Post-Primary Languages Ireland

Open competition for the appointment of Education Officer for Modern Foreign Languages

Information Booklet

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Education Officer in Post-Primary Languages Ireland

1. The appointment

Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education in Ireland of diversifying, enhancing and expanding the teaching of foreign languages in schools and has a role in implementing key actions in *Languages Connect - Ireland’s Strategy for Foreign Languages in Education 2017-2026* and *Implementation Plan 2017-2022* (links to the strategy documents are available [here](https://www.education.ie/en/Schools-Colleges/Information/Curriculum-and-Syllabus/Foreign-Languages-Strategy/Foreign-Languages-Strategy.html)). Further details about PPLI and its work is available at [Post-Primary Languages Ireland | Welcome to the The Post-Primary Languages Ireland (ppli.ie)](https://ppli.ie/) and [Languages Connect | Languages connect people, enable more career opportunities, and enrich life experiences.](https://languagesconnect.ie/)

PPLI wishes to appoint an Education Officer to support the implementation of the above strategy, in the context of supporting the provision of a six-week sampler module across a range of additional languages including Irish Sign Language (ISL) in the 2021/22 school year. The person appointed will be responsible for a number of key areas of work including the following:

* Project manage the above project. This is envisaged to include but is not limited to the following:
  1. design and develop content and resources to support quality teaching and learning
  2. provide CPD
  3. work closely with schools
  4. identify teachers
  5. liaise with existing providers
  6. ensure that CLIL provision and practice is included
  7. integrate awareness raising campaign promoting the value and importance of learning foreign languages and maintaining home languages
  8. encourage and support the use of innovative teaching methods and digital technologies for learning languages
  9. conduct exploratory research and investigation on the piloting of blended learning models
  10. collaborate with relevant agencies and cultural institutes to promote excellence in language learning and teaching;

The person appointed will also be expected to be familiar with the key issues at all sectors of the education system relevant to the remit of PPLI.

The post is a full-time position. In the case of a teacher in Ireland contracted on secondment the initial contract would be for a fixed-term of one year. In the case of other candidates the contract is a one-year fixed term contract (with six-month probationary period).

The Education Officer will report to the Director of PPLI. In addition to working with other Education Officers on other projects, the person appointed will also work with researchers, consultants and experts as required.

The Education Officer will respond to queries and requests from across the education sector, and from the public and the media as they arise on social media and through more traditional channels. Most Education Officers also engage with national and international networks relevant to their area(s) of work.

The working week of an Education Officer can include meetings with various stakeholders, meetings with colleagues, researching and drafting papers, working on digital content for PPLI website, presenting at conferences, working with groups of teachers or schools – the work is highly varied and requires flexibility and initiative as well as creativity, resilience and imagination.

2. Requirements

Applicants must have (on the latest date for receipt of completed applications):

* A degree in a foreign language and/or a relevant post-graduate qualification e.g. Applied Linguistics;
* Knowledge and experience of teaching at primary level;
* Experience and expertise in the use of active learning methodologies which foster student engagement with the curriculum;
* Proven record of managing complex projects, meeting deadlines, and achieving results;
* Excellent interpersonal skills with ability to motivate and inspire others both within the team and with external stakeholders;
* Excellent verbal and written communication skills;
* Excellent planning and organisational skills;
* Competence to engage stakeholders and partners and work collaboratively with others;
* In-depth understanding of the Irish education system;
* Advanced IT and digital literacy skills;
* Experience in training, facilitating workshops, and delivery of presentations
* Ability to multi-task and prioritise where necessary;
* Flexible approach, self-motivating with ability to work on own initiative and as part of a team

Desirable

* Expertise in CLIL
* Expertise in blended learning
* Knowledge and experience of working at post-primary

3. Responsibilities

The Education Officer will:

* assist PPLI in carrying out its brief in relation to foreign languages
* support the work of PPLI and other stakeholders to which they may be assigned to work collaboratively
* prepare working papers, discussion documents, draft reports and other such documentation in relation to foreign languages matters
* engage with researchers and their work
* develop and support PPLI networks among schools and other relevant agencies and institutions and work effectively with stakeholders, teachers and school leaders
* assist in dissemination of information on foreign languages policy and provision at all levels of the education system
* attend and/or address relevant meetings of PPLI with other groups and individuals on behalf of PPLI
* work effectively with others both as a team member and a team leader
* carry out further related work at the request of the Director.

4. Remuneration

The Education Officer salary scale is as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| €52,497.00 | €55,838.00 | €58,212.00 | €60,691.00 | €63,157.00 | €65,601.00 | €68,676.00 |
|  |  |  |  |  |  |  |
| €72,215.00 | €76,330.00 | €80,499.00 | €83,890.00 | €86,517.00 | €89,138.00 |  |

Max \* \*\*

\* After three years satisfactory service at the maximum,

\*\* After six years satisfactory service at the maximum.

In respect of new entrants to the public service as defined in Circular 18/2010, Government policy dictates that all posts be filled at the first point of the scale. However, a person appointed on secondment from within the education sector who has higher earnings than the first point of the Education Officer scale may be placed on an appropriate point on the relevant scale in accordance with Government pay policy. Please note allowances and their application are the subject of ongoing review by the Department of Public Expenditure and Reform and may be subject to change. In addition, please note that the rate of remuneration may be adjusted from time to time in line with Government pay policy and that the salary is subject to all statutory deductions including Pension Related Deduction.

Different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant (where a secondment arrangement would not apply).

5. Annual Leave

The annual leave allowance will be 29 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

6. Location

PPLI is currently based at The Liberty Centre in Blanchardstown. PPLI will consider facilitating atypical working arrangements for staff based in other locations, and this may include working from a home office, but this would still involve full day attendance at meetings and workshops at the head office in Blanchardstown and in other locations as required.

7. Equal Opportunities

Post-Primary Languages Ireland is an equal opportunities employer.

8. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the interview, and satisfactory references (referees will not be contacted without the candidate’s prior agreement).

Selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointments and the responsibilities of the posts. Candidates shortlisted for interview will be asked to provide details of two current referees. Candidates will be contacted before referees are consulted.

9. Preparing for the interview

Please prepare a 5 minute presentation (without using Digital media, Powerpoint etc) on how you envisage your role in the context of the job responsibilities outlined in Section 3.

Please also be prepared to expand on the examples you provided in your application form to the interview board of how you have demonstrated the following competencies required for the position of Education Officer in PPLI.

• Training others in the use of active learning methodologies which foster student engagement with foreign languages curricula

• Creativity and innovation

• Adaptability and flexibility (including ability to work alone or as a member of a team)

• Self-starting and self-directing

• Communication, writing and digital media skills

• Motivating and mobilising groups of teachers (or other relevant groups)

For each competency, you are asked to give an example from your career to date that best illustrates how you have developed and used this competency. It is essential that you describe how you demonstrated the competency in question.

10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

11. Attendance at interview

It is envisaged that interviews for the post will be held in June and these may be online in the context of current restrictions. Calls to interview will be made at least a week beforehand.

The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

12. Deeming of candidature to be withdrawn

Applicants who-

1. do not, when requested, furnish such evidence as PPLI requires regarding any matter relevant to their candidature;
2. or do not attend the interview at the time and place appointed,
3. or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.