



School Placement Manager

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

The College wishes to fill the position of School Placement Manager on a part-time, term time, 3 days per week permanent basis for the School of Post-Primary Education, **MIC St Patrick's Campus, Thurles.**

The College is seeking applications from dynamic, motivated, innovative individuals who wish to play a key role in the key area of school placement.

MIC Thurles' reputation among schools is significantly determined by the quality of our students' engagement with school placement, which currently involves 350 placements per annum. The importance of the role of school placement officer cannot be underestimated and involves ensuring the College complies with the Teaching Council Regulations regarding School Placement and requires the ability to support students in accessing quality school placement across the four years of their programme. The successful applicant will have a very good working knowledge of how school placement is undertaken and know the range of schools and contexts within the post-primary sector.

The successful candidate will lead, co-ordinate and play a pivotal part in the coordination, delivery and review of school placement provision. Therefore management experience and the ability to build relationships while coordinating people and tasks is essential to this role. 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, reflective practice and assessment as they apply to schools. Excellent communication and interpersonal skills are essential to this role as the maintenance and

development of positive relationships with schools is critical to the success of the schools placement programme.

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

- (1) A third level qualification at level 7 or higher on the National Framework of Qualifications **and** a minimum of 2 years' experience in a role/s in project management;
or
A minimum of 5 years' experience in a role/s in which project management/ administration was a core component;
- (2) An understanding of the educational landscape with particular reference to the Post-Primary sector;
- (3) A commitment to forging links with schools and external agencies to ensure collaboration with initiatives and placements;
- (4) Proven ability in the area of operational planning, with experience of successfully delivering anticipated outcomes;
- (5) Excellent data analysis and report writing skills and experience in using tools such as Microsoft Excel, Microsoft Word, SharePoint, and PowerPoint;
- (6) Excellent organisational skills with the ability to work to established deadlines;
- (7) Excellent interpersonal, administrative and communication skills and ability to relate effectively to partners both internally within and externally outside of the academic community;
- (8) A competence in Gaelige;

Candidates must clearly indicate in their applications how they meet each of the above criteria. Candidates may 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 Head of School of Post-Primary 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 School of Post-primary Education to the respective Deans of Education and Arts, and to the College President and/or such other College Officers as the President may designate from time to time

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

Duties shall include:

- Operation of School Placement (SP) processes, ensuring that the requisite number of school placements, currently at over 350 placements are secured each year.
- Responsibility for the timely and accurate completion of School Placement tasks which are compliant with Teaching Council regulations.
- Remain in constant communication with students, placement tutors and school personnel.
- To oversee the school placement programme, including actions that support quality assurance and programme cohesion.

- Building and maintaining links with schools and relationships with key school personnel including visiting schools and working closely with principals in order to nurture these relationships.
- Updating of school placement data bases and placement allocation files.
- Management of recruitment, induction and mentoring processes for contract tutors.
- Management of School Placement courses on Moodle and School Placement documentation on College website.
- Management of the School Placement budget.
- Management of placement tutors workflow and workloads.
- Liaise with the External Examiner for School Placement and undertake quality assurance surveys in relation to school placement practices.
- Arranging, scheduling and supporting meetings of relevant bodies and committees, as required, including responding to professional learning requirements for placement tutors.
- Attendance and participation in department and faculty meetings plus other groupings, as directed by the Head of School.
- Submit School Placement results and engage with relevant aspects of the examination and appeals process.
- Drafting, interpreting and implementing College regulations ensuring same are adhered to, including monitoring and updating School Placement Handbook.
- Maintaining high levels of quality assurance when dealing with student information.
- Using information systems and preparing reports and statistics for internal and external use.
- Developing and supporting new initiatives and projects.
- General administrative work including correspondence.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. The appointee is responsible to Head of School for the performance of duties. The work is broadly defined and the list 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 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.

Place of Work

The successful applicant's place of work will be Mary Immaculate College, St. Patricks Campus, Thurles. The College reserves the right to require the post holder 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.

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 Executive Team 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.

Review Period

The appointment is subject to satisfactory completion of the standard 9 month probationary period. This 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 assignment during the probationary period will be at the discretion of the College.

Hours of Attendance

Full time hours for this grade are 37 hours per week.

This is a part time, term-time only, permanent post and is for **22** hours (net) per week.

The normal hours of duty to be in agreement with the Head of School of Post-Primary Education. The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

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.

The grade for the post of is Higher Executive Officer. With effect from 1st October 2018, the annual salary scale for the grade of Higher Executive Officer (Grossed up) is:

€48,028; €49,432; €50,833; €52,233; €53,637; €55,040; €56,441; €58,466 (LSI); €60,486 (LSI)

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. 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.

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. Appointees who commenced employment in the public service after 1st January 2013, either for the first time or are re-employed after a break of greater than 6 months 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.

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

Annual Leave

The annual leave entitlement for this grade is 27 working days per leave 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.

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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 College's absence management procedures.

Termination of Employment

At least two 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 Disciplinary & Grievance Policies, Dignity at Work Policy, Examination Rules & Regulations, Policy on Responsible Computing. These policies are outlined on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of the Policies and Procedures.

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 temporary appointments to the position of School Placement Manager, St. Patricks Campus, Thurles 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.

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

Applicants who are offered an appointment 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 accessed on the Mary Immaculate College website www.mic.ul.ie/about-mic/vacancies. Please fully complete the application form and send to recruitment@mic.ul.ie with the subject title – **School Placement Manager, St. Patricks Campus, Thurles** no later than:

2p.m. on Wednesday, 5th June 2019.

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.

May 2019