



*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

### **Assistant Lecturer/Lecturer in Education with expertise in Literacy Education (10-month Fixed Term Contract – Maternity Cover)**

#### **GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment**

##### **1. CANDIDATE PROFILE AND SCOPE OF THE POSITION**

Marino Institute of Education wishes to appoint an Assistant Lecturer/Lecturer in Education with expertise in Literacy Education on a fixed term contract, from August 26 2024 to June 16 2025.

The English Department is seeking to recruit an innovative and involved faculty member to work collaboratively as a member of the Literacy team at MIE. The successful candidate will have a minimum of three years' relevant experience in primary schools and will have a deep knowledge of literacy learning, curriculum and pedagogy. The appointee will also have general duties in the area of education, e.g., supervision of students on school placement and in early years' settings and undergraduate and postgraduate research supervision.

Commitment to high-quality teaching and learning in a student-centered environment is important. 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 masters or doctoral level in Education or be able to demonstrate evidence of progress towards completion of a PhD relevant to literacy education.
- b) A teaching qualification, and evidence of registration with the Teaching Council of Ireland (Route 1)
- c) Relevant teaching experience
- d) Specialist expertise in the area of Literacy Education.

- e) Evidence of research and preferably recent publications
- f) Knowledge of contemporary developments in the field of literacy from theoretical and applied perspectives.
- g) Competence in on-line education, blended, distance and flexible learning routes.

### Desirable Criteria

Inniúlacht sa Ghaeilge inmhianaithe – competence in Irish

**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 to whom she/he reports, and to whom he/she is responsible for the performance of these 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. He/she will liaise with the Heads of Departments and those in leadership/management positions within Institute, and other MIE personnel in carrying out the duties attaching to the post. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

### **Duties and Responsibilities**

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

- Module design, lecturing, tutorial work, and examining in Literacy Education for undergraduate and postgraduate.
- Development of innovative teaching and learning strategies.
- Demonstrating a commitment to pursuing a research agenda and publishing research in Literacy Education.
- Supervision of placement, undergraduate and postgraduate research.
- Engaging in all the administrative duties/processes of the department including participation in meetings of the department, Institute, and other groupings.
- Attendance and participation in all meetings of Examination Boards.
- Consultation with students and the broader learning community.

### **Teaching**

The candidate will be required to contribute significantly to the development, teaching, assessment and administration of the literacy modules of existing undergraduate and postgraduate programmes, including the B.Ed, BSc Education Studies, BSc Early Childhood Studies, the PME and the MES as well as to related continuing professional development programmes, and new post-graduate programmes as they are developed. This teaching will include module design and delivery and school placement including its attendant duties of supporting and evaluating students on school visits and writing reports. In addition, the candidate is expected to supervise undergraduate and postgraduate theses, contribute to tutorials and to the wider teaching of the Institute as required.

## **Research**

Marino Institute of Education is a centre of excellence in educational research and as such the successful candidate will be expected to be research-active in their field and in the general field of teacher education/literacy education and to contribute to, develop and support research initiatives within Institute. They will contribute to the scholarship and intellectual life of the Institute, which will enhance its reputation as a research-led teaching institution.

## **Administration**

The candidate will undertake administrative functions related to the activities of the English Department. These activities defined by the head of department may include participating in department meetings, engaging in meetings related to modules and programmes, representing the Institute in marketing and recruitment of students, developing relationships with stakeholders, participating in open days, and organisation of conferences and seminars.

Duties include lecturing on the undergraduate programmes (B.Ed., B.Sc. Education Studies, B.Sc. Early Childhood Studies, postgraduate programmes (including the PME and masters programmes), and participating in the delivery of part-time and other programmes. The person appointed will contribute to course design and policy formation at both undergraduate and postgraduate levels.

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.

## **3. 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.

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 3-month probationary period. Absences during the period of probation will extend the probationary period. 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 applicants may 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 current annual salary scale; €57,028 - €60,675.

### **Applications Process**

Application by Cover letter and CV only (no special application forms are supplied.)

Preferably by email to [careers@mie.ie](mailto: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 17 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.*