

ADVERT ID 219639

General

Teagasc

Kildalton Agricultural College Kildalton, Piltown Piltown E32 YW08
<https://www.teagasc.ie/about/opportunities/current-vacancies/>

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Fri Jun 28 2024 11:56:41
Application Closing Date: Mon Jul 15 2024
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
College Access Officer (Permanent)

Description:

Basic Function:

Kildalton College is the leading provider of training in Agriculture, Horticulture and Equine studies in Ireland with over 1,300 students attending courses each year. In addition to providing QQI accredited courses at Levels 5 and 6, Kildalton College also provides courses at Levels 7 and 8 in conjunction with the South East Technological University (SETU formerly WIT) making the college a progressive learning facility in the South East.

Background:

The Access Officer in Kildalton College will be responsible for ensuring equitable access to education for all students, particularly those with specific learning difficulties and disabilities. The Access Officer will collaborate with stakeholders to implement accommodations, provide supports and advocate for inclusive practices across the college campus. The successful candidate will also be required to teach interpersonal/people skills modules.

Job Objectives

Implement Teagasc learner support policy and practices in line with legislation, educational best practice and QQI programme approval agreement requirements

Implement Teagasc access policies, induction procedures and update the learner handbook including code of conduct with all learners in Kildalton College

Meet with learners requiring learner support (including parents/guardians with under 18 year olds) before the commencement of programmes, ensure learner agreements are in place and communicate with teaching staff in regards to agreements

Develop appropriate procedures for the identification of learner support needs and liaise with the National Learner Support Specialist with regards to policies and procedures

Ensure that staff resources are in place for providing learner support and complete induction with

this group

Provide advice and support to college staff on how best to cater for the diverse learning needs, physical disabilities and mental health conditions of learners

Provide advice and support to college staff in the areas of facilitating learning, supportive and inclusive teaching methods

Contribute to and help foster a learner-inclusive culture across the whole college and the adoption of inclusive approaches to delivery and assessment

Undertake administrative duties relevant to the position, including maintenance of records and provision of reports required

Identify new / non educational supports which will ensure that learners have a positive and successful learner experience

Lead the development of appropriate responses within the college for learners who have specific learner support or disability needs and liaising with appropriate supports, external resources etc.

Champion inclusion initiatives across the college to ensure all learners experience an inclusive learning environment

Promote and maintain an ethos appropriate to lifelong learning

Continuously update the College Access Policy to ensure supports are inclusive and meet the needs of the learner

Liaise with appropriate agencies (e.g. NALA/Ahead/ETB) concerning learner support services available and ensure applicable learners avail of this support

Review feedback, undertake evaluations and report on the effectiveness of college learner support strategies

Develop and maintain an up-to-date knowledge of current learner support technologies, practices and policies

Provide information to learners on the different course options, links to Institute of Technologies and career progression.

Preparation and delivery of lectures and practical training in soft skills modules

Preparation of assessment papers in accordance with QQI guidelines

Assessment of skills and correction of assignments and exam scripts and preparation of files for verification

Assist Teagasc in meeting the commitments of the Quality Customer Service charter and action plan.

Actively participate in the annual business planning and Performance Management Development System (PMDS) processes.

Take responsibility for own professional development.

Fully co-operate with the provisions made for ensuring the health, safety and welfare of themselves, fellow staff and non-Teagasc staff and co-operate with management in enabling Teagasc to comply with legal obligations. This includes full compliance with the responsibilities outlined in the Safety Statement.

Carry out such other duties and assignments delegated by the Head of Department.

Skills Required:

Candidates must have a Level 8 qualification (honours degree) or equivalent as recognised on the National Framework of Qualifications (NFQ) in a relevant field such as education, social sciences, sociology, psychology or a related discipline

Experience of supporting a range of diverse learners in an inclusive environment with an understanding of those with specific learning difficulties and disabilities

Knowledge/Skills

Detailed knowledge and skills necessary to facilitate and support the inclusive education of students with special requirements

Knowledge of facilitating learning and supportive teaching methods

Excellent understanding of the Irish Education system and Teagasc education structure, policies and procedures.

Thorough knowledge of QQI Quality Assurance Procedures

Knowledge of and interest in the land based sector

Teaching and learning skills

Knowledge of GDPR

Strong analysis, problem solving, negotiation and decision making skills

Computer literate with proficiency in the use of MS Office, Word, Excel, PowerPoint, and Outlook

Behavioural Competencies

Ability to work in an area that requires confidentiality and discretion

A commitment to advocating for the rights and needs of learners, ensuring equitable access to educational opportunities and resources.

Work and Project Organisation shows pro-activity and drive

Shows excellent communication skills and ability to educate and transfer knowledge

Ability to understand, demonstrate compassion and sensitivity towards learners challenges and needs

Adopts an open-minded and flexible approach to work

Understands and appreciates the importance of continuous professional development

A commitment to teamwork and collaborating with colleagues as per our Teagasc Together ethos

Ability to set clear standards and have a quality customer service focus.

APPLICATION REQUIREMENTS

Applications may be submitted by

- External Application Form

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