



## **Tutor Role Job Descriptions**

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## **Communications Tutor (QQI Level 3) - Role Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Young people are referred by Tusla Education Support Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

Both globally and nationally we have entered a time of great opportunity to re-imagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board of Directors are keen to continue this ethos of development into the future. We are looking for someone to join the tutor team who is committed to engaging the minds and creativity of young people through innovative online and blended learning.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: [iScoil.ie](https://www.iscoil.ie)



### **The Role**

The Communications course aims to provide students with the knowledge, skills and competence to read, write, and develop strong verbal communication. Students can focus on their own interests through interest-based project work. Themed versions of the course are available including Music and Cars and Mechanics.

The Communications tutor is responsible for the delivery of the iScoil QQI Level 3 Communications (3N0880) course. This involves assessing student work, creating content on the iScoil virtual learning platform, and supporting students to engage with and complete the course. The tutor will prepare student portfolios for QQI accreditation, work closely with mentors, and attend meetings.

At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, QQI-accredited learning programmes.

The Communications tutor will be responsible for the following:

- Delivering the QQI Level 3 Communications course in line with QQI and iScoil guidelines
- Assessing student work in a timely manner
- Providing feedback to support student learning
- Developing relevant course content for online delivery, including video and audio clips
- Preparing student portfolios and marking sheets for QQI accreditation
- Working with mentors and the iScoil team to support students
- Participating in summer development to review and enhance course quality and effectiveness
- Undertaking ongoing training
- Completing other duties required for the successful delivery of the Communications course

### **Key Relationships**

The tutor will report to the Head of Learning and have key relationships with the CEO and all members of the iScoil team.



### **Essential Qualifications**

- Relevant third level subject-specific qualification
- Relevant Irish Teaching Council registered and qualified teacher
- 2+ years teaching experience

### **Desired Experience**

- Subject matter expertise in Communications or related subjects, with a strong focus on QQI Level 3
- Experience delivering Communications in a QQI environment
- Experience of delivering QQI course requirements and assessment processes
- Experience of e-learning environments and knowledge of online teaching, course development, and assessment
- Experience developing Communications content with a focus on students who may struggle to engage
- Experience employing digital technologies in education programmes
- Experience with Moodle

### **Key Competencies**

- Excellent technical skills
- Experience of, and a passion for inclusive education
- Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

### **What iScoil can offer**

- A culture of innovation in education and a student-centred approach
- Opportunities to learn and develop
- Remote working
- Opportunities to contribute to an innovative and groundbreaking organisation

**Terms and Conditions**

The role is a one year fixed term contract with a time commitment of approximately 20 hours per week during term time.

Appointment is subject to Garda Vetting and reference checks.

**Location:** This is a remote working role, with training and an annual meeting in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

**Deadline for application:** Wednesday 19th June 2024 at 5 pm, with interviews to take place the week of the 1st July 2024.

Application is by CV and cover letter to [recruitment@iScoil.ie](mailto:recruitment@iScoil.ie) with ***Communications Tutor Role*** in the subject line.

**iScoil is an equal opportunities employer**



## **Animation Tutor (QQI Level 4) - Role Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Young people are referred by Tusla Education Support Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

Both globally and nationally we have entered a time of great opportunity to re-imagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board of Directors are keen to continue this ethos of development into the future. We are looking for someone to join the tutor team who is committed to engaging the minds and creativity of young people through innovative online and blended learning.

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### **The Role**

The Animation course aims to provide students with the knowledge, skills and competence to read, design and develop a selection of basic 2D animation work. Students will gain an understanding of animation in society and the use of animation in media. Students will work on their own creative projects, storyboarding and planning their work on a topic of their choice.

The Animation tutor is responsible for the delivery of the iScoil QQI Level 5 Animation (5N1551) course, delivered on the Level 4 General Learning award. This involves assessing student work, creating content on the iScoil virtual learning platform, and supporting students to engage with and complete the course. The tutor will prepare student portfolios for QQI accreditation, work closely with mentors, and attend meetings.

At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, QQI-accredited learning programmes.

The Animation tutor will be responsible for the following:

- Delivering the QQI Level 4 Animation course in line with QQI and iScoil guidelines
- Assessing student work in a timely manner
- Providing feedback to support student learning
- Developing relevant course content for online delivery, including video and audio clips
- Preparing student portfolios and marking sheets for QQI accreditation
- Working with mentors and the iScoil team to support students
- Participating in summer development to review and enhance course quality and effectiveness
- Undertaking ongoing training
- Completing other duties required for the successful delivery of the Animation course



### **Key Relationships**

The tutor will report to the Head of Learning and have key relationships with the CEO and all members of the iScoil team.

### **Essential Qualifications**

- Relevant third level subject-specific qualification
- Relevant Irish Teaching Council registered and qualified teacher
- 2+ years teaching experience

### **Desired Experience**

- Subject matter expertise in [Animation](#) or related subjects, with a strong focus on QQI Level 4 & 5
- Experience delivering [Animation](#) in a QQI environment
- Experience of delivering QQI course requirements and assessment processes
- Experience of e-learning environments and knowledge of online teaching, course development, and assessment
- Experience developing [Animation](#) content with a focus on students who may struggle to engage
- Experience employing digital technologies in education programmes
- Experience with Moodle

### **Key Competencies**

- Excellent technical skills
- Experience of, and a passion for inclusive education
- Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil





### **What iScoil can offer**

- A culture of innovation in education and a student-centred approach
- Opportunities to learn and develop
- Remote working
- Opportunities to contribute to an innovative and groundbreaking organisation

### **Terms and Conditions**

The role is a part-time contract with a time commitment of approximately 5 hours per week during term time.

Appointment is subject to Garda Vetting and reference checks.

**Location:** This is a remote working role, with training and an annual meeting in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

**Deadline for application:** Wednesday 19th June 2024 at 5 pm, with interviews to take place the week of the 1st July 2024.

Application is by CV and cover letter to [recruitment@iScoil.ie](mailto:recruitment@iScoil.ie) with **Animation Tutor Role** in the subject line.

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### **Maths Tutor (QQI Level 3) - Role Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Young people are referred by TESS (Tusla Education Support Service). Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

Both globally and nationally we have entered a time of great opportunity to re-imagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board of Directors are keen to continue this ethos of development into the future. We are looking for someone to join the tutor team who is committed to engaging the minds and creativity of young people through innovative online and blended learning.

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### **The Role**

The Maths course aims to provide students with the knowledge, skills and competence to solve mathematical problems. Students develop an understanding of mathematical applications in everyday life, and develop skills and confidence that allow them to deal with maths problems and numeric challenges they will encounter in life.

The Maths tutor is responsible for the delivery of the iScoil QQI Level 3 Mathematics (3N0929) course. This involves assessing student work, creating content on the iScoil virtual learning platform, and supporting students to engage with and progress through the course. The Maths tutor will prepare student portfolios for QQI accreditation, work closely with mentors, and attend relevant meetings.

At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, QQI-accredited learning programmes.

The Maths tutor will be responsible for the following:

- Delivering the QQI Level 3 Mathematics course in line with QQI and iScoil guidelines
- Assessing student work in a timely manner
- Providing feedback to support student learning
- Developing relevant course content for online delivery, including video and audio clips
- Preparing student portfolios and marking sheets for QQI accreditation
- Working with mentors and the iScoil team to support students
- Participating in summer development to review and enhance course quality and effectiveness
- Undertaking ongoing training
- Completing other duties required for the successful delivery of the Mathematics course
- Delivery of QQI Level 4 Functional Mathematics (4N2138) as required



### **Key Relationships**

The Maths tutor will report to the Head of Learning and have key relationships with the CEO and all members of the iScoil team.

### **Essential Qualifications**

- Relevant third level Maths qualification
- Relevant Irish Teaching Council registered and qualified teacher
- 2+ years teaching experience

### **Desired Experience**

- Subject matter expertise in Maths, with a strong focus on QQI Level
- Experience of delivering QQI course requirements and assessment processes
- Experience delivering Mathematics
- Experience of e-learning environments and knowledge of online teaching, course development, and assessment
- Experience developing Maths content with a focus on students who may struggle to engage
- Experience employing digital technologies in education programmes
- Experience with Moodle

### **Key Competencies**

- Excellent technical skills
- Experience of, and a passion for inclusive education
- Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

**What iScoil can offer**

- A culture of innovation in education and a student-centred approach
- Opportunities to learn and develop
- Remote working
- Opportunities to contribute to an innovative and groundbreaking organisation

**Terms and Conditions**

The role is a part-time contract with a time commitment of approximately 10 hours per week during term time.

Appointment is subject to Garda Vetting and reference checks.

**Location:** This is a remote working role, with training and an annual meeting in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

**Deadline for application:** Wednesday 19th June 2024 at 5 pm, with interviews to take place the week of the 1st July 2024.

**Applications:** By CV and cover letter to [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie) with **Maths Tutor Role** in the subject line.

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## **Personal Effectiveness Tutor (QQI Level 3) - Role Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Young people are referred by TESS (Tusla Education Support Service). Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

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### **The Role**

The Personal Effectiveness course aims to help students learn more about themselves and the personal qualities and skills they possess. The course helps students learn new skills, and learn about different situations in which these new skills may be required and how to use them. The course involves a group project to help students practice their skills.

The Personal Effectiveness tutor is responsible for the delivery of the iScoil QQI Level 3 Personal Effectiveness (3N0565) course. This involves assessing student work, creating content on the iScoil virtual learning platform, and supporting students to engage with and complete the course. The tutor will prepare student portfolios for QQI accreditation, work closely with mentors, and attend meetings.

At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, QQI-accredited learning programmes.

The Personal Effectiveness tutor will be responsible for the following:

- Delivering the QQI Level 3 Personal Effectiveness course in line with QQI and iScoil guidelines
- Assessing student work in a timely manner
- Providing feedback to support student learning
- Developing relevant course content for online delivery, including video and audio clips
- Preparing student portfolios and marking sheets for QQI accreditation
- Working with mentors and the iScoil team to support students
- Participating in summer development to review and enhance course quality and effectiveness
- Undertaking ongoing training
- Completing other duties required for the successful delivery of the Personal Effectiveness course

### **Key Relationships**

The tutor will report to the Head of Learning and have key relationships with the CEO and all members of the iScoil team.



### **Essential Qualifications**

- Relevant third level subject-specific qualification
- Relevant Irish Teaching Council registered and qualified teacher
- 2+ years teaching experience

### **Desired Experience**

- Subject matter expertise in Personal Effectiveness or related subjects, with a strong focus on QQI Level 3
- Experience delivering Personal Effectiveness in a QQI environment
- Experience of delivering QQI course requirements and assessment processes
- Experience of e-learning environments and knowledge of online teaching, course development, and assessment
- Experience developing Personal Effectiveness content with a focus on students who may struggle to engage
- Experience employing digital technologies in education programmes
- Experience with Moodle

### **Key Competencies**

- Excellent technical skills
- Experience of, and a passion for inclusive education
- Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
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### **Terms and Conditions**

The role is a part-time contract with a time commitment of approximately 5 hours per week during term time.

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