



## **Early Childhood Education Practice Placement Coordinator**

### **GENERAL JOB DESCRIPTION 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 AND SCOPE OF THE POSITION**

Mary Immaculate College wishes to appoint an Early Childhood Education Practice Placement Coordinator on a permanent, fulltime basis, commencing in *Autumn 2020*. This appointment will be at Assistant Lecturer/Lecturer level.

The Department of Reflective Pedagogy and Early Childhood Studies (RPECS) is seeking an innovative and involved member to coordinate Early Childhood Education Practice Placement. The successful candidate will lead the design, development, delivery, coordination, assessment and evaluation of practice placement on the Faculty of Education's early childhood programmes. They will be expected to supervise undergraduate and postgraduate research. The appointee will also have general duties in the area of education, and contribute to the teaching-related and administrative work of the Faculty.

Enthusiasm for a multi-disciplinary environment is essential as the appointee will be required to liaise with staff across the Faculty. The person appointed must exhibit evidence of strong commitment to excellence in teaching, research and continued scholarly activity.

**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):

- a) A relevant postgraduate qualification at doctoral level in early childhood education or in a cognate area; or be able to demonstrate evidence of progress towards completion of a PhD in this field. Applicants who do not yet hold a relevant doctoral qualification must have a relevant qualification at Masters level;
- b) A level 8 professional award in early childhood education that meets the regulatory requirements of working in the early year's sector in Ireland;
- c) At least 2 years' post-qualifying experience of working directly with children in early learning and care (ELC) settings, as an early childhood teacher;
- d) Experience of teaching on early childhood programmes at Level 5, 6, 7 or 8;
- e) Knowledge of current national and international policy contexts related to early childhood education;
- f) Evidence of engagement in innovative research in an area relevant to early childhood education;
- g) Evidence of competence in on-line education, blended, distance and flexible learning routes;
- h) Knowledge of contemporary developments in the field of early childhood education from theoretical and applied perspectives;
- i) Excellent communication, networking and interpersonal skills;
- j) Excellent organisational, prioritisation and time management skills;

*Inniúlacht sa Ghaeilge inmhianaithe – competence in Irish is desirable.*

**Candidates must clearly indicate in their applications how they meet each of the above criteria.**

*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**

The appointee is required to carry out the duties attached to the post, under the general direction of the Head of Department RPECS, to whom they report, and to whom they are responsible 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 appointee will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education, the Dean of Education, and other College personnel and with relevant College bodies in carrying out the duties attaching 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**

The duties of the post will include the following:

- Design, delivery, coordination, assessment and evaluation of practice placement modules on the Faculty's early childhood programmes;
- Leading all the administrative duties associated with practice placement;
- Developing practice placement on early childhood programmes to ensure compliance with the Professional Award Criteria and Guidelines (PACG) for initial professional education Level 7 and Level 8 degree programmes;
- Development of all practice placement documents and materials for students, supervisors and

- collaborating placement settings;
- Recruiting and inducting practice placement supervisors and providing ongoing support and continuing professional development opportunities;
- Liaising with the Human Resources Office in relation to the employment of part-time placement supervisors;
- Processing payments and expenses for placement supervisors;
- Managing the workload of practice placement supervisors;
- Sourcing of services to provide practice placement experiences;
- Development of formal structures and processes including a Memorandum of Understanding with partner practice placement settings;
- Developing and sustaining collaborative partnerships with early learning and care (ELC) and other placement settings;
- Liaising with the Assistant Registrar and MIC Garda Vetting Officer in relation to Garda vetting of students on early childhood programmes;
- Assigning students to placement settings and assigning students to practice placement supervisors;
- Supervising practice placements on early childhood programmes;
- Monitoring student progression on practice placement;
- Coordinating placement standardisation and consultancy visits, in collaboration with consultant placement supervisors;
- Facilitating External Examiner visits to students on placement;
- Coordinating placement on the TUS platform in collaboration with early childhood practice placement administrators;
- Coordinating international practice placement experiences for in-bound and out-bound students, in collaboration with the Placement Office, International Office and Programme Course Leaders;
- Working closely with: Course Leaders; Course Boards; Early Childhood Placements; the Education Office; Student Academic Administration (SAA); and programme External Examiners, to maintain the high quality of practice-based learning on early childhood programmes;
- Working with Student Academic Administration (SAA), Mary Immaculate College Students Union (MISU); Student Counselling, College Chaplaincy, College Medical Service and the Access Office in order to promote students' wellbeing and achievement during practice placement experiences;
- Organising and scheduling practice placements, placement make-up days and repeat practice placements across the academic year;
- Coordinating staffing and time-tabling for placement modules;
- Responsibility for: the design of appropriate assessment tools; coordinating grading of practice placements; the placement module grade recheck and appeal process;
- Organisation of Manual Handling and First Aid training for students on early childhood programmes;
- Teaching on early childhood programmes;
- Supervising student research across undergraduate and postgraduate programmes;
- Attendance and participation in all meetings of Examination Boards;
- Development of innovative teaching and learning strategies including on-line education, blended, distance and flexible models;
- Consultation with students and the broader learning community;
- Participation in meetings of Course Boards, Department, Faculty of Education, and other groupings;
- Contributing to projects and the work of other committees, as appropriate;
- Engagement in research and in the dissemination of research relevant to Early Childhood Education.
- Participating in blended/online programme development in Early Childhood Education

The duties will also include working on the undergraduate and postgraduate programmes in Education including Diploma, Masters' and Ph.D. levels, as well as other programmes, such as the B.A., to which the Faculty of Education may provide a service. The person appointed will contribute to course design and policy formation at both undergraduate and postgraduate levels.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. While duties pertaining to the post are broadly defined, the list of the entire range of duties is not exhaustive. It should be noted that the performance of the entire list of duties is not necessarily confined to

any one individual and the appointee will be required to function with a flexible and collegial manner. 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 primary place of work will be Mary Immaculate College, Limerick while there may be an occasional requirement to deliver programmes on our Thurles campus. 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 commutable 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**

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 or 7.8 hours per day, 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 be given to students by College Authorities.

## **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 1<sup>st</sup> September, 2019, the annual salary scale for Assistant Lecturer is:

€44,452; €47,288; €49,276; €52,427; €55,667; €61,033; €68,000; €70,946; €73,884; €76,837; €79,769 (11 points) New Entrant

€49,275; €52,427; €55,667; €61,033; €68,000; €70,946; €73,884; €76,837; €79,769 (9 points)

With effect from 1<sup>st</sup> September, 2019, the annual salary scale for Lecturer is:

€53,099; €62,533; €65,879; €68,182; €71,449; €74,722; €77,979; €81,236; €84,492 (9 points)

Increments are awarded in line with national pay agreements.

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)

## **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.

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

## **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 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 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 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.

#### *Competence in Irish*

Competence in Irish will be assessed using the Teastas Eorpach na Gaeilge (TEG). An additional ten percent (10%) will be added to the interview score for candidates who have achieved Bonnleibhéal 2 (A2) **or** higher in TEG. The TEG assessment must have been completed in the three years immediately preceding the date of interview.

This is an optional assessment and it is not obligatory for applicants to have competence in Gaeilge for this post.

Applicants should note that the scheduling of TEG assessments is entirely outside the control of the College. Where an applicant has not already completed the TEG and no TEG assessment is scheduled before applicants present for interview, then it will not be possible for the College to award any additional marks for competence in Gaeilge.

#### *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 Early Childhood Education Practice Placement Coordinator will 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**

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

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 Education Practice Placement Coordinator** no later than:

**2pm on Wednesday, 19<sup>th</sup> August 2020**

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. 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 2020***