iScoil

iScoil Tutor Recruitment

iScoil, a registered charity, is an online school that offers learning opportunities and accreditation to young people aged 13-16 years who are not in mainstream education. Students are referred to iScoil from Tusla, the Education Welfare Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront in designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based good practice.

We believe that with improved connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches and assessment and the CEO and Board of Directors are keen to continue this ethos of development into the future.

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

iScoil is undergoing a period of significant growth and is seeking suitably qualified applicants to join our team of tutors:

- Level 3 Mathematics Tutor
- Level 3 Computer Literacy Tutor
- Level 3 Career Preparation Tutor

Please go to our website for more information: iScoil.ie or see full job specifications for each role below.

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Mathematics QQI Level 3 Tutor - Role Description

Primary Purpose
iScoil is recruiting a second maths tutor who will be responsible for the delivery of the iScoil QQI Level 3 programme in Mathematics (3N0929**)**. The Maths tutor will grade student work, create content as required on the iScoil online platform, work with mentors to support students to complete the course, prepare student portfolios for QQI accreditation and other duties as required.

The aim of the Maths course is to provide students with a competency and a solid grounding in written, numeric, and interpersonal skills. The course works to equip students with the knowledge, skills, and competence to apply these skills to solve mathematical problems. Students develop an understanding of mathematical applications in everyday life and develop skills and confidence that allow them to deal competently with mathematical problems and numeric challenges that they will encounter at home, in further education, and in the workplace.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, Office Manager, iScoil Tutors & Mentors**,** Head of Experience & Development

Role Specifications
- Deliver QQI Level 3 Maths course in line with QQI and iScoil guidelines
- Grade students work in a timely manner
- Provide feedback to support learning
- Develop relevant content for Maths course for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of Maths course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to complete the course
- Partake in summer development to update and maintain course quality and effectiveness
- Other duties as required for the successful implementation of the Maths course

Person Specifications
Qualifications:
- Relevant third level subject-specific qualification in Maths
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

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Desired Experience and Competencies:

- Subject matter expertise in Maths, with a strong focus on QQI Level 3 Mathematics/Functional Mathematics
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Maths content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- 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

Terms and Conditions

Contract: The role is a 1-year contract with a time commitment of approximately 15 hours a week during iScoil term times.

Location: This is a remote working role with initial induction training in our offices in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 19th June at 5 pm, with interviews to be held Monday 6th July, Wednesday 8th July and Friday 10th July.

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

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Computer Literacy QQI Level 3 Tutor - Role Description

Primary Purpose

The Computer Literacy tutor will be responsible for the delivery of the iScoil QQI Level 3 course in Computer Literacy (3N0881**)**. The tutor will grade student work, create content as required on the iScoil online platform, work with mentors to support students to engage with and complete the course, prepare student portfolios for QQI accreditation and other duties as required.

The aim of the Computer Literacy course is to provide students with an understanding of the terminology associated with information and communications technology. They will learn about health, safety, and environmental issues that arise from computer use, along with how to set up a computer. The use of computers in everyday life will be explored, and students will learn how to safely operate a computer.

Responsible to: iScoil Head of Learning
Key relationships with: CEO, Head of Learning, Programme Manager, Office Manager, iScoil Tutors & Mentors**,** Head of Experience & Development

Role Specifications
- Deliver QQI Level 3 Computer Literacy course in line with QQI and iScoil guidelines
- Grade students work in a timely manner
- Provide feedback to support learning
- Develop relevant content for the course for online delivery, including video and audio clips
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of the course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to complete the course
- Partake in summer development to update and maintain course quality and effectiveness
- Undertake training on iScoil VLE and CRM
- Other duties required for the successful implementation of the Computer Literacy course

Person Specifications
Qualifications:
- Relevant third level subject-specific qualification
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

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Desired Experience and Competencies:

- Subject matter expertise in Computer Literacy, or related subject, with a strong focus on QQI Level 3
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Computer Literacy content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle an advantage
- 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

Terms and Conditions

Contract: The role is a 1 year contract with a time commitment of approximately 20 hours a week during iScoil term times.

Location: This is a remote working role with initial induction training in our offices in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 19th June at 5 pm, with interviews to be held Monday 6th July, Wednesday 8th July and Friday 10th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Computer Literacy Tutor Role in the subject line.

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Career Preparation QQI Level 3 Tutor - Role Description

Primary Purpose
The Career Preparation tutor will be responsible for the delivery of the iScoil QQI Level 3 course in Career Preparation (3N0896**)**. The tutor will grade student work, create content as required on the iScoil online platform, work with mentors to support students to complete the course, prepare student portfolios for QQI accreditation, and other duties as required.

The aim of the Career Preparation course is to equip students with the knowledge, skill and competence to gather information and make informed judgments about work, training and educational opportunities, and gain practice in a range of skills needed to prepare for employment. Mock interviews and CV creation play a large part in this course, to give students an opportunity to experience the real process of career preparation.

Responsible to: iScoil Head of Learning
Key relationships with: CEO, Head of Learning, Programme Manager, Office Manager, iScoil Tutors & Mentors**,** Head of Experience & Development

Role Specifications
- Deliver QQI Level 3 Career Preparation course in line with QQI and iScoil guidelines
- Grade students work in a timely manner
- Provide feedback to support learning
- Develop relevant content for the course for online delivery, including video and audio clips
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of the course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students complete the course
- Partake in summer development to update and maintain course quality and effectiveness
- Undertake training on iScoil VLE and CRM
- Other duties as relevant and required for the successful implementation of the Career Preparation course

Person Specifications
Qualifications:
- Relevant third level subject specific qualification, preferably in Career Guidance, or Counselling
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

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Desired Experience and Competencies:

- Subject matter expertise in Career Preparation, or related subject, with a strong focus on QQI Level 3
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Career Preparation content with a focus on students who may struggle to engage
- A knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract: The role is a 1 year contract with a time commitment of approximately 12 hours a week during iScoil term times.

Location: This is a remote working role with initial induction training in our offices in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 19th June at 5 pm, with interviews to be held Monday 6th July, Wednesday 8th July and Friday 10th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Career Preparation Tutor Role in the subject line.

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