



## Further Education Tutor Panel

Role:	Access & Further Education Tutor (Evenings)
Reports to:	Community Education Lead
Location:	Tallaght, Co. Dublin and remote working
Contract:	FE Tutor Panel
Rate of pay:	€40ph Direct Delivery (up to 6 hours pw)

### About An Cosán

An Cosán (Irish for "The Path") is Ireland's leading provider of community-based adult education, rooted in principles of inclusion, empowerment, and social justice. We offer transformative learning opportunities that support individuals and communities to build brighter futures.

From Access and Further Education programmes to Higher Education degrees, our flexible learning pathways empower people of all ages to grow in confidence, skills, and leadership.

Our unique wraparound model of holistic support ensures that no learner walks the path alone. Supports include Early Years education and care, IT and digital access, financial and wellbeing support, parenting programmes, and one-to-one mentoring, tutoring, and counselling.

Since 1986, An Cosán has worked alongside more than 20,000 learners across Ireland. By 2030, our ambition is to double our impact — reaching another 20,000 people through blended learning, community partnerships, and our expanding digital learning infrastructure.

Together, we're creating a more equal society — one learner, one community at a time.

### The Role – Business Administration Tutor (Blended Learning Focus)

An Cosán is seeking experienced Adult & Community Education (ACE) Tutors to join our panel, with a particular focus on **Business Administration** and **blended learning delivery** of the following **QQI Level 5** modules:

Reception & Frontline Skills	5N1407
Spreadsheet Methods	5N1977
Marketing Practice	5N1400
Bookkeeping and Computerised Accounts	5N1354
Work Experience	5N1356

### We are especially interested in tutors with:

- ❖ Expertise in **QQI Level 5 Business Administration** and related modules
- ❖ Proven experience in **programme development** and **curriculum innovation**
- ❖ Strong **IT and digital pedagogy skills**
- ❖ Confidence and competence using **Moodle** and other online learning platforms



- ❖ A passion for inclusive, flexible adult education

### Essential Criteria:

- A qualification at NFQ Level 7 or above in a Business-related field
- At least 3 years of recent experience working in a Business-related role, with the ability to share real-life knowledge in a way that helps learners apply it in their own lives
- A recognised Further Education teaching qualification:
  - Level 7 or above in Adult & Community Education / Further Education, or
  - QQI Level 6 Train the Trainer with 3 years' relevant teaching experience
- Demonstrated experience using Moodle, with a focus on driving learner engagement in the Virtual Learning Environment (VLE)
- Strong digital literacy, with the ability to use technology to enhance teaching and learning
- A solid understanding of community education principles, especially within blended or hybrid delivery contexts
- Excellent knowledge of teaching and assessment processes, including:
  - Lesson planning and delivery aligned to learning outcomes
  - Applying rubrics and mapping assessments to outcomes
  - Providing proactive, constructive feedback
  - Applying fair, consistent, and accurate marking in line with QQI National Standards

### Key Responsibilities:

- **Deliver engaging, learner-centred modules**, particularly in **Business Administration** and related fields, using practical, real-world examples
- **Implement a blended learning approach** that combines in-person, online, and self-directed learning to meet diverse learner needs
- **Use Moodle and other VLE tools** effectively to support learner engagement, communication, and progression
- **Plan, design, and deliver lessons and assessments** that align clearly with QQI learning outcomes and standards
- **Develop and adapt course materials**, assessments, and resources to support programme delivery and learner success
- **Provide timely, constructive feedback** and apply rubrics and fair assessment practices in line with QQI national standards
- **Participate in internal verification and quality assurance** activities, ensuring consistent and accurate application of assessment criteria
- **Collaborate with the ACE team** and contribute to curriculum development, programme reviews, and innovation in teaching practices
- **Engage in CPD and internal training**, staying up to date with developments in community education and digital pedagogy



- **Build supportive relationships** with learners and community stakeholders, grounded in the principles of adult and community education

**[Click here to Apply](#)**

For further information, please contact the Community Education Lead via email at [d.crawley@ancosan.ie](mailto:d.crawley@ancosan.ie)