

## **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 Education with expertise in Policy and Practice**

10-month, fixed 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 Education with expertise in Policy and Practice, on a 10-month fixed-term basis, commencing in August 2025.

MIE is seeking an innovative and involved faculty member to teach modules in the area of policy and practice, including but not limited to, foundations of education, work placement culture and competency, assessment and evaluation, education leadership and communication for education.

The appointee will work as part of a team and will teach across undergraduate and postgraduate programmes at MIE, predominantly the BSc in Education Studies programmes and the B.Ed. programme. The appointee will also have general duties in the area of education, e.g., supervision of students on placement, undergraduate and postgraduate research supervision.

Commitment to high-quality teaching and learning in a student-centred 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):

To be considered for this post, applicants will require:

- a) A doctorate in education, or evidence of progress towards completion of a doctorate relevant to education.
- b) Relevant applied experience in higher education.
- c) A demonstrated capacity to deliver high-quality courses at undergraduate and postgraduate levels in at least one of the following areas: curriculum and assessment, work placement, Intercultural education, leadership, education research methods.
- d) Evidence of engagement in innovative practice.
- e) Knowledge of contemporary developments in the field of education policy and practice.
- f) Evidence of engagement in education research relevant to one of the following areas: foundation studies, curriculum and assessment, Intercultural education or leadership.
- g) Competence in online education, such as ePortfolios, blended, distance and flexible learning routes.

Desirable Criteria:

- a) A teaching qualification which qualifies the candidate to register with the Teaching Council.
- b) Lúofacht sa Ghaeilge

**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 they report, and to whom they are 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.

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 for undergraduate and postgraduate programmes.
- Demonstrate a commitment to pursuing a research agenda and publishing research.
- Development of e-portfolios with students across the continuum of early childhood and teacher education.
- Supervision of students engaged in undergraduate and postgraduate research.
- Engage in all the administrative duties/processes of the department including participation in meetings of the department, programme board, Institute, and other committees.
- Attend and participate in all meetings of Courts of Examiners and associated assessment duties.

- Supervise, mentor and advise students on placement and fulfil related duties.
- Participate 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 Institute.

Duties include lecturing on the undergraduate programmes, postgraduate 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.

## **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.

### **Probationary Period**

The appointment is subject to satisfactory completion of a 3-month probationary period. The probationary period may be extended at the discretion of the Institute but will not in any case exceed 6 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 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 appointment will be made at Assistant Lecturer salary scale, €58,750 - €95,107 (9 point scale)

**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 4pm, Wednesday 02 July 2025. 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.*