing team member

• Flexible, open and creative approach to meeting the needs of the users

• Strong interpersonal and team-working skills

• Excellent communication skills, both written and oral

• Hold a valid, full driving licence with access to own transport

**Competences required:**

The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

• **Specialist Knowledge and Expertise** (in the field of adult, community and / or further education, or related areas). Demonstrate a clear understanding and empathy with the philosophy and processes of Community Education.

• **Organisation and Planning:**

Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives despite multiple or conflicting demands.

• **Financial and Budget Management:**

Demonstrates the ability to allocate and manage financial resources effectively whilst ensuring policies, rules, regulations, and procedures are adhered to.

• **Relationship Building/Team working:**

Demonstrates the ability to develop and maintain good working relationships with others both internally and externally, sharing information and knowledge as appropriate.

• **Interpersonal and Communication Skills**:

Demonstrates the ability to communicate in a fluent, logical, clear and convincing manner and effectively influences others.

**Drive & Commitment to Public Service Values**

Strives to perform at a high level, investing significant energy to achieve agreed objectives.

Is flexible and open to change.

Is resilient and perseveres to achieve objectives despite obstacles or setbacks.

Is personally trustworthy and can be relied upon.

Behaves with integrity and encourages this in others.