

## **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

### **Assistant Lecturer with Expertise in Modern Foreign Language(s) (MFL)**

12 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 an Assistant Lecturer with expertise in Modern Foreign Language(s)(MFL) on a full time basis for a 12 month duration, commencing on 14 July 2025.

We are seeking an excellent academic with expertise in at least one Modern Foreign Language, to teach and lead the introduction of MFL on initial teacher education programme(s) at MIE. The role will include teaching and coordination of MFL. Responsibilities in other areas will also be allocated by the HoD based on the skills of the appointee.

The successful candidate will have a proven record of teaching, coordination and research appropriate to their career stage. 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.

**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 Teaching Council under route 1 (primary).

- A degree level qualification (Level 8) in one or more Modern Foreign Languages excluding English.
- Experience teaching at third level.
- Evidence of engagement in innovative research/practice in the area of language teaching and learning, particularly in the field of primary education.
- Knowledge of contemporary developments in the field of MFL, and how children learn communicative competence, language awareness, and socio-cultural knowledge and intercultural awareness
- Excellent communication and interpersonal skills with evidence of collaborating with colleagues within their assigned department and the wider MIE community;
- Excellent organisational skills, with a capacity to prioritise work, meet deadlines, and prepare submissions for internal and external purposes;
- Competence in online education, such as ePortfolios, blended, distance and flexible learning routes.
- A vision for the future development of MFL in the context of the Institute's initial teacher education programmes.

#### Desirable Criteria

- A PhD/EdD in a relevant discipline.
- Lófachta sa ghaeilge.
- Expertise in English as an Additional Language in the primary classroom.

**Candidates must clearly indicate in their applications how they meet each of these pre-requisites.**

## **2. JOB DESCRIPTION**

### **Reporting Relationship**

The Assistant Lecturer in Modern Foreign Languages will reside within the Department of Policy and Practice, and will report to the Head of Department of Policy and Practice. 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:

- Module design, lecturing, tutorial work, and examining in the area of MFL (and possible other areas) on undergraduate and postgraduate programmes.
- Contribute to the design and quality assurance of MFL in ITE programmes across the Institute.
- Manage and coordinate the operational and administrative systems for the delivery of MFL on the ITE programmes at MIE.
- Supervision of students on placement.
- Supervision of students engaged in undergraduate and postgraduate research.
- Assist in the recruitment, coordination and support of MFL lecturers in support of excellence in MFL preparation and provision.

- Oversee the requirement for resources and equipment to support the successful implementation of MFL.
- Liaise with MFL lecturers and programme leaders in relation to design and production of resources for MIE students.
- Consult with students including facilitating discussions, Q&A sessions and online events.
- Respond to and address queries from schools, students and tutors regarding MFL provision.
- Engage in all the administrative duties/processes of the department including participation in meetings of the department, Institute, and other groupings.
- Participate in meetings of Courts of Examiners as required.
- 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.
- 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 Institute.

Responsibilities in other areas may be allocated by the HoD based on the skills of the appointee. It should be noted that in each work area/department within the Institute, the appointee will work as part of a team. While duties pertaining to the post are broadly defined under the various headings as listed, this 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.

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 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 appointment will be made at the Assistant Lecturer scale (€58,750 – 62,507) .

### **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 Friday 6 June 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.

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