



*An Associated College of
Trinity College Dublin, the University of Dublin*

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.

The Governing Body invites applications from suitably qualified persons for the position of

ASSISTANT LECTURER/LECTURER IN EDUCATION WITH EXPERTISE IN ADULT AND FURTHER EDUCATION

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/Lecturer in Education with expertise in adult and further education on a permanent basis commencing August 2024.

MIE, is seeking an innovative and involved faculty member to teach modules with duties specific to the area of adult and further education. The appointee will also have general duties in the area of education, e.g., supervision of students on placement, undergraduate and postgraduate research supervision, and teaching modules outside of adult and further education.

Commitment to high-quality teaching and learning in a student-centred environment is important. Enthusiasm for a multi-disciplinary environment is desired. 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 masters or doctoral level in education and/or adult and further education, or be able to demonstrate evidence of progress towards completion of a doctorate relevant to adult and further education.
- b) A teaching qualification, which qualifies the candidate to register with the Teaching Council under route 3.

- c) Relevant applied experience in the field of adult and further education with demonstrated capacity to deliver high quality courses at undergraduate and postgraduate levels.
- d) Evidence of engagement in innovative research/practice related to adult and further education, with particular expertise in professional practice, foundation studies and/or curriculum studies.
- e) Prior online teaching experience in both synchronous and asynchronous provision.
- f) Knowledge of contemporary developments in the broad field of adult and further education from both theoretical and applied perspectives.
- g) Competence in online education, such as ePortfolios, blended, distance and flexible learning routes.
- h) Excellent IT skills and an appreciation of ICT as a driver of efficiency.
- i) Excellent communication skills both verbal and written, a high standard of accuracy, and attention to detail.

Desirable Criteria

- a) Líofacht sa Ghaeilge

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 PDE(FE) and the 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 PDE(FE) and the Head of Department and course leader 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 Professional Placement:

- Lead the organisation of Educational Placement on the PDE(FE) programme.
- Facilitate the development of the Institute's placement programme.
- Contribute to maintaining and updating placement information on the Institute's website and online learning and information platforms.
- Support and enhance the assessment of work-based learning in the Institute i.e. supervision of students, ePortfolios, interviews and placement journals.
- Communicate effectively with partner education providers.
- Supervise, mentor and advise students on placement and fulfil related duties

Duties and Responsibilities specific to Teaching, Learning and Research:

- Programme/module design, lecturing, tutorial work, and examining in the area of adult and further education (and possibly other areas) for undergraduate and postgraduate programmes.
- Contribute actively to integration with other modules in education at undergraduate and postgraduate levels
- Demonstrate a commitment to pursuing a research agenda and publishing research in the area of adult and further education.
- Supervision of students engaged in undergraduate and postgraduate research.
- Engage in all the administrative duties/processes of the department including participation in meetings of the department, programme board, Institute, and other groupings.
- Attend and participate in all meetings of Courts of Examiners and associated assessment duties.

Duties and Responsibilities specific to the wider Institute:

- Demonstrate leadership in an area of strategic importance for the Institute.
- Consult with students and the broader learning community.
- Participate in selection procedures for prospective students.
- Contribute to events in the Institute calendar such as Open Day, induction, exam invigilation.
- Propose and contribute to the design of new modules and courses, as required.
- Act as personal tutor to students as allocated.
- Membership of Institute committees and duties relevant to those committees.
- Promote the seven guiding principles of the trustees.

Duties include lecturing on the undergraduate programmes, postgraduate programmes, and participating in the delivery of part-time and other programmes which includes evening and weekend teaching time. The person appointed will contribute to course design and policy formation at both undergraduate and postgraduate levels.

It should be noted that in each work area/department within the Institute, 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 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 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.

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.