

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 EDUCATION WITH EXPERTISE IN SPANISH Part-time Casual 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 Education with expertise in Spanish Language on a part-time casual contract commencing September 2025 to end of June 2026. MIE is seeking an innovative and involved faculty member to teach Spanish language classes to students on our initial teacher education programme. These classes will be provided to students as part of a Modern Foreign Languages pilot programme in 2025/26.

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 language teaching, learning and assessment.

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 level 8 degree in Spanish
- b) A language teaching qualification, which qualifies the candidate to teach Spanish to B2/C1 CEFR language proficiency and qualify to register with the Teaching Council.
- c) A minimum of 3 years teaching Spanish, with a capacity to deliver high quality courses at undergraduate level.
- d) Excellent communication skills both verbal and written, a high standard of accuracy, and attention to detail.
- e) Knowledge and demonstrated capacity to apply the CEFR European Framework

Desirable Criteria

- f) Knowledge of Modern Foreign Languages in the Primary Curriculum
- g) Competence in online education, such as ePortfolios, blended, distance and flexible learning routes.
- h) Experience in teaching a language to children in a public school setting.
- i) Evidence of engagement in innovative research/practice related to Spanish language teaching, learning and assessment.

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 Coordinator of Modern Foreign Languages, 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 MFL Coordinator 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, Learning and Research:

- Design, delivery and assessment of classes in Spanish Language for undergraduate student teachers, face-to-face at Marino Institute of Education.
- Contribute actively to an MFL team of language tutors to ensure consistency in module delivery and assessment.
- Design both oral and written components with relevant assessment of both.
- Engage in all the administrative duties/processes related to the modules including participation in meetings of the MFL team.
- Attend and participate in all meetings of Courts of Examiners and associated assessment duties.
- Consult with students and the broader learning community.
- 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.
- Promote the seven guiding principles of the trustees.

The person appointed will contribute to course design and policy formation during the pilot introduction of MFL at MIE. 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.

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 2 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: This contract will be subject to hourly rates of pay.

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 4pm, 18 August 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.