

## COMMUNITY TRAINING CENTRE TUTOR

### **JOB DESCRIPTION**

The Community Training Centre has been in existence for 20 years. It is a wholly owned subsidiary of Clare Youth Service and provides one of the key services of the organisation. It is funded by FÁS on a yearly contract basis. The CTC provides certification through FETAC National Foundation Certificate and the Department of Education and Science Leaving Certificate Applied programme to specific target group aged 15 – 25 years of age.

### **The person selected will:**

- Have a relevant third level qualification in training/education or equivalent/ or teaching or training experience
- Be resourceful, self motivated and enjoy a challenging work environment

Have a knowledge or experience of - Practical Skills/craft/subject area

- Social Personal Development

- Basic Computer Skills

- Have experience of working with young people (under 25 years)
- Have exceptional communication/interpersonal skills
- Be flexible

### **Duties and Responsibilities**

- Full-time instructors and scheduled for a flexible 35 hour week suited to training needs, which may include evening training, outings out of hours and other related duties. Working year is January to December
- Report to the CTC Manager on an ongoing basis and in particular at individual support/supervision meetings.
- Deliver programmes appropriate to the needs of CTC young people. Explore new programmes based on trainee interests and aptitudes.
- Meet required standards relating to the submission of completed work for assessment.
- Attend quarterly lesson planning meetings with Education Manager, relating to certification and presentation of completed work to be submitted for certification
- Work as part of a staff team and attend staff meetings.
- Through the role of keyworker, develop Individual Learning Plans in consultation with allocated young people.
- Help maintain the gardens in and around the centre
- Comply with FÁS guidelines relating to CTC instructors.
- Salary will be as per agreed national scale for CTC Instructors.