

Post-Primary Languages Ireland

Open competition for the appointment of
Education Officer for Modern Foreign Languages
Post-Primary

Information Booklet

Contents

1. The appointment	3
2. Requirements	4
3. Responsibilities	5
4. Remuneration	6
5. Annual Leave	7
6. Location	8
7. Equal Opportunities	8
8. Format of the competition	8
9. Preparing for the Interview	8
10. Confidentiality	8
11. Attendance at interview	8
12. Deeming of candidature to be withdrawn	9
13. Queries	9

Education Officer in Post-Primary Languages Ireland

1. The appointment

Post-Primary Languages Ireland (PPLI) is a unit of Education and Training Boards Ireland (ETBI).

Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education and Youth 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 links to the strategy documents are available [here](#)). Further details about PPLI and its work is available at [Post-Primary Languages Ireland](#) and [Languages Connect](#).

PPLI wishes to appoint an Education Officer to support the implementation of the above strategy. The person appointed will be responsible for a number of key areas of work including the following:

- Assist with awareness raising campaigns promoting the value and importance of learning foreign languages and maintaining home and heritage languages
- Disseminate resources created and schemes facilitated by PPLI among school leaders, MFL teachers and relevant stakeholders
- Encourage and support the use of innovative teaching methods, digital technologies and Artificial intelligence for teaching and learning languages
- Contribute to the fostering communities of practice among foreign languages teachers
- Support the implementation of initiatives to increase foreign languages provision at post-primary, using a variety of models including blended learning
- Deliver CPD for teachers of new languages; design and provide resources to support quality learning and teaching
- Support the introduction of new programmes such as TY modules in plurilingual and intercultural competence
- Support PPLI Development Officers teaching recently introduced languages

- Support the development and implementation of the Foreign Language Assistant programme
- 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 agreement would be for one year. In the case of other candidates, the contract is a one-year fixed term contract. A six-month probationary period applies which can be extended to 11 months.

As part of the recruitment process, PPLI may establish a panel of Education Officers. The panel will remain in place until August 2028.

The Education Officer will report to the Teaching and Learning manager 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. Education Officers will be required to work at weekends occasionally as well as in the evenings to support certain programmes.

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 which meets the requirements for registration with the Teaching Council as a teacher of a foreign language
- Have in-depth understanding of the Irish education system, the Languages Connect strategy, and the teaching and learning of languages at Post-Primary level
- Hold a qualification to teach at post-primary level

- Have at least 5 years recent relevant experience in post- primary level education
- Have experience and expertise in the use CEFR and the CEFR CV
- Have a proven record of managing complex projects, meeting deadlines, and achieving results
- Have excellent communication and presentation skills and the ability to write to a very high standard
- Be proficient in Microsoft Office

Desirable Skills and Qualifications:

- Advanced IT and digital literacy skills
- Experience in designing or adapting teaching and learning resources
- Experience in planning and delivering CPD, workshops, training, or presentations for teachers
- Experience of supporting or building professional networks, communities of practice, or collaborative partnerships
- Experience of engaging with research, surveys, or evaluation to inform practice
- Knowledge of plurilingual, intercultural and inclusive approaches to language education
- Familiarity with online language teaching and learning methodologies

Required Competencies:

- Project management, including planning and organisation, the ability to manage multiple strands of work, prioritise effectively, and meet deadlines
- Judgement, analysis and decision-making
- Delivery of results, including the ability to work flexibly, use initiative, and respond effectively to evolving priorities
- Leadership, including strong interpersonal skills and the ability to motivate, support and influence others within the team and with external stakeholders
- Research, drafting and report-writing
- Communication and stakeholder engagement, including the capacity to build effective working relationships with schools, teachers, school leaders, agencies and partners

- Professional knowledge and expertise in language education, including current pedagogical approaches and curriculum-related developments
- The capacity to prepare and deliver workshops, training, presentations and other professional learning supports
- Digital competence, including the ability to support digital content, online communication and resource dissemination
- The ability to work independently and collaboratively as part of a team

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

Remuneration is based on the Education Officer salary scale. The first point on the scale is €63,224 (NPPC) for those who are not seconded teachers and €66,441 (PPC) for seconded teachers:

Non-Personal Pension Contribution (Non-PPC):

This rate will apply where the appointee is not required under law to make a Personal Pension Contribution.

Scale	1	2	3	4	5	6	7
Salary	€63,224	€67,247	€70,104	€73,091	€76,062	€79,004	€82,710
	8	9	10	11	12	13	
	€87,057	€92,207	€97,428	€101,670 NMAX	€104,956 LSI1	€108,236 LSI2	

PPC:

Scale	1	2	3	4	5	6	7
Salary	€66,441	€70,671	€73,682	€76,816	€79,994	€83,038	€85,643
	8	9	10	11	12	13	
	€91,643	€97,059	€102,559	€107,026 NMAX	€110,473 LSI1	€113,931 LSI2	

LSI¹ After 3 years satisfactory service at the maximum.

LSI² After 6 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 a Department of Education and Youth -funded school with a roll number 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, Infrastructure, Public Service Reform and Digitalisation 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.

5. Annual Leave

The annual leave allowance will be 27 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 Digital Hub Dublin 8. The amount of time required to be present in the office will vary. Flexible working arrangements can 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). Applicants may appeal the shortlisting decision.

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. Application

Please apply at: [Education Officer PP Application Form](#)

10. Application timeframe

Please submit your application by 16:00 10th July 2026.

11. Preparing for the interview

Please prepare a 5-minute presentation 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
- 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.

In addition, as part of the interview process you will be asked to write a response to an unseen prompt related to teaching and learning in the post-primary context.

12. Confidentiality

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

13. Attendance at interview

It is envisaged that interviews for the post will be held in August and these may be online or in person. 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.

14. Deeming of candidature to be withdrawn

Applicants who-

- (a) do not, when requested, furnish such evidence as PPLI requires regarding any matter relevant to their candidature;
 - (b) or do not attend the interview at the time and place appointed,
 - (c) 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.

15. Queries

Please contact kenia.puig@ppli.ie or karen.ruddock@ppli.ie , or support@ppli.ie .