



## **EARLY CHILDHOOD PRACTICE PLACEMENT TUTOR PANEL**

### **GENERAL JOB SPECIFICATION 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 expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral Degree (Level 10). Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

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 create a panel of Early Childhood Practice Placement Tutors. Applications are welcomed from suitably qualified and experienced early years professionals, from across the country. This role requires flexibility, during the teaching semester.

Tutors on the Early Childhood Practice Placement Tutor Panel will be called upon at the discretion of the Coordinator of Early Childhood Placement. The need and the frequency at which members of the Panel are required is dependent on a number of factors including student numbers, location of student units, and the availability of Faculty of Education staff.

**Essential Qualifications & Skills** (i.e. those, without which, a candidate would not be able to do the job.):

- A Level 8 early years qualification, recognised by the Department of Children Equality, Disability, Integration and Youth (DCEDIY);
- Certificate of completion of the Tusla Children First E-Learning programme.
- At least 3 years' post-qualifying experience of working directly with children in early learning and care (ELC) settings, as an early childhood teacher;

- Experience of providing professional supervision and mentoring in the early learning and care sector;
- Experience of working in an online environment;
- Knowledge and understanding of early childhood theories, policy and curricula;
- Excellent organisational, interpersonal and communications skills;

### **3. JOB DESCRIPTION**

#### **Reporting Relationship**

Appointees are required to carry out the duties attached to the post, under the general direction of the Early Childhood Practice Placement Coordinator. Appointees may also report to the Head of Department who is responsible for the overall performance of the placement tutor team. 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**

The duties of the post will include the following:

- Attendance at all college organised Briefing and Continuing Professional Learning (CPL) events;
- Collaboration with the Early Childhood Placement Coordinator, Consultant Placement Tutors and the Early Childhood Placement Team;
- Collaboration with ELC setting management and mentors during the placement period;
- Observation of student practice in ELC placement settings;
- Review of Professional Development Portfolio work during the placement period;
- Engagement in online meetings with students during the placement period;
- Provision of substantive and balanced feedback, both verbal and written, which supports students' ongoing professional development;
- Assessment of student performance and submission of reports and grades;
- Fulfilling all the administrative duties/processes associated with the Practice Placement Tutor role.

The list of duties and responsibilities as detailed 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.

Pension abatement may apply in the case of applicants who are currently in receipt of a public sector pension. Pension abatement is a public sector pension's rule which provides for the reduction of the pension of a public service pensioner who becomes re-employed in the public service.

### **Place of Work**

The appointee's place of work will be Mary Immaculate College, Limerick as required. The appointee will be required to conduct placement visits in locations as agreed. The College reserves the right to require the appointee to work from any other location.

Travel and subsistence allowances are paid in line with college rates.

### **Probationary Period**

This appointment is subject to satisfactory completion of the standard 6-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, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote their full-time attention and abilities to their duties during their 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, they 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.

### **Nature of Contract and Hours of Attendance**

As a member of the Early Childhood Practice Placement Panel MIC, Placement Tutors may be called upon to undertake Placement supervision duties at the discretion of the Coordinator of Early Childhood Placement. The need and the frequency at which members of the Panel are required is dependent on a number of factors including student numbers, location of student units, and the availability of members of the Faculty of Education at MIC.

There is no mutuality of obligation under the Placement Supervision contract as there is no obligation on the College to offer work and as such there is no obligation on the part of the Placement Tutor to accept, therefore the Placement Tutor has the right to reject offers of work made to them. The College gives no guarantee that work will be offered on a weekly basis or at all. The nature of the role means that there may be periods when no suitable work is available and the College shall incur no liability to the Placement Tutor should it fail to offer opportunities to work. Placement Tutors are not expected to be on call for work and will not be paid an allowance for same. The refusal of work by a Placement Tutor will have no

negative consequences on their continued employment with the College. The provision of work by the College shall in no way give rise to an implied term of a guaranteed minimum number of working days or any right to pay during periods that the Placement Tutor does not work.

### **Salary**

As at 1<sup>st</sup> June 2024 the rates of pay for School Placement supervision work are:

- |                                    |         |
|------------------------------------|---------|
| • Tutor briefings (2.5 to 3 hours) | €122.07 |
| • Student meeting (1.5 to 2 hours) | € 81.38 |
| • CPL event attendance (1 hour)    | € 40.69 |

Payment of salaries and wages is subject to statutory deductions, i.e. Income Tax (PAYE) & Pay Related Social Insurance (PRSI). In addition, travel and subsistence allowances are paid in line with college rates.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, 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) and Universal Social Charge (USC).

### **Annual Leave**

Annual leave will be at the rate of 8% of total hours worked. Payment for any annual leave accrued and untaken will be made at the end of the contract period. This is to comply with the Organisation of Working Time Act, 1997.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

The provisions of the Sick Leave Act, 2022 will apply to Placement Tutors as follows:

- Placement Tutors will be eligible for up to 5 days paid sick leave when they have completed 13 weeks continuous employment with MIC.
- In order to be eligible for sick pay, the sick leave must be certified by a doctor.
- Sick pay will be at the rate of 70% of the normal rate of pay subject to a maximum of €110 per day.

### **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.

### **Termination of Employment**

At least one calendar months written notice is required to resign from the Early Childhood Practice Placement Tutor Panel.

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 their control when the employment is terminated.

### **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, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

*Shortlisting*

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

*The criteria that will be used to shortlist candidates for this appointment are:*

- A Level 8 early years qualification, recognised by the Department of Children Equality, Disability, Integration and Youth (DCEDIY);
- Certificate of completion of the Tusla Children First E-Learning programme
- At least 3 years' post-qualifying experience of working directly with children in early learning and care (ELC) settings, as an early childhood teacher;
- Experience of providing professional supervision and mentoring in the early learning and care sector;
- Experience of working in an online environment;
- Knowledge and understanding of early childhood theories, policy and curricula;

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 to the panel will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure.

The Early Childhood Practice Placement Tutor Panel will remain in effect for the period required by the College. The College may supplement the Panel through further recruitment as necessary to meet operational requirements.

### **Garda Vetting**

Successful applicants may 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. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

### **Applicants Outside European Economic Area (EEA)**

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before

making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

### **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies). Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title: **Early Childhood Practice Placement Tutor Panel** no later than:

**2pm on Wednesday, 7<sup>th</sup> August 2024**

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing [hr@mic.ul.ie](mailto:hr@mic.ul.ie).

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 their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

*July 2024*