



*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

School Placement Associate Two Positions Available

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

10 Month Fixed Term Contract on a 0.50 FTE Basis

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint two School Placement Associates on a 0.5 FTE, 10 month Fixed-Term Contract commencing August 2024.

MIE, is seeking an innovative and involved faculty member to teach modules with duties specific to the area of School Placement, including on the Baitsiléir san Oideachas Trí Mheán na Gaeilge (Bunmhúinteoireacht), B.Oid; Bachelor in Education (Primary), B.Ed. and the Professional Master of Education (Primary), PME. . The appointee will also have general duties in the area of education, e.g., supervision of students on placement and teaching.

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.

This opportunity offers primary teachers registered with the Teaching Council of Ireland the opportunity to contribute to the development of student teachers, to share knowledge and experience and to work with school placement tutors nationwide. The role is particularly suited to teachers who may be interested in job-sharing or career break arrangements. This role is not suitable for those in full-time employment.

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:

- Registration with the Teacher Council under route 1 (primary).
- A relevant qualification at Level 8 or Level 9 in primary education.
- 5 years of teaching experience across a range of class groups.
- Knowledge of teaching methods, innovative practice and collaborative teaching/learning.
- Experience mentoring student teachers or colleagues.
- Competence in the use of technology for teaching, learning and professional development.
- Engagement with professional development and the ability to inspire excellence in student teachers.
- Capacity to work independently and as a part of a team.
- Flexibility in working arrangements in order to meet the needs of tutors, student teachers and MIE.

Desirable Criteria

- Full driving licence and willingness to travel within Ireland.
- Experience as a member of a Droichead Professional Support Team (PST).
- Ardchaighdeán Gaeilge (Gaeilge labhartha & scríofa) agus an cumas gach gné den ról seo a dhéanamh trí mheán na Gaeilge

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 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 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:

- Promote innovative teaching, learning and assessment among initial teacher education students and placement tutors.
- Participate in the design, planning, facilitating, monitoring and evaluation of CPD Training Programmes for School Placement tutors.
- Liaise with the placement settings, school leaders, teachers, placement coordinators and administrators, in support of excellence in school placement preparation and provision.
- Support students on school placement, through mentoring, supervision, assessment and reporting.

- Observe students on placement in education settings (during school hours), and providing oral and written feedback to students.
- In collaboration with the School Placement Team, developing materials/ resources that would support School Placement tutors on initial teacher education programmes.
- Undertake administrative tasks and provide data/reports, as required by MIE.
- Attendance and participation in all meetings of Courts of Examiners and events in the Institute Calendar including Open Day and induction.
- Consultation with students and the broader learning community, including facilitating discussions, Q&A sessions and online events.
- Assist in the organisation and marking of assessments (assignments / presentations etc.) under the supervision of a faculty member.
- Act as personal tutor to students as allocated.
- Promote the seven guiding principles of the trustees.

Duties include supervising students on placement on undergraduate programmes (B.Ed., Baitsiléir san Oideachas Trí Mheán na Gaeilge (Bunmhúinteoireacht), and postgraduate programmes (including the PME). 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 3 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 pro-rata salary is €25,375.

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.