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**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

**Educational Placement Assessor (FE)**

10-month Contract on a casual hourly basis

**GENERAL JOB DESCRIPTION**

**Duties and General Terms & Conditions of Employment**

Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. We have a long and proud involvement with education, specifically initial teacher education (ITE), dating back over 100 years. In the last decade, the academic mission and scope of MIE’s activity has been re-envisioned to encompass a deeper understanding of education in and beyond the classroom, to incorporate the continuum of teacher education and the education of specialist education practitioners at early years, primary and further education levels.

1. **CANDIDATE PROFILE AND SCOPE OF THE POSITION**

Marino Institute of Education wishes to recruit experienced educators working in the Further and Adult Education sectors to serve on a panel of placement assessors on the Professional Diploma of Education (Further Education) initial teacher education programme. This programme prepares student-teachers for careers teaching in Further and Adult Education. The role of placement assessors is to support student teachers while they are completing their placement (teaching practice) hours, and to assess their practice.

Applicants should be available at least two days per week to undertake visits to Further and Adult Education settings in their local region (may include assessing student-teachers during day and/or evening hours). Appointments will be made on a temporary part-time basis for the 2025/2026 academic year, and may be renewable on the basis of satisfactory performance.

Applications are welcome from *all geographical regions* and regional considerations will apply. Placement visits take place from November to May. Interviews will be held as needed and applications will remain active for up to 12 months.

**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 the position of Educational Placement Tutor on the Professional Diploma in Education (Further Education) initial teacher education programme, applicants must demonstrate the following:

* Full registration with the Teaching Council of Ireland for Further Education (Route 3).
* A minimum of 5 years teaching experience in the Adult and Further Education sector.
* A high-level understanding of teaching, learning and assessment in Adult and Further Education.
* Experience supporting, mentoring and evaluating professional practice.
* A demonstrated ability to work in an online environment.
* Excellent interpersonal, communication and organisational skills.
* Excellent administrative and report writing skills.

**Desirable**

* A full driving license and willingness to travel regionally.

**Candidates must clearly indicate in their cover letter how they meet each of the pre-requisite skills and experience outlined for the programme.**

**2. JOB DESCRIPTION**

**Reporting Relationship**

The Educational Placement Assessor will reside within the Policy and Practice and will report to the Placement Coordinator on the Professional Diploma of Education (Further Education). The appointee will report through the placement coordinator to the Programme Leader, the Head of Department 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**

Educational Placement is a core element of ITE programmes in MIE. It is the time when our student teachers practice and develop skills of observation, planning, teaching, assessment, and reflection. The educational placement assessor plays an important role in supporting our students to develop their practice as education professionals and encouraging our students to become independent practitioners. Working individually and as part of the wider placement team, educational placement assessors have responsibility for observing, assessing, and providing feedback to students within education settings. Duties include but are not limited to:

* Completing required training/CPD provided by MIE Educational Placement Team to include Child Protection and GDPR training.
* Completing educational placement shadowing prior to beginning placement assessments.
* Observing students on educational placement in Further and Adult education settings (during school hours).
* Providing oral and written feedback to students (sometimes over Zoom).
* Assessing and mentoring students during their educational placement experience.
* Working in an online environment and using MIE IT and eLearning systems (such as Office 365, Outlook email, and Moodle).
* Liaising with the placement settings, principals, teachers etc.
* Liaising with the educational placement coordinator and administrators on expense claims, report submissions and logistical issues.
* Reviewing planning documentation (online or onsite).
* Submitting grade reports as per programme requirements.

**3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.**

**Method of Selection for Recommendation**

Interviews will be conducted by a panel consisting of no less than 2 persons who are suitable and qualified to assess applicants. Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

All successful applicants 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.

**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 4 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 appointee will be required to submit timesheets and will be paid in line with the Institutes hourly rate for Placement Assessors.

**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 Friday 5 September 2025 at 4pm. 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.

**Information related to Marino Institute of Education (MIE):** Further information on MIE and its programmes is available on the Institute website [www.mie.ie](http://www.mie.ie)

*The Marino Institute of Education is an equal opportunities employer.*

**Appendix One Application Form**

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| MIE_2015_TCD_E - Copy |

**Application for inclusion on the**

 **MIE FE Placement Assessor Panel**

**1. PERSONAL INFORMATION**

Name:

Address:

Mobile:

E-Mail:

**2. Application information**

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Council Number\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Subject(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Registration with the Teaching Council as a Further Education teacher is required

**3. CURRENT STATUS**

*Please tick relevant box.*

Retired Year of retirement: Career-break

Employed Other Please give details:

**4. QUALIFICATIONS**

*Please give details of academic or professional qualifications*

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| --- | --- | --- | --- |
| Awarding Institution | Qualification obtained | Date of award | Main subjects |
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**5. PLEASE OUTLINE YOUR PROFESSIONAL CAREER IN FURTHER & ADULT EDUCATION TO DATE**

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| --- | --- | --- | --- |
| School/ Setting/ Institution  | Address | Post held | Dates |
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**6. OTHER RELEVANT PROFESSIONAL EXPERIENCE/NON-ACCREDITED COURSES:**

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**7. SUBJECT EXPERTISE**

**8. EXPERIENCE WORKING IN AN ONLINE ENVIRONMENT**

**9. EXPERIENCE SUPPORTING/MENTORING/EVALUATING PLACEMENT**

**10. EVIDENCE OF INTERPERSONAL, COMMUNICATION & ORGANISATION SKIL**

**11. REFEREES**

Name and addresses of two referees (*Where relevant, one referee should be the Principal of the FE College in which you most recently taught.*)

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| --- | --- |
|  |  |
| Phone: E-mail:  | Phone: E-mail:  |

*Please return the completed form to:* *careers@mie.ie* *. Please be advised that it will be kept on file for future reference. Applicants will be shortlisted for interview on the basis of the information provided on this application form. Marino Institute of Education is an equal opportunities employer.*