

ADVERT ID 229696

## General

### The Institute of Education

79 - 85 Lower Leeson Street Dublin 2



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Wed Feb 12 2025  
**Application Closing Date:** Wed Mar 12 2025  
**Commencement Date:** Mon Aug 11 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational

#### POST DETAILS

**Title:**  
Manager of Part-time School

**Description:**

The Institute of Education is recruiting a "Part-Time School Manager". The successful candidate will lead the weekly management of our Part-time school and assume full responsibility for delivery of weekly classes and short courses, as well as the management of the part-time school teaching staff. The role will be primarily based at our school campus on Leeson Street, Dublin 2.

**Key Responsibilities:**

**Teacher Management**

- Regular Teacher review meetings (feedback).
- Quality control of content review of notes / resources and quality control.
- Department management (across multiple subjects and year groups).
- Managing teacher absence effectively ensuring all classes and courses are taught.
- Regular effective communication e.g. emails / casual meetings.
- Oversee the provision of courses in satellite schools (Killester & Westmanstown)
- Feedback surveys.
- Peer review classes.

**Student and Parent Engagement**

- General communication.
- Feedback (student surveys).
- Follow up and resolutions to issues, complaints, and absences.
- Monitor student attendance.
- Provide a highly visible during classes and courses.

**Key Attributes**

- A collaborative team-player, a key contributor at senior management level and the leader of the part-time school.
- Student centric approach to the provision of teaching and learning.
- Exceptional organisational skills are necessary to excel in this role.
- An ability to communicate effectively internally and externally.
- People management skills.

- Appreciation for school management systems and processes, including learning management systems.

Key requirements:

- A minimum of 10 years' experience in teaching / teaching management school/college.
- Prior experience working with senior management.
- A minimum of 5 years experience in people management role.

#### APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	50002k
<b>Apply To:</b>	79 - 85 Lower Leeson Street Dublin 2
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 2
<b>Enquiries To:</b>	<a href="mailto:recruitment@instituteofeducation.ie">recruitment@instituteofeducation.ie</a>

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