

## **St Vincent's Community Training Centre: Computer & Maths Tutor (Part Time) (<https://www.activelink.ie/node/111265>)**



### **Computer & Maths Tutor**

#### **(1 x Part-Time Temporary Fixed Term)**

St Vincent's Community Training Centre, funded by the City of Dublin Education & Training Board, are seeking to fill one fixed term position for a part time Computer & Maths Tutor. The role involves delivering training to up to 50 early school leavers aged 16 to 21.

#### **Key Responsibilities:**

- Design, Deliver & Evaluate QQI modules at Level 3 & 4 in line with QQI Criteria mainly in computers with mathematics
- Prepare trainees for assessment
- Deliver QQI assessments, including marking, internal verification and peer review
- Facilitate digital literacy assessment on all new trainees
- Develop relevant support materials
- Foster Personal and Professional development of learners
- Administer, develop and plan courses
- Provide IT support
- Perform other relevant duties as appropriate

#### **Requirements:**

- 3rd Level Degree in IT, Education or related field
- Recognised teaching qualification if degree is not in education
- At least 2 years' experience in education
- Ability to use a variety of methodologies to meet learner needs
- Knowledge of Further Education & Training
- Empathy & Passion for working with hard to reach groups
- Strong communication, presentation and facilitation skills
- High level of interpersonal skills
- Effective time management skills and ability to work independently
- Excellent teamwork skills
- Flexible and Adaptable

#### **Desirable Skills**

- Experience of working with hard to reach groups
- Experience in delivering QQI training
- Knowledge of working with City of Dublin ETB AIS

**Salary:** €19,000.

#### **Application Process:**

Please submit completed application forms (No CVs) to [recruitment@doccs.ie](mailto:recruitment@doccs.ie) (<mailto:recruitment@doccs.ie>).

Applicants must satisfy the CTC Garda vetting process as a condition of employment.

**Closing Date:** Applications must be received by 12pm on Wednesday, 9th October with interviews being held the week beginning 14th October 2024. Late applications will not be considered, and shortlisting may apply. Canvassing will disqualify.



**Region**

Dublin 1

**Date Entered/Updated**

1st Oct, 2024

**Expiry Date**

9th Oct, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">Computer &amp; Maths - Job Description.pdf</a>	637.5 KB
<a href="#">application form_0.docx</a>	811.57 KB

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/111265-st-vincent-community-training-centre-computer-maths-tutor-part-time>