

Trinity International Foundation Programme (IFP)

The Governing Body of Marino Institute of Education invites applications from suitably qualified persons for the position of Assistant Lecturer on the Trinity International Foundation Programme.

ASSISTANT LECTURER IFP – English for Academic Purposes

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint an Assistant Lecturer on the Trinity International Foundation Programme on a permanent, fulltime basis effective August 2024.

Trinity College Dublin, the University of Dublin, Ireland's leading University, has been offering an International Foundation Programme since September 2016, which is delivered at the campus of Trinity's Associated College, Marino Institute of Education. The International Foundation Programme provides a pathway for strong international students who are not yet academically qualified to directly enter undergraduate programmes in Trinity and who require additional support to meet the demands of studying academic subjects at University level through English as a second language. Students who successfully complete the International Foundation Programme and reach the required grades will gain entry to a range of first year of undergraduate degrees at Trinity.

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

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:

- An appropriate third level degree, ideally at Masters level or higher.
- 3 to 5 years' experience in a similar role, with a proven track record of achievement.

Admissions Office

Marino Institute of Education
Griffith Avenue
Dublin 9, Ireland.

T: +353 1 805 7752
E: admissions@mie.ie
www.mie.ie
www.tcd.ie

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 Course Leader of the IFP and Head of Department, to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Course Leader of the IFP and Head of Department to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The duties, include the following:

Duties and Responsibilities specific to Teaching and Learning

- Engage in lecturing/teaching duties up to 22 hours per week
- Plan, teach, examine and invigilate annual and supplemental exams in modules on the Trinity International Foundation Programme
- Mentor and advise IFP students on academic progress and fulfil related duties
- Be responsible for quality assurance with respect to programmes development within area of expertise
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Duties and Responsibilities specific to the Wider Institute

- Participate in internal committees within Marino Institute of Education
- Liaise with relevant external bodies
- Represent the Institute on external committees as requested by the President
- Contribute to events in the institute calendar such as induction week

It should be noted that the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties.

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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 a 4 month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 6 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.

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Essential Training

The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

Salary

The current annual salary scale €55,220 - €76,410.

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9 (D09 R232)

Completed applications must be received by 5.00pm on Friday 05 April 2024. 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.

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