

ADVERT ID 235624

General

ISCOIL LTD

Acorn Centre Warrenmount Blackpitts Dublin 8 D08W2X8

<https://www.iscoil.ie>

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Thu May 29 2025
Application Closing Date: Tue Jun 17 2025
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

Education Quality Manager

Description:

iScoil, a registered charity, is an accredited online education service for young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from Tusla's Educational Welfare Service.

iScoil is at the forefront in designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based best practice. We believe that digital technologies bring real opportunity to redesign approaches to learning. iScoil has a committed and energetic team with a proven track record in delivering flexible, personalised, and innovative education programmes.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer certification opportunities
- Support progression to further education and employment

Purpose

The Education Quality Manager will foster innovation and academic excellence, provide academic leadership by coordinating curriculum development, manage a tutor team, and ensure implementation of quality assurance (QA) to meet Quality and Qualifications Ireland (QQI) requirements.

Responsible to: Director of Education

Key working relationships: Head of Experience and Development, Instructional Designer, Learning Technologist, Programme Manager, Mentors and Tutors

Responsibilities

Quality Assurance (QA)

Implement and maintain iScoil's QA system

Coordinate the QQI validation process

Manage the internal verification, external authentication, and results approval processes

Identify and provide solutions for gaps in programme quality

Approve programme content and ensure that all published information is up-to-date and accurate

Membership of the Academic Sub-committee and Results Approval Panel

Managing a remote team

Lead and support tutors in the delivery of a high-quality education programme that meets learner

needs

Identify training needs and coordinate regular training and Continued Professional Development (CPD) to tutors and mentors

Curriculum Management

Lead the ongoing development and enhancement of the curriculum, including the development of new education initiatives

Monitor and review courses, and the learner experience

Manage course development, including assessment, implementation, and evaluation

Source and make available innovative learning resources to meet student and tutor needs

Promote iScoil's model of learning and represent the organisation at formal meetings and conferences

Experience and qualifications

Essential:

A qualification at level 8 (or equivalent) on the NFQ in a relevant area

Minimum three years' experience in a similar role

Desirable:

Knowledge of QQI assessment and validation procedures, including familiarity with QQI policies and guidelines

Experience developing, implementing, and monitoring a QA system

Knowledge and experience in online learning, particularly in curriculum development

Proficient in the use of Google Workspace or other productivity software.

Experience of using a virtual learning environment (VLE) and customer relationship management (CRM) system

Knowledge and experience of educational disadvantage and the factors associated with educational disengagement

Skills and competencies

Leading and managing a remote team and promoting a culture of quality and innovation

Strong digital skills, experience with e-learning environments, and an understanding of technology-enhanced teaching, learning, and assessment

Strong project management skills including planning, implementation, monitoring, risk management, and review

Excellent teamwork and interpersonal skills, including the ability to build and maintain relationships with stakeholders and partners

Ability to work independently and manage workload in a team environment, with strong written and verbal communication skills

Terms and Conditions

Contract: This role is full-time. The appointment is subject to Garda vetting and reference checks

Location: This is a hybrid role with an office base at iScoil's office in Acorn Centre, Blackpitts, Dublin 8

Deadline for application: Tuesday, 17th June at 5pm

Interviews will take place on Tuesday, 24th June in iScoil

Applications: By CV and cover letter to recruitment@iscoil.ie with Education Quality Manager in the subject line.

iScoil is an equal opportunities employer

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Acorn Centre Warrenmount
Blackpitts
Dublin 8
D08W2X8

County: Dublin

Postal District: Dublin 8

Enquiries To: info@iscoil.ie

Website: <https://www.iscoil.ie>

Further Information: <https://iscoil.ie>

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