

bladh go dtí
reply to
AN RUNAÍ
Foin uimhir (quoting)
Teileafón |
Telephone |



AN ROINN OIDEACHAIS,
(Department of Education),

BRAINSE AN IARBHUNOIDEACHAIS,
(Post-Primary Branch),

TEACH APOLLO,
(Apollo House),

BAILE ÁTHA CLIATH, 2.
(Dublin, 2).

To the Chief Executive Officer
of each Vocational Education Committee

Lúnasa, 1979.

CIRCULAR LETTER NO. 42 /79

APPOINTMENT OF ADULT EDUCATION ORGANISERS

1. I am directed by the Minister for Education to refer to the announcement of his intention to make provision for the appointment of Adult Education Organisers throughout the country.
2. The Minister has given consideration in the meantime to the basis on which a scheme for the appointment of such Organisers might most effectively and equitably be organised, and wishes to inform Vocational Education Committees of the arrangements which he considers to be most appropriate for the purpose.
3. General Functions: It is envisaged that the Organisers should discharge functions of an organising and co-ordinating nature, and that these should include liaison with all appropriate local community interests. It is the intention also that the Organisers should have a role to play from an educational point of view in the context of the provision of courses for local economic development. An outline of more specific functions, duties and responsibilities is given in Appendix 1 to this Circular Letter. It will be noted that provision is contained in these and in the conditions of Service (Appendix 3) for the preparation by each Organiser of an annual report on the adult education programme for the V.E.C. concerned and for the Minister for Education.

4. Distribution: It is proposed that at least one Organiser should be allocated to each County area, with provision for more than one in some County areas and with an appropriate allocation for certain County Borough areas. In addition, it has been decided that three of the Organisers should be appointed to cater on a regional basis, in the North West, Midlands and South East, for duties specifically related to the Arts in the context of the report entitled "The Place of the Arts in Irish Education: Report of the Arts Council Working Party on the Arts in Education, 1979". In the distribution of the services of the organisers, particular regard has been had to the special requirements of areas which include Gaeltacht districts.
5. Appointing authority: It is considered that, in general, the Organisers may most appropriately be appointed by Vocational Education Committees, under the procedures normally operative in the case of the appointment of Vocational teachers, subject to the approval of the Minister in each case. It is desired to state in this connection, however, that the Minister is counting on the full cooperation of the Vocational Education Committees and of the sub-committees referred to in paragraph 13 of this Circular Letter to ensure that adequate consideration is given to the needs and aspirations in the matter of adult education of all the schools (Vocational, Secondary, Community and Comprehensive) in each area concerned so that a coordinated scheme may be developed for the benefit of the whole community.

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6. Qualifications: The Organisers will be required to hold qualifications recognised for purposes of appointment as teachers in post-primary schools, and will be expected in addition to have a capacity for and suitable experience in adult education and/or community development. For purposes of appointment in a permanent whole-time capacity, it will be necessary for an appointee to satisfy the Department of Education as to his/her competency in the Irish language before taking up duty.
7. Advertisement: Each post as Organiser must be advertised in the public press. A suggested form of advertisement is contained in Appendix 2 to this Circular Letter.
8. Selection Board: The application for each post will be considered by a Selection Board which will make a recommendation to the Vocational Education Committee concerned as to the candidate deemed to be most appropriately qualified and otherwise suitable for appointment. The Selection Board in each case will consist of one nominee of the Irish Vocational Education Association, two nominees of the Vocational Education Committee making the appointment and two nominees of the Minister, one of whom will be an officer of the Department of Education.
9. Remuneration: In addition to salary in accordance with the normal scale for teachers and to such other allowances as may appropriately be payable, an Organiser appointed on a permanent whole-time basis will receive a permanent and pensionable allowance of an amount equivalent to the allowance for a Grade 4 post of responsibility.

10. Secondments: Where an existing teacher in a Secondary, Comprehensive or Community school is proposed for appointment to a post as Organiser, special consideration will be given to the conditions upon which the services of such a teacher may be seconded to the Vocational Education Committee concerned for the purpose.
11. Reversion: An existing teacher appointed to a post as Organiser who wishes to be afforded an opportunity of reverting to his/her teaching post may be appointed on a temporary whole-time basis for a period of not more than two years, at the end of which time he/she will be expected to make a definitive decision in the matter.
12. Conditions of service: A draft of conditions of service considered suitable for the appointment of an Organiser in a permanent whole-time capacity is attached as Appendix 3 to this Circular Letter.
13. Adult Education Sub-Committees: It is considered that each Vocational Education Committee to which the services of one Adult Education Organiser or more are allocated should appoint an Adult Education Sub-Committee under the provisions of Section 21 of the Vocational Education Act, 1930. Such a Sub-Committee should, as appropriate to the area concerned, be representative of such local interests as another Vocational Education Committee and Secondary, Comprehensive and Community schools within the area, as well as including, to whatever extent is feasible, representatives of voluntary bodies whose experience and advice in adult education matters would be advantageous (Aontas, Muintir na Tíre, Macra na Tuaithe, Macra na Feirme, Irish Country Women's Association, etc.)

14. The number of Adult Education Organisers allocated to your
Committee is _____, and the Committee may now take
the necessary steps to make the appointment(s)

D. Ó LAOGHAIRE,
RUNAY.

ADULT EDUCATION ORGANISERS

FUNCTIONS

To identify the educational needs of adults in the area.

To examine the existing provision of adult education courses and facilities.

To suggest possible areas of co-operation between agencies and services engaged in the provision of adult education.

To prepare for the VEC Adult Education Sub-Committee a draft annual programme of adult education activities.

To organise the programme as approved by the VEC Adult Education Sub-Committee and by the VEC.

To provide an information and advisory service on adult education courses and facilities.

To co-operate with other local statutory and voluntary organisations, especially with those with a particular interest in adult education.

To prepare an annual report on the adult education programme for the VEC and the Minister for Education.

To liaise with local economic interests in relation to the organisation of courses for the provision of skills needed for local development.

Adult Education Organisers

Draft Advertisement

Co. _____ Vocational Education Committee

Appointment of Adult Education Organiser(s)

The above Committee invites applications for _____ post(s) as Adult Education Organiser(s) under its Scheme.

Unless otherwise decided the appointment(s) will be permanent whole-time.

Qualifications: Candidates should hold qualifications recognised by the Department of Education for purposes of appointment as teachers in post-primary schools, and will be expected in addition to have a capacity for and suitable experience in adult education and/or community development. For purposes of appointment in a permanent whole-time capacity, it will be necessary that the Department of Education be satisfied as to the appointee's competency in the Irish language.

Remuneration: In addition to the salary and allowances normally payable to a teacher, a special allowance of an amount equivalent to the allowance for a Grade A post of responsibility will be payable in respect of the duties and responsibilities of the Organiser(s).

Applications on the prescribed form (obtainable from the undersigned together with terms and conditions of appointment) will be accepted up to but not later than _____.

Chief Executive Officer

Address of Committee.

Vocational Education Committee
Permanent whole-time Adult Education Organiser

Conditions of Service

1. Nature of Post:

The post is whole-time permanent and pensionable, subject to the limitations hereinafter set out, and to the provisions, as appropriate, of the Vocational Education Acts, and any subsequent Act replacing or amending these Acts, and of any orders or enactments regarding the superannuation of officers of Local Authorities.

2. Probation:

The Organiser will be on probation for one year from _____.
At the expiration of the probationary period, the appointment may be confirmed or the probationary period extended. The Committee may terminate the appointment at any time during the probationary period, with the consent of the Minister for Education.

3. Remuneration:

Salary and allowances will be paid in accordance with such rates as may be authorized by the Minister for Education from time to time.

4. Annual Leave:

Leave may be granted in accordance with the conditions laid down by the Minister for Education from time to time for permanent whole-time teachers.

5. Duties:

5.1 To participate, under the direction and advice of the Committee's Adult Sub-Committee and of its Chief Executive Officer, in the organization and supervision of any activities which may be involved in or arise out of the appointment either inside or outside the Committee's schools as the Committee, with the sanction of the Minister for Education, may decide. The specific duties will include the following:

- (i) to identify the educational needs of adults in the area;
- (ii) to examine the existing provision of adult education courses and facilities;
- (iii) to suggest possible areas of co-operation between agencies and services engaged in the provision of adult education;
- (iv) to prepare for the VEC Adult Education Sub-Committee a draft annual programme of adult education activities;
- (v) to organise the programme as approved by the Adult Education Sub-Committee and by the VEC;
- (vi) to provide information and advisory service on adult education courses and facilities;
- (vii) to co-operate with other local statutory and voluntary organisations, especially with those with a particular interest in adult education;
- (viii) to prepare an annual report on the adult education programme for the VEC and the Minister for Education;
- (ix) to liaise with local economic interests in relation to the organisation of courses for the provision of skills needed for local development.

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5.2 To carry out the lawful orders of the Committee and of its Chief Executive Officer and to fulfil the rules and requirements of the Minister for Education.

6. Extern Work

The organiser will be required to devote his full time to the discharge of the responsibilities of the post. It will not be permissible for him to engage in extern work not associated with or deriving from the normal duties of the post without the consent of the Committee, which must be obtained beforehand, and that consent will only be given where it is clear that such extern work will not adversely affect the Organisers ordinary work or be in competition therewith.

7. Suitability for the post

It will be open to the Committee, with the consent of the Minister for Education, to consider the reversion of the appointee to the status of teacher, and to withdraw the allowance payable to him as organizer, at any time if he should prove to be unsatisfactory or unsuitable in the latter post.

8. Travelling and Subsistence allowances:

Allowances in respect of travelling and subsistence will be payable in respect of necessary authorized journeys on the Committee's business at rates not greater than those sanctioned by the Minister for Education from time to time.

9. Notice:

The appointment will be terminable by three months' notice in writing on either side.

I accept the above as the conditions of my appointment

_____ Adult Education Organizer

Accepted on behalf of the Committee

_____ Chief Executive Officer

Date: _____