

Role Description	Education Coordinator
V2 January 2022	

The Education Coordinator reports to the Operations Director.

Member of the Senior Management Team and the Education Board.

Responsibilities

Responsible for coordinating the development and day-to-day management of all education and training programmes at Brigit's Garden. This includes QQI and other education programmes operated by Brigit's Garden and associated trainers as well as programmes for schools.

<p>Quality Assurance System</p> <ul style="list-style-type: none"> • Implements the Quality Assurance System on a day-to-day basis with the Lead Tutor • Trains tutors and relevant staff in the use of the Quality Assurance System • Draws up job descriptions for tutors and appoints tutors • Maintains the Quality Assurance Manual and supporting documentation • Ensures Brigit's Garden's policies are adhered to in programme organisation and delivery • Ensures high standards of academic integrity by advising and guiding tutors and learners accordingly and addressing suspected cases of academic misconduct • Oversees the IT infrastructure and the online learning environment; manages the Learning Management System • Ensures latest versions of all programme materials are available to and in use by tutors • Carries out Internal Verification of assessment results after initial marking by tutors • Provides administrative support to the Education Board • Liaises with Education Administrator to ensure efficient administration procedures • Oversees the admissions procedure • Inducts tutors and mentors new tutors • Ensures that the training facilities are up to standard; inspects onsite and offsite venues for teaching and learning
<p>Feedback and evaluation</p> <ul style="list-style-type: none"> • Liaises with the Programme Team monitoring feedback and learner concerns and ensuring appropriate action is taken • Collates feedback and evaluation data for presentation to the Education Board • Coordinates and implements self-evaluation and feedback processes • Implements changes recommended by the Education Board
<p>Learner Supports</p> <ul style="list-style-type: none"> • Ensures all learner supports are in place; coordinates and monitors the adequacy and effectiveness of learner supports and resources • Implements Reasonable Accommodation and Compassionate Consideration processes

<ul style="list-style-type: none"> • Coordinates learner feedback; responds to and acts on learner complaints • Reviews applications for deferrals by learners
<p>Tutor supports and training</p> <ul style="list-style-type: none"> • Supports and communicates with tutors on an ongoing basis • Reviews tutor observation reports submitted by the Lead Tutor and initiates actions in cooperation with the Lead Tutor as required • Conducts tutor observation of the Lead Tutor for both face-to-face and online teaching • Arranges additional training in response to identified training needs • Develops a Community of Practice • Schedules Programme Team meetings
<p>Programme development</p> <ul style="list-style-type: none"> • Once the Education Board approves a new programme and programme descriptor, prepares an application for QQI to be signed by the Operations Director
<p>Risk</p> <ul style="list-style-type: none"> • Works with the Operations Director to identify and manage potential educational and programme-related risks
<p>Information, reporting and publicity</p> <ul style="list-style-type: none"> • Reports to the Education Board • Reports to Operations Director on day-to-day operation of education programmes • Collates feedback and statistics for Education Board and QQI reporting • Enters data on to QQI's Quality Business System • Maintains the Complaints Register • Approves programme information for accuracy prior to publication in hard copy or on website • Liaises with Marketing Manager on publicity of programmes and publishing of educational information on the website and elsewhere • Ensures external reports including QQI Panel reports and external monitoring reports are published on the website as required
<p>Collaborative provision</p> <ul style="list-style-type: none"> • Implements and monitors the Memorandum of Agreement agreed with a collaborating provider
<p>Schools Programmes</p> <ul style="list-style-type: none"> • Develops programmes; appoints facilitators; oversees delivery and quality of schools' programmes

Reporting Schedule		
Report/document drafted by Education Coordinator	To	Frequency
Education Coordinator's report: standing items include programme updates; teaching, learning and assessment including blended learning; evaluation and feedback; Complaints Register; Risk Register; learner supports	Education Board	For each meeting

Internal verification report	Results Approval Panel	For each meeting
Results Approval Panel report	Education Board	After each Results Approval Panel meeting
Report/document presented by but not drafted by Education Coordinator	To	Frequency
External Authenticator's report (if External Authenticator not present)	Results Approval Panel	For each meeting
Reports from 2-year Programme Reviews and 2-year Quality Assurance System Reviews	Education Board	Every 2 years
Report from 5-year Self-Evaluation Review	Education Board	Every 5 years
Feedback from awarding bodies	Education Board	As they arise
Report/document received	From	Frequency
Education Board recommendations for Education Coordinator and Programme Teams	Education Board	After each meeting