



Role Title:	Tutor (Higher Education, Occasional Hours)
Reporting To:	Higher Education Lead
Colleagues:	An Cosán Team
Primary Responsibility:	Core responsibilities will include curriculum development, course delivery, learner support and assessment, as well as associated administrative and evaluative processes. The Tutor will contribute to An Cosán as an experienced professional with an in-depth understanding of higher education, adult and community education, technology enhanced teaching and learning.

Tutor (Higher Education, Occasional Hours)

An Cosán provides people of all ages with pathways to learning, leadership and enterprise. An Cosán offers a variety of programmes in early years education and care, parenting, community, further and higher education. Through our online education programmes we bring our ethos beyond Jobstown to locations across the country through our Community Partners.

An Cosán's Adult Community Education Team combines a holistic ethos of adult and community education with technologically enhanced teaching methods to offer quality lifelong learning opportunities to adult learners in communities across Ireland. In partnership with the **Institute of Technology Carlow**, An Cosán offers higher education programmes in Leadership and Community Development, Applied Addiction Studies, Social Enterprise, and Personal and Professional Development.

An Cosán is currently recruiting for the position of **Tutor (Higher Education, Occasional Hours)**

Reporting to the Higher Education Lead, the **Tutor** will play a key role in supporting and expanding provision of accredited and unaccredited education courses across Ireland. The Tutor will contribute to the lifecycle of courses and to An Cosán's overarching vision of learner and community empowerment. Core responsibilities will include curriculum development, course delivery, learner support and assessment, as well as associated administrative and evaluative

processes. The Tutor will contribute to An Cosán as an experienced professional with an in-depth understanding of higher education, adult and community education, and technology enhanced teaching and learning.

Detailed Responsibilities

Teaching and Programme Delivery

- Ensure teaching and programme delivery aligns with An Cosán's Adult and Community Education ethos and standards in both face to face and online learning.
- Design, deliver, manage, and assess modules.
- Collaborate with An Cosán Team to deliver workshops in An Cosán Tallaght and in community hubs across Ireland
- Provide support and feedback to learners directly.
- Liaise with An Cosán Team and community partners to ensure a supportive learning environment.

Curriculum Design and Development

- Ensure curriculum development aligns with best practice and fulfils quality assurance standards set down by An Cosán.
- Design curricula in line with relevant module descriptors
- Prepare instructional design plans for online delivery.
- Archive all course materials as requested.

Higher Education Quality Assurance and Administration

- Contribute to the internal verification of grading.
- Ensure appropriate storage and archiving of all Administrative and QA relevant materials, including course materials, class records, grades, and all learner/tutor feedback, to support quality assurance and management decision-making.

General Contribution to An Cosán Team

- Help foster a collaborative and supportive work environment
- Engage in critical reflection and implement new teaching initiatives within a dynamic community of practice
- Undertake additional tasks as necessary

Teaching Commitments

In general, you will be asked to teach in the following areas:

- BA Degree Leadership and Community Development (NFQ Level 7)
- BA Degree Applied Addiction Studies and Community Development (NFQ Level 7)
- Certificate in Personal and Professional Development (NFQ Level 6)
- Unaccredited community education programmes

Specific modules requiring cover in 2022 include:

- Social Policy (NFQ Level 6)
- Introduction to Citizenship and Social Action (NFQ Level 6)
- Introduction to Community Development (NFQ Level 6)
- Social Analysis (NFQ Level 6)
- Introduction to Community Leadership (Unaccredited)
- Introduction to Community Drugs Work (Unaccredited)
- Technology Enhanced Learning (Unaccredited)

Academic Calendar planning and programme delivery in the community education sector requires flexibility from tutors at times to accommodate changes (e.g. concerning community partners and start dates, or additional programmes as the year progresses). The Higher Education Lead will inform tutors of same with as much notice as possible.

Person specifications

The successful applicant will be an experienced educator who has the knowledge and skills to deliver at least TWO of the following programmes (NFQ Levels 6-7) offered by An Cosán:

- Social Policy
- Introduction to Citizenship and Social Action
- Introduction to Community Development
- Social Analysis
- Transformative Community Education
- Technology Enhanced Learning
- Community Development and Technology
- Essential IT Applications in a Changing World
- Unpacking Everyday Maths
- Communications
- Critical and Ethical Thinking in a Changing World
- Project Cycle Management in the Community and Voluntary Sector
- Leadership and Organisational Development
- Leadership in Practice
- Understanding and Managing Conflict in a Community Development Context
- Introduction to Counselling and Motivational Interviewing
- Management Development
- Community Drugs Work

Requirements*Essential*

- A relevant qualification in Community Development, Adult Education, Technology Enhanced Learning, or Social Studies at MA/MSc level.
- A minimum of one year's teaching and curriculum development experience.
- Previous experience of working in a community development context, nationally or internationally.

Advantageous

- Previous experience of online education and associated educational technologies.
- Car owner and holder of a full driving licence.

Personal Attributes

- Motivated to educate and support adult learners in a community education setting
- A reflective practitioner, capable and willing to contribute to a vibrant team
- Flexibility and ability to work on own initiative and co-operatively
- Excellent multi-tasking, time management and communication skills

Payment

An Cosán Occasional Hours Tutoring Rates (Higher Education):

- Teaching delivery Unaccredited modules: €30 per hour.
- Teaching delivery NFQ Level 6 modules: €45 per hour.
- Teaching delivery NFQ Level 7 modules: €56.74 per hour.
- Assessment and Grading: €17 per student.

Working Arrangements

Travel Arrangements

Travel to An Cosán for teaching is not included in your working hours. However, travel to community partners in other locations for teaching purposes is included in work hours. Travel expenses may also be claimed for the latter.

Presence in the Office / Working from Home

Current COVID-19 arrangements of working from home to continue subject to public health guidelines.

An Cosán will accommodate Tutors working from home through use of online conferencing. This accommodation remains subject to Tutors:

- Completing all assigned tasks to the satisfaction of the Higher Education Lead.
- Maintaining internet connectivity to ensure the satisfactory completion of all duties.
- Good time management and demonstrating same.
- Ensuring good communications with students and with the An Cosán team.