



**Course Leader of B.Ed. in Education and Psychology and Assistant Lecturer/Lecturer in Education with expertise in Educational Psychology (Fulltime, Permanent Post)**

**GENERAL JOB DESCRIPTION  
Duties and Terms & Conditions of Employment**

**1. PREAMBLE**

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

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

Mary Immaculate College wishes to appoint a Course Leader of B.Ed. in Education and Psychology and Assistant Lecturer/Lecturer in Education with expertise in Educational Psychology and on a permanent, fulltime basis, commencing in *August 2017*.

The Faculty of Education is seeking an innovative and involved member to teach on Education programmes within the Faculty of Education. The person appointed will teach Educational Psychology across undergraduate and postgraduate programmes and will have responsibility for course leadership of the B.Ed in Education and Psychology. He/she will be expected to supervise undergraduate and postgraduate research to doctoral level, will have general duties in the area of education, e.g., supervision of school placement, the development of e-portfolios, and will contribute to the teaching-related and administrative work of the Faculty. Remission of teaching and supervision duties may apply.

Commitment to high-quality teaching and learning in a student-centred environment is important. Enthusiasm for a multi-disciplinary environment is essential as the appointee will be required to liaise with staff across the Faculty. 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 must have:**

- a) A post-graduate qualification at doctoral level in Educational Psychology, or be able to demonstrate evidence of progress towards completion of a PhD in this field;
- b) Eligibility to be registered as an Educational Psychologist with the Psychological Society of Ireland or the British Psychological Society;
- c) A minimum of two years' relevant teaching experience with evidence of some educational leadership;
- d) Specialist expertise in Educational Psychology;
- e) Significant research experience and a demonstrated ability to publish research in internationally recognised journals;
- f) Knowledge of contemporary developments in the field of Education and Psychology;
- g) Competence in on-line education, blended, distance and flexible learning routes;
- h) Excellent communication, networking and interpersonal skills;
- i) Excellent organisational, prioritisation and time management skills.

**In additional it is desirable that applicants will have:**

- j) Experience in the role of Course Leader of an undergraduate degree programme;
- k) Inniúlacht sa Ghaeilge inmhianaithe – competence in Irish.

**Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates will be shortlisted on the basis of essential and may be shortlisted on the basis of desirable criteria**

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

The appointee is required to carry out the duties attached to the post, under the general direction of the Head, Department of Educational Psychology, Inclusive and Special Education to whom he/she reports, and to whom he/she is responsible to for the performance of these duties in the first instance. The appointee will report through the Head of Department to the Dean of Education and to the College President and/or such other College Officers as the President may designate from time to time.

He/she will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education, the Dean of Education, and other College personnel and with relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

#### **Duties and Responsibilities**

The duties, at undergraduate and postgraduate levels, include the following:

- Programme/module design, lecturing, tutorial work, and examining in Educational Psychology for undergraduate and postgraduate programmes;
- Development of innovative teaching and learning strategies;
- Working in a multidisciplinary environment and leading in the review and support of ethical clearance for undergraduate and postgraduate research;
- Supervising research projects at undergraduate, master's and doctoral level;

- Supervision of school placement, undergraduate and postgraduate research;
- Engaging in all the administrative duties/processes of the programme/department including participation in meetings of the department, Faculty of Education, and other groupings;
- Attendance and participation in all meetings of Examination Boards;
- Consultation with students and the broader learning community;
- Be an ex officio member of An Chomhairle Acadúil;
- Chair the Bachelor of Education in Education and Psychology Course Board and submit reports to Faculty Board as required;
- Lead the accreditation processes required for the recognition of the programme by professional bodies.

In particular the Course Leader will work closely with the relative module leaders, the course leader for the B.Ed., the Head of Psychology, Faculty of Arts, and the Dean of Education. He/she will chair the meetings of Course Board, liaise with all staff responsible for delivering the programme, effect any necessary modifications to the programme, by bringing amendments to Department and Faculty Boards, as well as other subcommittees of the College. The Course Leader will play a central role in communicating information to students. He/She will ensure the effective planning, management and review of the programme, adhering to specified monitoring and evaluation procedures.

The Course Leader is also responsible for taking forward any new programme proposals following due process and in accordance with faculty strategy. In doing so, the programme leader will respond to feedback from students, external examiners, and professional, statutory and regulatory Bodies. He/She should therefore have good communication with colleagues across the university and collaborative partners (if applicable), and with external bodies and national organisations

The duties will also include lecturing on the undergraduate (B.Ed., B.Ed. in Education and Psychology and the BA in ECCE), postgraduate programmes in Education (including the PME, diploma, MEd and Structured PhD programmes), participating in the delivery of part-time and out-of-semester programmes, as well as other programmes to which the Faculty of Education may provide a service. The person appointed will contribute to course design and policy formation at both undergraduate and postgraduate levels.

The list of the duties pertaining to this post is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that staff function in a flexible manner and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

#### **4. TERMS AND CONDITIONS OF EMPLOYMENT**

##### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

##### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or

indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of MIC senior management to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of MIC senior management. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

### **Probationary Period**

The appointment is subject to satisfactory completion of the standard 9 month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 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 College. An abridged version of the disciplinary procedure will apply to employees on probation who have been employed by the College for less than 12 months.

### **Hours of Attendance**

The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

### **Place of Work**

Your place of work will be Mary Immaculate College, Limerick. The College reserves the right to require you to work from any other location.

*It is a requirement of the College that the appointee must reside within a fifty-kilometre radius of the College.*

### **Salary**

The salary scales for this position have been approved by the Department of Education & Skills in line with Government Policy on Public Sector remuneration. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

With effect from 1<sup>st</sup> April 2017, the annual salary scale for Assistant Lecturer is:  
€42,826 to €74,739 (11 points)

With effect from 1<sup>st</sup> April, 2017, the annual salary scale for Lecturer is: €51,158 to €79,147 (9 points)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 2<sup>nd</sup> last bank working day of each month, using the Paypath facility. This means that salary can only be paid directly into a nominated bank account. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions and Pay Related Social Insurance (PRSI).

### **Superannuation**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years. All other Members of the College's staff must retire at the age of 65.

### **Annual Leave**

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

### **Termination of Employment**

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

### **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's

responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Health & Safety**

Mary Immaculate College will ensure as far as reasonably practicable, a safe and healthy work environment. Therefore, it is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear the PPE (Personal Protective Equipment) they have been provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

The person appointed to this post must fully participate in and attend all relevant work related health and safety training as may be required by the College.

### **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education & Skills and the Higher Education Authority.

Employees are at all times subject to the provisions of the College policies, rules and regulations. These policies include but are not confined to Discipline & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. These policies are outlined in the Staff Handbook for College employees. All employees are required to familiarise themselves with the contents of the Handbook, which is available via the Human Resources webpage on the College website.

## **5. APPLICATION AND SELECTION PROCESS**

### **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.

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which all permanent and fixed term contract appointments for the position of Course Leader of B.Ed in Education and Psychology and Assistant Lecturer/Lecturer in Education with expertise in Educational Psychology will be filled during the life of the panel (12 months).

In the event that a recommendation for permanent appointment is not made by an interview board, the College reserves the right to appoint a suitable candidate, identified through the selection process, to the post on a fixed term basis.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

### **Medical Examination**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo pre-employment health screening.

### **Garda Vetting**

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 College's requirements in this regard will be excluded from consideration for appointment.

### **Making of Applications**

Application forms for this post may be downloaded from the Mary Immaculate College website. **Five** copies of the completed application form must be submitted along with a covering letter. Email applications will **not** be accepted.

Applications must be submitted in typed format along with a covering letter. Handwritten applications will **not** be accepted. Incomplete applications, including those submitted with fewer than the required number of copies, will **not** be accepted.

Applications must reach the Human Resources Office, Mary Immaculate College, South Circular Road, Limerick not later than

**2pm on Friday, 30<sup>th</sup> June, 2017**

Late applications will **not** be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without his/her knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer.

***June 2017***