Post-Primary Languages Ireland / Languages Connect

Post-Primary Languages Ireland/Languages Connect, as a nested business unit of ETBI, is recruiting to appoint an

Education Officer, Primary

Information Booklet

Education Officer at Post-Primary Languages Ireland/Languages Connect (nested business unit of ETBI)

Contents

Contents 1
Introduction 2
The Appointment 2
Competencies 3
Essential Qualifications and Experience 3
Desirable Qualifications and Experience 3
Key Responsibilities 4
Remuneration 6
Annual Leave 7
Location 7
Equal Opportunities 7
Format of the Competition 7

Introduction

Post-Primary Languages Ireland (PPLI) is fully funded by the Department of Education and Youth (DEY) and is currently a nested business unit of Education and Training Boards Ireland (ETBI).

PPLI works to implement the policy of the DEY of diversifying, enhancing and expanding foreign languages education in Ireland. PPLI implements key actions in *Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026* (new strategy to be developed in 2027).

PPLI is driven by a passion to see increased levels of participation in modern languages education based on: the increased opportunities that learning a language affords in the world of employment and mobility; the intercultural skills which equip citizens to participate equally in a multicultural global context; the capacity of languages education to support inclusion, well-being, and access to educational opportunity; and the transformative potential of language learning to open the mind and broaden horizons.

The PPLI team brings together a diverse range of experts who consistently deliver high-quality programmes and initiatives in foreign language education and awareness raising. PPLI is recognised for its professionalism, innovation, versatility, and strong work ethic. The team has experienced sustained and significant growth in recent years, including expansion of programme delivery across both primary and post-primary sectors; significant increases in participation across national programmes; increased support to the Department of Education and Youth and other national stakeholders; expansion of partnerships with national and international agencies and an associated growth in staffing, budgets, programmes and operational complexity. This growth has largely been driven by demand and emerging national priorities.

The Appointment

ETBI/PPLI wishes to appoint an Education Officer to develop, lead, and support the team with responsibility for supporting the language upskilling and resource development that are required to support implementation of the new MFL specification in primary schools, as well as ensuring that the Say Yes to Languages module is used to maximum effect. The Education Officer will contribute to maintaining an environment within PPLI/Languages Connect that supports high-quality leadership, effective project management and staff development.

The post is a full-time position. This is a 1-year fixed-term contract and is open to secondment. There is a 6-month probationary period which may be extended if necessary.

The Primary Education Officer will report to the Primary Manager.

As part of the recruitment process, PPLI//Languages Connect intends to establish a panel of Education Officers. The panel will remain in place until 31st December 2027.

Competencies

- Leadership and Strategic Direction
- Judgement and Decision Making
- Management and Delivery of Results
- Building Relationships & Communication
- Specialist Knowledge, Expertise and Self-Development
- Drive & Commitment to Public Service Values

Essential Qualifications and Experience

Qualifications

- A minimum of Level 8 qualification on the National Framework of Qualifications in Education.

Experience

- Proficiency at a minimum of CEFR Level B2 in at least one foreign language.
- Demonstrable expertise in active learning methodologies and contemporary pedagogical approaches to language teaching and learning.
- Proven experience of leading and managing teams.
- Experience of managing complex projects or services involving multiple stakeholders, competing priorities and deadlines.
- Proven experience of building and maintaining effective relationships with external partners.
- Proven experience of developing and delivering teacher professional learning.
- Proficiency in the use of Microsoft Office applications.
- Excellent written and verbal communication and presentation skills, including the ability to produce written material to a consistently high standard.
- In-depth understanding of the Irish primary sector and the Primary Curriculum Framework.

Desirable Qualifications and Experience

Qualifications

- A postgraduate qualification in Management, Education, Languages or other relevant areas.

Experience

- Familiarity with CEFR and CEFR Companion Volume.
- Experience in raising awareness of key issues in foreign language education.
- Irish language skills to carry out work through the medium of Irish.

Key Responsibilities

The responsibilities associated with the role of Education Officer (Primary) at PPLI/Languages Connect will include a selection of the duties outlined below, and the evolving needs of PPLI/Languages Connect. The role will encompass project planning and delivery, programme development and evaluation, stakeholder engagement, tutor and associate support, teacher professional learning, resource development, research, communications and representing PPLI/Languages Connect at relevant events.

Project Planning, Management and Delivery

- Prepare comprehensive project plans, including clearly defined objectives, deliverables, timelines, milestones, resource requirements, dependencies, and performance indicators.
- Oversee the implementation of projects from initiation to completion, ensuring that agreed deliverables are achieved on time, within available resources and to the required quality standards.
- Monitor progress against project plans, identify emerging risks or barriers to delivery, and implement appropriate corrective actions.
- Coordinate contributions from internal colleagues, associates, service providers, and external partners to support the effective delivery of programmes and initiatives.
- Prepare timely project updates, reports and recommendations for the Primary Manager and other relevant stakeholders.

Programme Leadership, Management and Development

- Lead the ongoing management, development and enhancement of the Foreign Language Upskilling Scheme in response to teacher needs, curriculum developments, and organisational priorities.
- Establish and maintain effective partnerships with Education Support Centres, higher education institutions, cultural institutes, embassies, and other relevant course providers.
- Coordinate course planning, tutor recruitment, scheduling, participant communications and programme delivery in collaboration with relevant internal and external stakeholders.
- Develop clear guidance, training and ongoing professional support for providers delivering foreign language upskilling courses.
- Monitor participation, completion, quality, and learner feedback to support the continuous improvement and sustainable expansion of the Scheme.
- Identify opportunities for new delivery models, including blended, online, and regionally accessible provision.
- Support the effective planning, coordination, and delivery of the Say Yes to Languages programme in participating primary schools.
- Grow and expand Erasmus+ opportunities.

- Maintain effective communication with participating schools, teachers, tutors, and associates.
- Identify and respond to operational or pedagogical issues affecting programme delivery, escalating matters where appropriate.
- Contribute to the ongoing review and development of the programme to ensure that it remains responsive to schools' needs and supports positive engagement with foreign language learning.

Curriculum, Resource and Professional Support Development

- Lead and contribute to the development, preparation, piloting and dissemination of high-quality resources and supports for the teaching and learning of modern foreign languages at primary level.
- Ensure that resources and professional supports are aligned with the Primary Curriculum Framework, the relevant curriculum specification, and current evidence-informed pedagogical practice.
- Work collaboratively with teachers, associates, subject specialists and other stakeholders to ensure that supports are practical, accessible and responsive to classroom contexts.
- Develop and deliver professional learning, workshops, guidance materials and other supports that strengthen teacher confidence, knowledge and classroom practice.
- Review and enhance existing resources to ensure consistency, quality, relevance, and ease of use.

Research, Evaluation and Quality Assurance

- Assess teachers' professional learning and resource needs through research, consultation, surveys, focus groups, and analysis of programme data.
- Develop appropriate monitoring and evaluation frameworks for programmes, courses, resources, and other initiatives.
- Analyse quantitative and qualitative evidence to assess participation, implementation, quality, outcomes, and impact.
- Prepare evaluation reports and translate findings into practical recommendations for programme development and organisational decision-making.
- Promote evidence-informed practice, quality assurance, and continuous improvement across all areas of responsibility.

Stakeholder Engagement and Partnership Development

- Establish and maintain productive working relationships with schools, teachers, school leaders, the Department of Education and Youth, Education Support Centres, higher education institutions, cultural institutes, embassies, and other relevant stakeholders.

- Represent PPLI/Languages Connect professionally in meetings, working groups, consultations and collaborative initiatives.
- Facilitate effective communication and information sharing between PPLI/Languages Connect and programme partners.
- Identify opportunities for collaboration that strengthen programme delivery, extend reach and support national priorities for foreign language education

Communications, Reporting and Public Engagement

- Contribute to the effective communication of PPLI/Languages Connect programmes, resources, achievements and key messages to schools, teachers, stakeholders and the wider public.
- Prepare high-quality articles, presentations, newsletter content, web content, briefing materials, and programme reports.
- Work collaboratively with colleagues responsible for communications and stakeholder engagement to ensure that information is accurate, timely, accessible, and consistent.
- Represent PPLI/Languages Connect at conferences, seminars and other relevant events, including delivering presentations and facilitating workshops.
- Promote awareness of PPLI/Languages Connect initiatives and their contribution to the development of foreign language education in Ireland.

Additional Responsibilities

- Contribute to team planning, organisational priorities and the wider work of PPLI/Languages Connect.
- Undertake other duties appropriate to the role, as may be assigned by the Primary Manager in response to evolving organisational and programme needs.

Remuneration

Remuneration will be based on the Education Officer salary scale. **Please note that direct appointment to this position does not confer public service status.** The position is also open to eligible applicants seeking secondment from a recognised Department of Education and Youth-funded school with a roll number.

The first point on the Education Officer 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	

LSI[1] After 3 years' satisfactory service at the maximum.
LSI[2] After 6 years' satisfactory service at the maximum.

Appointment would normally be at the first point of the Education Officer salary scale. However, where a person is appointed on secondment from a Department of Education and Youth-funded school with a roll number, and their existing salary exceeds the first point of the scale, they may be placed at an appropriate point on the relevant scale, in accordance with Government pay policy.

The rate of remuneration may be adjusted from time to time in line with Government pay policy. Salary will be subject to all statutory deductions, including the Pension Related Deduction, where applicable.

Annual Leave

The annual leave allowance will be 27 days in addition to ten public holidays. The booking of annual leave is in agreement with PPLI. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week.

Location

PPLI is currently based at The Digital Hub, Dublin 8. PPLI operate a hybrid working model and is structured in accordance with your line manager/PPLI Director.

Equal Opportunities

ETBI/ Post-Primary Languages Ireland is an equal opportunities employer.

Format of the Competition

PPLI reserves the right to **shortlist** applicants. Candidates will be shortlisted against the criteria listed for this post. Interviews will be competency-based.

Application

Please apply here

Please submit your application by **17:00 11th December 2026**. Applications submitted after the deadline will not be accepted. It is the applicant's responsibility to ensure that the application is submitted in advance of the deadline. CVs will not be accepted.

Preparing for Stage 1 interview

Please prepare a 10-minute presentation on why you believe your skills and experience make you the best candidate for the role in the context of the job responsibilities outlined in this booklet.

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

In addition, as part of the interview process, you will be asked to write a response to an unseen prompt related to the content of the work.

Confidentiality

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

Attendance at interview/s

It is envisaged that initial interviews for the post will be held in January 2027. Calls to interview will be made at least a week beforehand by email, so please ensure that the email address which you provide will be monitored.

The onus is on all applicants to make themselves available for the interview/s 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.

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/s 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.

Queries

Please direct any queries about this post to Francesca La Morgia by emailing francesca.lamorgia@ppli.ie.