ADVERT ID 234062

General

Marino Institute of Education

Griffith Ave Dublin 9 Dublin D09 R232
https://www.mie.ie

MAIN DETAILS

Status:	Deactivated
Level:	Higher & Further Education
Date Posted:	Fri May 9 2025
Application Closing Date:	Fri Jun 6 2025
Commencement Date:	Wed Aug 20 2025
Status of Post:	Permanent
Number of Vacancies:	1

POST DETAILS

Title:
Senior Lecturer and Head of Department of Policy and Practice

Description:
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

SENIOR LECTURER AND HEAD OF DEPARTMENT OF POLICY AND PRACTICE
5-year contract (with possibility of renewal)

GENERAL JOB DESCRIPTION
Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

MIE wishes to appoint a Head of Department, Policy and Practice, on a full-time, five-year basis, commencing August 2025, and invites applications for this post from interested applicants. This appointment will carry an allowance, which places the incumbent on the Senior Lecturer scale for the duration of the appointment.
The Head of Department of Policy and Practice, will assume a leadership and management role with responsibility for the wide-ranging work of the Department including the teaching, management, delivery, and as necessary, development of modules and programmes in education at undergraduate and postgraduate levels.
As Head of Department, the appointee will be responsible for the academic administration of the Department including budgetary management, staff annual work plans and workloads/duties, CPD and staff development. They must have developed research interests, and have experience in academic administration, including programme design, delivery, assessment and quality assurance. The appointee must have the ability to work with and lead the work of others in the Department. The successful applicant will be expected to collaborate closely on any programmes that are delivered on an interfaculty basis.

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:

(1) A relevant postgraduate qualification;
(2) At least three years teaching experience at third level, with evidence of innovative pedagogy;
(3) An active research profile, with an ability to support the research and scholarship of others;
(4) An in-depth knowledge of contemporary developments in the field of education, particularly in the field of education policy and practice.
(5) A proven track record in academic service and community service;
(6) Excellent people management skills, with a demonstrated capacity to inspire, motivate, lead, mentor and coach staff/colleagues and students;
(7) Excellent communication and interpersonal skills with evidence of collaborating with colleagues within the department and the wider community;
(8) Excellent organisational skills, with evidence of programme development and delivery, a capacity to prioritise activities, meet deadlines, and prepare submissions for internal and external purposes;
(9) A vision for the future development of the department in the context of the Institute's strategic plan.

Desirable Criteria
• A PhD/EdD in a relevant discipline.
• Inniúlacht sa Ghaeilge – competence in Irish.

NOTE: 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 Dean of Education: Policy, Practice, and Society, 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 Dean of Education: Policy, Practice, and Society, 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:
• Leadership of a programme(s), or area(s) of strategic importance for the Institute.
• The academic administration of the Department including budgetary management.
• Coordinating staff annual work plans and workloads/duties, CPD and staff development.
• Overseeing and working with programme leaders of programmes/projects residing within the Department.
• Academic administration, including syllabus design, delivery, evaluation and assessment of programmes.
• Working with and directing the work of others in the Department, including induction of new full-time and part-time staff.
• Collaborating closely on any programmes that are delivered on an interfaculty basis.
• Convening and contributing to Department meetings, and communicating regularly with Department members for the smooth functioning of the institute.
• Attending relevant meetings and events e.g. Open Day, CnaR, Academic Council, Programme Board, Recruitment Panels.
• Developing personal and Departmental research interests.
• Lecturing on undergraduate programmes (B.Ed., B.Oid., B.Sc. in Education Studies, B.Sc. in Early Childhood Education) and/or postgraduate programmes (including the PME and MES programmes), as required; and participating in the delivery of part-time and other programmes.
• Contributing to course design and policy formation at both undergraduate and postgraduate levels.
• Supervision of students on placement
• Act as academic tutor for students.

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 reassign staff to other areas of the Institute, in response to service needs. It should also be noted that the name of the Department may change following consultation with staff.

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 a candidate's application and that they clearly identify how they meet the specified candidate criteria.

Selection 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 professional registrations, and experience claimed by them and a minimum of two references.

Probationary Period:
The Employee's employment shall initially be subject to a probationary period of six months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of eleven 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
The 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 re-quirements 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 is €84,729 to €110,701 (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 or by post to:

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

Completed applications must be received by 4.00pm on Friday 06 June 2025.
Late applications will not be accepted.

The Marino Institute of Education is an equal opportunities employer.

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To:	Griffith Ave Dublin 9 Dublin D09 R232
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Postal District:	Dublin 9
Enquiries To:	careers@mie.ie
Website:	https://www.mie.ie

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