



TEACHING FELLOW INTERNATIONAL TEACHER EDUCATION PROGRAMMES (Part-time, Fixed Term Post)

GENERAL JOB SPECIFICATION Including Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College 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 menu of educational programmes expand 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 ten undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research 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 Teaching Fellow, International Teacher Education Programmes, on a part-time, fixed term contract, commencing in **January 2020 and ending in May 2020**.

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 new position is being created to meet the needs of international groups of teachers/school leaders coming to Mary Immaculate College. Currently, programme offerings include a Graduate Diploma and Masters of Education in Mentoring and Leadership in Schools as well as Level 8 Award in Pedagogy: Assessment and Learning. These programmes aim to support students in deepening their knowledge and expertise as practicing teachers and administrators in early-childhood, primary and post primary settings. The programmes also aim to deliver content that highlights comparative approaches to education, drawing from trans-global research and pedagogy.

The staff member appointed will play an active role in general departmental teaching and administration, and will contribute to relevant College committees and boards. She/he will also be expected to be committed to research.

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 will require:

- a) A relevant postgraduate degree at Masters level in the field of Education/Educational Management/related field;
- b) A minimum of 3 years relevant experience, including a minimum of 2 years teaching experience at third level;
- c) A teaching qualification at primary level;
- d) A track record in high quality and student-centred teaching in higher education;
- e) Evidence of postgraduate-level teaching experience;
- f) The ability to work effectively within an established team environment;
- g) Excellent interpersonal, organisational and communication skills.

It is also desirable, but not essential, that candidates will have:

- a) A relevant postgraduate degree at doctoral level or evidence of progression towards completion of a PhD;
- b) Familiarity with virtual learning environments (e.g. MOODLE, Blackboard);
- c) Knowledge of, and sensitivity to cultural issues and experience of dealing with international organisations and individuals from a range of cultural backgrounds;
- d) Leadership in a school or educational setting with proven experience in mentoring and the professional development of teachers;
- e) Practical experience in leading school self-evaluation and curriculum change
- f) 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;
- g) Evidence of Research activity and publication;
- h) Commitment to excellence and a strong track record in undertaking and publishing research in the area of teacher education;
- i) Experience of supervising postgraduate dissertations

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.

Applicants must show 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 Course Leader, International Teacher Education Programmes, to whom s/he reports, and to whom s/he is responsible for the performance of these duties in the first instance. The appointee will report

through the Course Leader to the Head of Department of Reflective Pedagogy and Early Childhood Studies and to the Dean of Education and 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 International Engagement 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

- Teaching and leading modules through lecture, seminar, tutorial and blended learning methods;
- 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;
- Assessment and examination of student performance;
- Promoting and marketing international teacher education programmes in consultation with the International Office and Corporate Communications;
- Assisting with the coordination and supervision of student placements/school visits and research;
- Supervising dissertations, when required and providing advice on dissertations (e.g. in relation to design, methodology, ethics etc);
- Academic administration including attendance and participation in department and faculty meetings, in addition to other meetings, as directed by the Head of Department;
- Attending and participating in all organisational/procedural duties and programme planning and review meetings;
- Assisting with the gathering and collating of information relating to learning and teaching across the international teacher education programmes;
- Providing updates to the Course Leader, to the Director of International Engagement and to the Head of Department on students' engagement, as required;
- Participation in appropriate projects, committees and boards;
- Any duties that maybe reasonably assigned by line manager.

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 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 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.

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 the 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

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 who have been employed by the College for less than 12 months.

Hours of Attendance

The normal working week is 19.5 hours per week or 3.9 hours per day, Monday to Friday, to incorporate teaching and administrative duties associated with the post. 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 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.

Salary

With effect from 1st September 2019, the annual salary scale for Teaching Fellow is:

€30,551; €32,602; €33,495; €35,220; €36,304; €37,524; €38,670; €39,824; €40,712; €42,972;
(10 points)

For employees working less than whole time hours or who are employed for less than a full calendar year, salary will be calculated on a pro rata basis

Salary will be paid on a monthly basis on the 2nd last 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, 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, pro-rata. 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 College's absence management procedures.

Termination of Employment

At least **three** calendar month 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 attaches the highest regard to the safety, health and welfare of its employees. 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 any PPE (Personal Protective Equipment) that they may be 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.

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 Code of Conduct for Staff, Discipline & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. These policies are outlined on the Staff Portal for College employees. All employees are required to familiarise themselves with the contents of these policies, which are available on the staff portal.

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 temporary appointments to the position of Teaching Fellow International Teacher Education Programmes 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

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

Applications must be submitted in typed format. Handwritten applications will not be accepted. Incomplete applications will not be accepted.

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 it to recruitment@mic.ul.ie with the subject title – **Teaching Fellow - International Teacher Education Programmes** - no later than:

2pm on Wednesday, 4th December 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.

November 2019