



LANGUAGE ASSISTANT IN THE AREA OF FRENCH AS A FOREIGN LANGUAGE

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 Language Assistant in the area of French as a foreign language for the Department of French Studies on a fixed term basis from 1st September 2018 to 30th April 2019.

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:

- a) Have completed a degree programme (Licence or Masters) in either Lettres Modernes or LEA. A specialisation in FLE and/or prior experience in foreign-language teaching shall be an advantage;
- b) Have native-speaker proficiency in French;
- c) Have first-hand experience of the French university system and be well informed with regard to the most recent cultural trends in France (particularly youth culture);
- d) Be able to work independently and enjoy teamwork;
- e) Be enthusiastic about the teaching of French language and the cultures of the French-speaking countries.

Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to Irish.

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

Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

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 of Department, to whom she/he 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 the Department of French Studies to the Dean of Arts 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 other College personnel and with relevant College bodies in carrying out the duties attached 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 periodic review, in line with service needs and developments in the College.

Duties and Responsibilities

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

- Conducting lectures, language lab practicals and tutorials (10-12 contact hours per week) in the area of French Studies at undergraduate level (B.A. and B.Ed.);
- Devising and participating in assessments;
- Occasionally co-ordinating extra-curricular events (such as the French Film Club) designed to promote intercultural awareness among students and the wider College community;
- As directed by the Head of Department, involvement in academic administration including attendance and participation in meetings of the Department, and other groupings.

While duties pertaining to the post are broadly defined, the list of the entire range of duties is not exhaustive. It should be noted that the performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function within a flexible and collegial manner. 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.

It is a requirement of the College that the appointee must reside within a commutable distance of the College.

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

All appointments are subject to satisfactory completion of a 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. For appointments which are less than 9 months, probation will apply to the full period of employment. 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.

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.

Academic staff members are required to supply students with an 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 to given to students by College Authorities.

Salary

The salary scales for this position has 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 rate of pay for this appointment will be: €1,823 gross salary, per month.

Salary will be paid on a monthly basis on the 2nd 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.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

Annual Leave

The annual leave entitlement for this appointment is 14 working days per year. 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, as agreed by the National Social Partners. 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

Shortlisting

An expert group will convene to conduct shortlisting of all applicants, measured against the pre-determined criteria required of the position.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon 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

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 fixed term contract appointments for the position of French Language Assistant will be filled during the life of the panel (12 months).

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, may be required to undergo pre-employment health screening.

Garda Vetting/Police Clearance

All successful applicants will be required to participate in Garda vetting/Police clearance. 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. **Four** copies of the completed application form must be submitted. Email applications will **not** be accepted.

Applications must be submitted in typed format. 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, Friday January 26th, 2018

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.

January 2017