

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

LECTURER IN RESEARCH METHODS (0.2 Part-time Position, 10 month Fixed Term Contract)

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 a Lecturer in Research Methods on a fixed term contract from 15 August 2025 to 15 June 2026 equivalent to 0.2 FTE.

MIE, is seeking an innovative and knowledgeable faculty member to teach and lead the 30-credit research dissertation module on its online, level-9 Masters in Education Studies (Primary Mathematics) with duties specific to the area of research methods in primary school mathematics. In addition to teaching, the appointee will have general duties in the area of coordinating the dissertation supervision process (proposal, ethics etc.) on the module and for supervising some dissertations.

Commitment to high-quality teaching and learning in a student-centred, online environment is important. Enthusiasm for multi-disciplinary research 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 level-10 qualification (on the National Framework of Qualifications) in mathematics education or a related discipline.
- Experience of teaching mathematics in primary schools and/or of teaching research methods in higher education.

- Excellent knowledge and understanding of mathematics education research methods, including qualitative and quantitative approaches.
- Knowledge of online teaching in higher education.
- Excellent interpersonal, communication and organisational skills
- Strong work ethic.

Desirable Criteria

- Experience working in an online environment (including Teams and Zoom) and using a virtual learning environment.
- Publications in peer-reviewed journals and research conference presentation experience

Candidates must clearly indicate in their applications how they meet each of these required pre-requisites and if they meet the additional desirable criteria.

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, 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 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:

- Planning a year's work for students and encouraging them to meet specific deadlines throughout the year.
- Preparing stimulating, informed and interactive online classes related to the research methods and dissertation module.
- Supplementing synchronous and asynchronous online classes with curated resources on the virtual learning environment, Moodle.
- Uploading asynchronous classes to Moodle.
- Updating the Dissertation handbook.
- Designing/Modifying formative assessment tasks for students
- Supervising dissertations of some students.
- Communicating with other supervisors about what is expected in a level-9 research dissertation.
- Providing feedback to students on their proposals and verifying that ethical standards have been considered and planned for.
- Grading students' work, providing detailed feedback and generally mentoring students in their research.

- Ensure that students adhere to ethical, legislative and policy guidelines of the Institute when conducting research
- Submitting grade reports as per programme requirements
- Liaising with the programme leader in relation to matters relating to the programme and its future development.
- Preparing documentation for the external examiner.
- Completing training required by the Human Resources team in MIE, such as GDPR training.

Information related to Marino Institute of Education is available on the website

<https://www.mie.ie/en/> and related to the programme here:

https://www.mie.ie/en/study_with_us/postgraduate_programmes/master_in_education_studies_primary_mathematics_education_/master_in_education_studies_primary_mathematics_education_.html.

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 a candidate's application and that they clearly identify how they meet the specified candidate criteria.

Selection 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.

Candidates must produce satisfactory documentary evidence of all training, and professional registrations, and experience claimed by them and a minimum of two references.

Probationary Period

The Employee's employment shall initially be subject to a probationary period of four months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of six 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

The successful applicant will 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

Pro-rata Lecturer Salary Scale: €12,788 - €19,565.

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 4.00pm on Monday 14 July 2025. 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.