



*An Associated College of
Trinity College Dublin, the University of Dublin*

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

Lecturer in Adult and Further Education (Foundation Studies) 10-month Fixed Term Contract

GENERAL JOB DESCRIPTION

Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Lecturer in Education with expertise in Adult and Further Education for a 10-month fixed term contract.

MIE is seeking an innovative and involved faculty member to teach modules predominantly related to the area of foundation studies (sociology, psychology, philosophy, policy, and/or history of education) as they relate to Adult and Further Education (FE).

The appointee will also have general duties in the area of education, e.g., supervision of students on placement, undergraduate and postgraduate research supervision. The role will be predominantly located within the new Master in Education Studies (MES) in Further Education but will also have responsibilities on the Professional Diploma in Education (Further Education) and other modules outside of Adult and Further Education.

The MES in FE is a level 9 programme for those wishing to obtain a postgraduate degree and research expertise in the Adult and Further Education sector.

Commitment to high-quality teaching and learning in a student-centred environment is important. Enthusiasm for a multi-disciplinary environment is desired. 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):

In order to be considered for this post, applicants will require:

- a) A relevant post-graduate qualification at doctoral level in education and/or Adult and Further Education.
- b) Relevant leadership experience in the field of Adult and Further Education.
- c) A demonstrated capacity to deliver high quality courses at undergraduate and postgraduate levels.
- c) Evidence of engagement in innovative research and practice in one of the foundation disciplines (sociology, psychology, philosophy, policy and/or history of education).
- d) Knowledge of contemporary developments in the broad field of Adult and Further Education from both theoretical and applied perspectives.
- e) Prior online teaching experience in synchronous and asynchronous provision and competence in blended, distance and flexible learning routes.
- f) Excellent IT skills and an appreciation of ICT as a driver of efficiency.
- g) Excellent communication skills both verbal and written, a high standard of accuracy, and attention to detail.

Desirable Criteria

- a) A teaching qualification, which qualifies the candidate to register with the Teaching Council.
- b) Experience supporting students to engage with research methods and supervising dissertations.

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Head of Department and the relevant Programme Leader to whom they report, and to whom they are responsible for the performance of their teaching duties in the first instance.

The appointee will report through the Head of Department to the Institute President and/or such other MIE officers as the President may designate from time to time. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

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Duties and Responsibilities

The duties, at undergraduate and postgraduate levels, include the following:

- Module design, lecturing, tutorial work, and assessment in the area of adult and further education and other undergraduate and postgraduate programmes.

- Supervision of students on professional placement.
- Supervision of students engaged in undergraduate and postgraduate research.
- In line with the growth of flexible programme offerings in the area of adult and further education, teaching at weekends and on weekday evenings will be a core element of this role.
- Commitment to pursuing a research agenda and publishing research in the area of adult and further education.
- Engage in all the administrative duties/processes of the department including participation in meetings of the department, programme board, Institute, and other groupings.
- Attend and participate in all meetings of Courts of Examiners and associated assessment duties.
- Membership of Institute committees and duties relevant to those committees.
- Participation in selection procedures for prospective students.
- Contribute to events in the Institute calendar such as Open Day, induction, exam invigilation.
- Propose and contribute to the design of new modules and courses, as required.
- Act as personal tutor to students as allocated.
- Promote the seven guiding principles of the trustees.

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of 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.

Interview will be by interview panel consisting of not fewer than 3 persons and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period

The appointment is subject to satisfactory completion of a 3month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 4 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 Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicant 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 Institute's requirements in this regard will be excluded from consideration for appointment.

Essential Training

The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

Salary

The annual salary is €61,453.

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9. (D09 R232)

Completed applications must be received by 5.00pm on Friday 31 May 2024. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.