

## **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

### **TEACHING FELLOW IN MUSIC EDUCATION**

2-year fixed term contract, full-time basis

#### **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 Teaching Fellow with expertise in Music Education on a two year, nonrenewable fixed-term contract commencing August 2025.

MIE is seeking an innovative and involved appointee to teach modules specific to the area of Music Education on initial teacher education programmes, including on the Bachelor in Education (Primary), B.Ed., and the Professional Master of Education (Primary), PME. The appointee may also be required to teach on the B.Sc in Early Childhood Education. She/He will have general duties around education, e.g., supervision of students on placement, and teaching modules outside of music education.

Commitment to high-quality teaching and learning in a student-centered environment is important. Enthusiasm for a multi-disciplinary environment is desired. The person appointed must exhibit evidence of strong commitment to excellence in teaching, learning and assessment. The role is particularly suited to teachers registered with the Teaching Council who may be interested in career break arrangements or those wishing to experience a higher education teaching environment.

**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):

To be considered for this post, applicants will require:

- A teaching qualification at primary level recognised by, or eligible for recognition by, the Teaching Council of Ireland (Route 1).
- A postgraduate qualification at Masters level or above in education.
- 5 years of teaching experience, ideally across a wide range of class groups.
- Knowledge of contemporary developments in the field of music education, including recent curricular developments in Ireland.
- Knowledge of and demonstrated expertise in the teaching of music, innovative practice and collaborative teaching/learning.
- Competence in the use of technology for teaching, learning and professional development.
- Capacity to work independently and as a part of a team.

Desirable Criteria

- Competence to teach through the medium of Irish
- A postgraduate qualification in Music Education

**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**

- Teaching and assessment of modules on the undergraduate programmes (B.Ed., B.SC. in Early Childhood Education) and postgraduate programmes (PME), as required.
- Promotion of innovative teaching, learning and assessment among students
- Development of ePortfolios with students across the continuum of education
- Supervision of students on placement
- Engaging in all the administrative duties/processes of the department including participation in meetings of the department, Institute, and other groupings
- Attendance and participation in all meetings of Courts of Examiners
- Attendance at department, faculty and staff meetings
- Membership of Institute committees and carrying out duties relevant to those committees
- Consultation with students and the broader learning community
- Participate in selection procedures for prospective students such as PME/ Mature student interviews
- Contribute to events in the Institute calendar such as Open Day, induction week, exam invigilation
- Propose and contribute to the design of new modules and courses, as appropriate
- Act as personal tutor to students as allocated

- Promote the seven guiding principles of the trustees

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.

The interview will be by an 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 the 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**

Employment shall initially be subject to a probationary period of six 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 eleven 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 instructions 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 annual starting salary is €42,500 to €54,139 (6-point scale)

#### **Making of Applications**

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to [careers@mie.ie](mailto: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 12 noon, Friday 02 May 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.*