



POST OF TUTOR – NATIONAL HIGHER EDUCATION PROGRAMME FOR INCLUSION CO-ORDINATORS IN EARLY YEARS SETTINGS (LINC Programme)

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 & SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint a suitable candidate to the full-time post of Tutor on a fixed term basis for 52 weeks from August 2017 in the following location:

Meath (1 post)

The appointment will be home based and the successful candidate will be required to meet particular requirements referred to under section 4 of this document.

The Tutor will be responsible for planning, delivering and evaluating the QQI Level 6 *National Higher Education Programme for Inclusion Co-ordinators in Early Years Settings (LINC Programme)*.

In order to be considered for this position candidates must have:

- a) Level 7 or higher qualification in Early Childhood Care and Education **and/or** related subject area;
- b) Recognised qualifications in Teaching Adult Learners **and/or** at least 3 years relevant experience;
- c) Experience working in the early childhood sector **and/or** experience teaching on early childhood programmes;
- d) Experience in delivering and assessing QQI Level 5 or QQI Level 6 accredited training and capacity to deliver a full Major Award;

- e) Strong IT skills, with a capability to lead online module delivery;
- f) Ability to work on own initiative and as part of a team;
- g) Strong organisational capability with the ability to work to established schedules and deadlines;
- h) High levels of motivation, proactivity and flexibility in work practice arrangements;
- i) Capacity to deal with confidential information in a discreet manner;
- j) Excellent verbal, written, presentational and interpersonal skills;
- k) Full and clean Driving Licence, with access to a car

It is desirable that candidates will also have:

- a) Experience of delivering online programmes;

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 the above criteria. Candidates will be shortlisted on the basis of both essential and 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 National Programme Coordinator, LINC Programme, 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.

The successful candidate will report to any such other College Officers as the President may designate from time to time. He/she will work with members of College Management, and will liaise with the Dean of Education, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

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

Duties and Responsibilities

- Support the induction of learners onto the programme;
- Plan and deliver the training programme, within agreed timeframe and in line with quality assurance policies and procedures, both in face-to-face sessions and in both synchronous and asynchronous online sessions;
- Profile participant groups and identify needs/supports required;
- Maintain programme related documentation e.g. attendance, supporting documentation, assessment, feedback & evaluation reports, etc;
- Provide effective online support for students, responding in a timely manner to student queries and providing ad-hoc and scheduled online tutorials, one-to-one skype calls and using other tools to provide effective remote support;
- Record online sessions to allow for student and quality assurance playback, utilising a range of tools including webcam and voice;
- Contribute to ongoing programme development and feed into quality processes on an ongoing basis;
- Visit students in their workplace for a feedback, mentoring and coaching session;

- Provide timely feedback on submitted assignments to individual learners;
- Conduct assessments in accordance with relevant assessment specifications to national standards;
- Manage assessments and mark coursework and submit grades, in line with agreed timeframe;
- Comply with internal verification and external authentication processes;
- Evaluate and submit mid and full-term learner and trainer evaluations;
- Log and feedback issues arising from the programme to programme support;
- Attend in-service training and evaluation sessions;
- Contribute to the development and improvement of all work relating to the programme;
- Work in an ethically professional manner.

The work is broadly defined and the range of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the 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

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.

Place of Work

Appointments will be home based which is required to be located in the student catchment area.

The successful candidates will be required to meet/agree to a number of conditions prior to appointment including a requirement to maintain a suitable designated work area at home which meets the College's health and safety requirements and which has suitable broadband access.

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 employed by 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 employee's duties.

The appointee will not, during his/her tenure of office, undertake or engage in paid outside work unless he/she has received the advance permission of the Executive Team of Mary Immaculate College 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 the Executive Team.

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.

Hours of Work

The hours of work will be determined by the needs of the programme and will include evenings and weekends. Working hours may vary from week to week but should not on average exceed 39 hours per week. There is a requirement for the tutor to be flexible in their hours on a weekly basis in order to meet the needs of the programme.

While much of the programme will be delivered online, Tutors will be required to deliver training in a classroom based face-to-face environment on 14 - 18 Saturdays per year. As students will be in full-time employment, it is expected that the ongoing tutorials and student support will occur during evenings and Saturdays. In addition, tutors will visit 5-8 students per week in their workplace, providing feedback and coaching support.

Salary

The Salary scale for this position has been approved by the Department of Education & Skills and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. 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 1st April, 2017, the annual salary scale for this appointment is:

€34,070 - €43,530 (8 points); €43,530 (LSI 1); €44,906 (LSI 2)

Salary will be paid on a monthly basis on the 2nd last bank working day of each month, using the Paypath facility. 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 Finance 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 post is 23 working days per leave year. 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.

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 duty, 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.

Termination of Employment

At least three calendar month's 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.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

A shortlisting of applicants may 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 full time and part time appointments for the position of Tutor, *National Higher Education Programme for Inclusion Co-ordinators in Early Years Settings*, may 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.

Garda Vetting

Successful applicants will be required to undergo Garda vetting if they have not already done so during their employment with the College. 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. A letter of application and **five** 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 on Friday, 23rd 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.

Canvassing will disqualify. 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.

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