

## **Assistant lecturer/lecturer in Education with expertise in English Methods/Literacy**

### **GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment**

#### **1. CANDIDATE PROFILE AND SCOPE OF THE POSITION**

Marino Institute of Education wishes to appoint an Assistant Lecturer/Lecturer in Education with expertise in English Methods/Literacy on a permanent, fulltime basis.

The English Department is seeking to recruit an innovative and involved faculty member to work collaboratively as a member of the Literacy team at MIE. The successful candidate will have a minimum of three years' relevant experience in primary schools and will have a deep knowledge of literacy learning, curriculum and pedagogy. The appointee will also have general duties in the area of education, e.g., supervision of students on school placement and in early years' settings and undergraduate and postgraduate research supervision.

Commitment to high-quality teaching and learning in a student-centered environment is important. The person appointed must exhibit evidence of strong commitment to excellence in teaching, research and continued scholarly activity.

**Essential Qualifications & Skills** (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will require:

- a) A relevant post-graduate qualification at doctoral level in Education or be able to demonstrate evidence of progress towards completion of a PhD relevant to literacy education.
- b) A primary level teaching qualification, which qualifies the candidate to register with the Teaching Council.
- c) Relevant teaching experience
- d) Specialist expertise in the area of Literacy Education.
- e) Evidence of research and preferably recent publications
- f) Knowledge of contemporary developments in the field of literacy from theoretical and applied perspectives.
- g) Competence in on-line education, blended, distance and flexible learning routes.

*Inniúlacht sa Ghaeilge inmhianaithe – competence in Irish is desirable.*

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites.**

## **2. JOB DESCRIPTION**

### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Ceannaire an Rannóg, to whom she/he reports, and to whom he/she is responsible to for the performance of these duties in the first instance. The appointee will report through the Ceannaire to the Institute President and/or such other MIE officers as the President may designate from time to time. He/she will liaise with the Heads of Departments and those in leadership/management positions within Institute, and other MIE personnel in carrying out the duties attaching to the post. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

### **Duties and Responsibilities**

The duties, at undergraduate and postgraduate levels, include the following:

- Programme/module design, lecturing, tutorial work, and examining in Literacy Education for undergraduate and postgraduate programmes.
- Development of innovative teaching and learning strategies.
- Demonstrating a commitment to pursuing a research agenda and publishing research in Literacy Education.
- Development of e-portfolios with students across the continuum of early childhood and teacher education.
- Supervision of placement, undergraduate and postgraduate research.
- Engaging in all the administrative duties/processes of the department including participation in meetings of the department, Institute, and other groupings.
- Attendance and participation in all meetings of Examination Boards.
- Consultation with students and the broader learning community.

### **Teaching**

The candidate will be required to contribute significantly to the development, teaching, assessment and administration of the literacy modules of existing undergraduate and postgraduate programmes, including the B.Ed, BSc Education Studies, BSc Early Childhood Studies, the PME and the MES as well as to related continuing professional development programmes, and new post-graduate programmes as they are developed. This teaching will include module design and delivery and school placement including its attendant duties of supporting and evaluating students on school visits and writing reports. In addition, the candidate is expected to supervise undergraduate and postgraduate theses, contribute to tutorials and to the wider teaching of the Institute as required.

### **Research**

Marino Institute of Education is a centre of excellence in educational research and as such the Successful candidate will be expected to be research-active in their field and in the general field of teacher education/literacy education and to contribute to, develop and support research

initiatives within Institute. They will contribute to the scholarship and intellectual life of the Institute, which will enhance its reputation as a research-led teaching institution.

### **Administration**

The candidate will undertake administrative functions related to the activities of the English Department. These activities defined by the Rannóg Head may include participating in Rannóg meetings, engaging in meetings related to modules and programmes, representing the Institute in marketing and recruitment of students, developing relationships with stakeholders, participating in open days, and organisation of conferences and seminars.

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. While duties pertaining to the post are broadly defined under the various headings as listed, the list of the entire range of duties is not exhaustive. It should be noted that the performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function within a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

## **3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION**

### **Method of Selection for Recommendation**

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision

In the event that a recommendation for permanent appointment is not made by the interview panel, the Institute reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

A panel may be created from which permanent or fixed term contract appointments for this position may be filled during the life of the panel. The panel will cease to exist 12 months from its formation date, which will be the date of initial interview.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

## **Probationary Period**

The appointment is subject to satisfactory completion of the standard 6 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 12 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

## **Garda Vetting**

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

## **Salary**

The current annual salary scale; €47,949 -€82,219.

Salary will be paid on a monthly basis on the last Thursday of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

## **Applications Process**

Application by Cover letter and CV only (No special application forms are supplied.)

Preferably by email to [careers@mie.ie](mailto:careers@mie.ie) or by post to:

The Human Resources Office  
Marino Institute of Education  
Griffith Avenue  
Dublin 9.

**Completed applications must be received by 5.00pm on Thursday 14 March 2019. Late applications will not be accepted.**

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

*The Marino Institute of Education is an equal opportunities employer.*