



**Course Leader
International Teacher Education Programmes
(Specified Purpose Post)**

JOB SPECIFICATION

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, International Teacher Education Programmes, on a specified purpose contract for the duration of the planned programmes, which are expected to run for a minimum of three years, commencing June 2019. The appointment will be at Assistant Lecturer/Lecturer grade.

The Department of Reflective Pedagogy and Early Childhood Studies is seeking applications from dynamic, motivated, innovative individuals who wish to play a key role in enhancing the College's identity and the reputation of Irish teacher education overseas. Within the ever-changing landscape of international higher education, this is a new position that is being created to meet the needs of international groups of teachers/school leaders coming to Mary Immaculate College for short-term programmes focused on teacher education from early childhood to post-primary level. An example of a programme that will fall within the successful candidate's remit is the *CAPEX Graduate Diploma in Mentoring and Leadership in Schools Programme*, a new 1-year programme, offered as a prize to the Premium Teachers of Brazil. It is fully funded by the Brazilian Government, with funding secured for at least three years.

The successful candidate will lead, co-ordinate, design, review and play a pivotal role in the delivery of professional development programmes for teachers and school leaders from other countries at Mary Immaculate College. In addition to a teaching role, the post holder will have responsibility for marketing, academic administration, programme design and development, programme participant liaison/management and reporting to various internal and external stakeholders. Therefore management experience and the ability to build relationships, while coordinating people and tasks is essential to this role.

Commitment to high quality teaching and learning in a student-centred environment is important. The person appointed must exhibit evidence of a strong commitment to excellence in teaching, research and continued scholarly activity. S/he should have practical experience as an educator and as a leader in a school or educational setting, as well as an understanding of curriculum design and delivery, reflective practice

and assessment as they apply to schools. Experience in mentoring at the induction phase of the professional development of teachers is particularly pertinent to this role.

Essential Qualifications and 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:

1. A postgraduate qualification at doctoral level.
2. A minimum of 3 years relevant experience, including a minimum of 2 years teaching experience.
3. A teaching qualification at primary level.
4. Leadership in a school or educational setting with proven experience in mentoring at the induction phase of the professional development of teachers with practical experience.
5. A track record in high quality and student-centred teaching in higher education.
6. Demonstrated ability to design, develop and deliver learning materials and course curricula with a good understanding of reflective practice and assessment as they apply to schools.
7. Experience in module or programme development and accreditation.
8. Evidence of excellent leadership, management skills, and project management experience in a professional domain.
9. Evidence of excellent interpersonal, communication and organisational skills with an ability to build relationships while coordinating people and tasks.
10. Clearly demonstrated experience of using own initiative and judgement to analyse and solve problems in a positive and proactive manner and the ability to work under pressure to achieve deadlines.
11. Demonstrated team leadership and ability to work effectively and constructively within an established team environment.
12. Willingness to travel and flexibility in regard to work practices and working arrangements. A minimum of one week's travel per semester will be required.
13. Knowledge of, and sensitivity to cultural issues and experience of dealing with international organisations and individuals from a range of cultural backgrounds.
14. Familiarity with scholarly literature and recent national and international trends relating to teacher education from early childhood to post-primary combined with a demonstrated ability to converse about the current Irish higher education landscape.
15. Commitment to excellence and a strong track record in undertaking and publishing research in the area of teacher education.

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

Candidates must indicate clearly 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, Department of Reflective Pedagogy and Early Childhood Studies to whom s/he reports, and to whom s/he 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.

S/he will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education, the Dean of Education, the Director of the International Office and other College personnel and 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 review from time-to-time, in line with service needs and developments in the College.

Duties and Responsibilities

- Co-ordination and programme/module design of international teacher education programmes e.g. *CAPEs Graduate Diploma in Mentoring and Leadership in Schools Programme*;
- Lecturing on international teacher education programmes, including delivery of part-time and out-of-semester programmes, as well as other programmes to which the Faculty of Education may provide a service;
- Overseeing the implementation of modules and ensuring quality assurance and programme cohesion;
- Building strategically on the success of international teacher education and professional development as a postgraduate area at Mary Immaculate College;
- Promoting and marketing international teacher education programmes in consultation with the International Office and Corporate Communications;
- Contributing to realising and sustaining Higher Education Authority (HEA) compact targets and Mary Immaculate College's Strategic Plan in relation to the expansion of international programmes and the development of teaching and learning strategies;
- Leading programme planning process, development, implementation, quality assurance, academic administration and evaluation in relation to international teacher education programmes;
- Lecturing;
- Engaging in research related to teacher education from early childhood to post-primary level;
- Conducting induction, continuing professional development and liaising closely with part-time lecturers on the programme;
- Dealing with any day-to-day issues that may arise in relation to the programme management, co-ordination, delivery and assessment;
- Managing programme workflow and workloads of students through close liaison with students;
- Facilitating personalised learning and supporting inclusive approaches to teaching, learning and assessment;
- Coordinating and supervising student placements/school visits and research;
- Supervising dissertations, when required and providing advice on dissertations (e.g. in relation to design, methodology, ethics etc.);
- Creating a course handbook and other resources for teaching, learning and assessment;
- Developing assessment protocols and engaging in module assessment;
- Supporting the embedding of Digital Technologies into teaching, learning and assessment;
- Reporting of grades for Examination Boards;
- Managing examination matters with the External Examiner (s) and attending all meetings of Examination Boards;
- Attending and participating in all organisational/procedural duties and programme planning and review meetings;
- Attending and participating in department and faculty meetings in addition to other meetings, as directed by the Head of Department;
- Providing reports to the Director of International Office on students' engagement;

- Assisting with the gathering and collating of information relating to learning and teaching across the international teacher education programmes;
- Actively engaging in programme initiatives and research projects and contributing to policy formation at both undergraduate and postgraduate levels. Liaising with internal and external stakeholders e.g. the HEA, Department of Education and Skills (DES), Department of Foreign Affairs and Trade overseas embassies and government ministries/agencies e.g. CAPES in Brazil and providing proposals and reports to same, in a timely manner, as required.

The Course Leader will work closely with the relevant module leaders, the Head of Department, Dean of Education and the International Office. S/he will chair the meetings of programme Course Boards, 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. S/he 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. S/he should therefore have good communication with colleagues across the College and collaborative partners (if applicable), and with national and international external agencies and organisations.

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 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 Vice President Academic Affairs (VPAA) 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 VPAA. 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 normal working week is 39 hours per week, Monday to Friday. 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 to given to students by College Authorities.

Place of Work

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

It is a requirement of the College that the appointee must reside within a reasonable distance 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 1st October, 2018, the annual salary scale for Assistant Lecturer is:

€43,687; €46,475; €48,428; 51,525; €54,709; €59,983; €66,830; €69,726; €72,613; €75,515; €78,397 (11 points) New Entrant

€48,428; €51,526; €54,709; €59,983; €66,830; €69,726; €72,613; €75,515; €78,397 (9 points)

With effect from 1st October, 2018, the annual salary scale for Lecturer is:

€52,186; €61,458; €64,746; €67,009; €70,220; €73,437; €76,638; €79,839; €83,039 (9 points)

Increments are awarded in line with national pay agreements.

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. Details of this scheme can be obtained from the College's website.

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 appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

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

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

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.

Candidates must produce satisfactory documentary evidence of all training and experience

claimed by them, if required.

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 appointments for the position of Course Leader, International Teacher Education Programmes may be filled during the life of the panel (12 months).

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. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Course Leader, International Teacher Education Programmes** no later than:

2pm on Friday, 19th April, 2019

Late applications **cannot** 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.

Candidates will be short-listed on the basis of information supplied.

March 2019