

## **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 in Mathematics (Trinity Foundation Programme)**

10-month Casual 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 an Assistant Lecturer in Mathematics on the Trinity Foundation Programme (IFP), on a casual contract for a 10 month period, commencing in August 2025.

Trinity College Dublin, the University of Dublin, Ireland's leading University, has been offering an International Foundation Programme (TIFP) since September 2016, which is delivered at the campus of Trinity's Associated College, Marino Institute of Education. The International Foundation Programme provides a pathway for strong international students who are not yet academically qualified to directly enter undergraduate programmes in Trinity and who require additional support to meet the demands of studying academic subjects at University level through English as a second language. Students who successfully complete the International Foundation Programme and reach the required grades will gain entry to a range of first year of undergraduate degrees at Trinity.

We are seeking an innovative and involved faculty member to teach mathematics modules on the TIFP NFQ level 6. 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, and a willingness to contribute to the betterment of society through education.

**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 relevant third-level qualification, ideally at Masters level or higher.
- A minimum of three years of experience teaching mathematics, preferably within a third-level environment.
- A proven track record of achievement and innovation in the teaching and learning of Mathematics.
- Excellent communication and interpersonal skills with evidence of collaborating with colleagues within their assigned department and the wider MIE community
- Competence in online education, such as ePortfolios, blended, distance and flexible learning routes.

#### Desirable Criteria

- Experience of teaching in an international environment or to learners whose first language is other than English.
- Commitment to research in an area relevant to mathematics.

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

## **2. JOB DESCRIPTION**

### Reporting Relationship

The Assistant Lecturer in Mathematics (IFP) will reside within the Department of Policy and Practice, and will be required to carry out the duties attached to the post, under the general direction of the Course Leader of the IFP, and Head of Department. The appointee will report through the Course Leader of the IFP and 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.

### Duties and Responsibilities

The duties, include the following:

- Engage in lecturing duties up to 22 hours (or equivalent) per week.
- Module design, lecturing, tutorial work, and assessing in the area of mathematics (and possibly other areas) for the TIFP.
- Teach and assess modules in a variety of formats, including face-to-face and online.
- Develop innovative teaching, learning and assessment strategies.
- Engage in all the administrative duties/processes of the department, including participation in meetings of the department, the Institute, and other groupings.
- Attend and participate in all meetings of Courts of Examiners.
- Consult on an ongoing basis with students and the broader learning community.
- Promote the seven guiding principles of the Institute.

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. It should be noted that the performance of all duties is not necessarily confined to any one individual and 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.

#### **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 appointee will be required to submit monthly time sheets and will be paid in line with the Institute's hourly rates.

#### **Making of Applications**

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 Wednesday, 28 May 2025 at 4pm. 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.*