Post-Primary Languages Ireland

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

Information Booklet

October 2017

Contents

[1. The appointment 3](#_Toc428871114)

[2. Requirements 4](#_Toc428871115)

[3. Responsibilities 5](#_Toc428871117)

 [4. Remuneration 6](#_Toc428871121)

[5. Annual Leave 7](#_Toc428871124)

[6. Location 7](#_Toc428871125)

[7. Equal Opportunities 7](#_Toc428871126)

[8. Format of the competition 7](#_Toc428871127)

[9. Preparing for the Interview 8](#_Toc428871128)

[10. Confidentiality 8](#_Toc428871134)

[11. Attendance at interview 8](#_Toc428871135)

[12. Deeming of candidature to be withdrawn 9](#_Toc428871136)

[13. Queries 9](#_Toc428871137)

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 post-primary 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 [www.ppli.ie](http://www.ppli.ie).

PPLI wishes to appoint an Education Officer to support the implementation of the above strategy. The person appointed will be responsible for implementation of the new Mandarin Chinese curriculum in schools as well as working in other project areas.

The person appointed will 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 contracted/ seconded for one yearinitially and is based in the PPLI Office in Blanchardstown.

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

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 the 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/ post-graduate degree in applied linguistics;
* In-depth knowledge and experience of teaching at post-primary level in Ireland;
* 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;
* Confident, personable and proactive personality with ability to motivate and inspire others;
* Excellent verbal and written communication skills;
* Excellent planning and organisational skills;
* Competence to engage stakeholders and partners;
* 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
* Significant experience of teaching Chinese and of designing CPD for Chinese teachers

3. Responsibilities

The Education Officer will contribute to the general work of the team of Education Officers. This includes but is not limited to the following:

* support all strands of the work in PPLI by advising and inputting on the needs of students, teachers, school leaders, and schools
* assist in dissemination of information on the awareness raising campaign
* conduct relevant research and prepare documents and reports related to the work
* liaise and work with schools and relevant stakeholders in relation to a variety of projects
* develop appropriate CPD content for language teachers
* contribute to and facilitate the development of an online pedagogical manual and tutorials, with exemplars of good practice for the teaching of all languages. E.g. significant new materials have been developed to support MFL teachers, have been piloted in schools, and are showcased on website
* encourage and support the use of innovative teaching methods and ICT supports for learning languages. This involves substantial resources development and showcasing of same on website. It also involves redesign of the website to help teachers find new ideas to improve their practice
* contribute to and support the expansion of communities of practice among foreign languages teachers
* collaborate with relevant agencies and cultural institutes to promote excellence in language learning and teaching
* prepare language assistant training programme and implement training programmes for language assistants at a group and individual level
* Train and mentor associates in order to develop additional capacity in the regions which will ensure dissemination and multiplication of the work
* Attend and present at relevant conferences and seminars
* Design and deliver CPD to meet the specific needs of schools
* Assist with management of social media for 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

In addition, the current role will include the following:

* Work with Chinese language teaching expert/s
* Design relevant CPD, deliver CPD for new Chinese teachers
* Mentor new teachers of Chinese

 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\*\*\*

\* 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 in The Liberty Centre in Blanchardstown and this is where the position will be based. Other arrangements will not be considered.

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 competencies required for the position of Education Officer in the PPLI (as described in the application form linked to below).

For each competency, you will be 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

Interviews for the post will be held in September. 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 in regard to 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.

13. Application Form

This is available online at <https://www.surveymonkey.com/r/EdOfficerChinese21>

Queries

If you have any queries in relation to the process or the role please contact Karen.ruddock@ppli.ie or on 01-2150281