

ADVERT ID 244247

General

Marino Institute of Education

Griffith Ave Dublin 9 Dublin D09 R232

<https://www.mie.ie>

MAIN DETAILS

Status:	Active
Level:	Higher & Further Education
Date Posted:	Fri Sep 5 2025
Application Closing Date:	Mon Sep 22 2025
Commencement Date:	Wed Oct 1 2025
Status of Post:	Fixed-term
Number of Vacancies:	1

POST DETAILS

Title:

Dean of Education: Curriculum and Childhood

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

DEAN OF EDUCATION: CURRICULUM & CHILDHOOD

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 fill the position of Dean of Education, initially for a five-year period. The Dean will be responsible for strategic management of the School by providing leadership in the development and effective implementation of policies, procedures, and practices in relation to academic affairs and by assuming appropriate cross-faculty management responsibilities and for leading the Bachelor in Education degree programme. The Dean facilitates and supports programme delivery in the School of Education within guidelines established by Institute bodies (i.e. Governing Body and Academic Council) and other bodies with delegated authority, such as Leadership Team.

Ideally the Dean will retain a 20% teaching load and continue to engage in research. Normally the Dean will not have responsibility for a department; however, in the event of the absence of a department head, the Dean may need to assume responsibility for that department.

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 doctoral degree and hold Teaching Council registration (Route 1 or Route 2)
- Leadership, management and administrative capacity commensurate with effective and efficient discharge of the role;
- An in-depth knowledge of contemporary developments in the field of Education, most especially

relating to primary teaching and teacher education, and early childhood education;

- A sound understanding of the higher education landscape in Ireland and the challenges facing higher education;
- Familiarity with the higher education sector governance and regulatory framework;
- A good working knowledge of academic regulations;
- Excellent communication and interpersonal skills, with the ability to adapt communication style and technique to a wide variety of contexts;
- Demonstrable capacity to comfortably work with and effectively influence staff;
- Excellent analytical skills and a strong focus on organisational outcomes;
- A track record of successful leadership, team building and managing colleagues;
- Ability to foster a culture that develops talent and recognises achievement.

Desirable Criteria

- Inniúlacht sa Ghaeilge – competence in Irish.

Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge.

Applications are welcome from people who have a positive outlook to 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 Vice President Education and Strategic Development, to whom s/he reports, and to whom s/he is responsible to for the performance of these duties in the first instance. The appointee will be a member of the MIE Leadership Team and will liaise with the Dean of Education (Policy, Practice and Society), and Director of Research, Director of Placement, Heads of Departments, Course Leaders and other MIE personnel and with relevant institutional bodies in carrying out the duties attaching to the post.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the Institute.

Duties and Responsibilities

The duties include the following:

- Providing overall academic leadership within the School and to coordinate the faculty's strategic direction and in the process represent the School at key fora in the Institute and integrate the School's interests into the overall Institute strategy.
- Assuming leadership of the BEd programme
- Representing the interests of the School at MIE boards and committees or at other fora as directed by An tUachtarán;
- Attending regularly at, participating in, and reporting to the various MIE bodies to which the Dean is an ex officio appointee
- Acting as Co-Chair of Ceannairí na Ranna and other boards/committees
- Briefing Leadership Team members as required on developments in the School.
- Managing effectively staffing and resource issues within the School;
- Managing various directors, coordinators, sub-committees and administrators within the School within an appropriate reporting structure;
- Creating a supportive working environment for all staff in the School and fostering their career development;
- Holding ultimate responsibility for setting and marking all examinations in the School, conducting departmental examination standardisation meetings as well as attending meetings with external examiners;
- Holding responsibility for research ethics subcommittees which are held at programme and departmental level for undergraduate students, and at school level for postgraduate students;
- Chairing or attending meetings related to academic integrity matters and student appeals
- Being a consultant tutor for the placement elements of the B.Ed/PME/BSc ECE Degrees
- Being responsive to change, promoting and managing it effectively and participating in the development of Institutional structures which ultimately may lead to a redefinition of the duties and responsibilities of this post;
- Promoting and developing the MIE research agenda;
- Promoting a positive attitude towards the Irish language and its use within the Institute;
- Preparing documentation for and leading responses to quality review and academic and professional accreditation processes;
- Overseeing the preparation and updating of handbooks for all programmes within the school;
- Engaging with the Students' Union and co-leading the Staff-Student Liaison forum;
- Attending Student Disciplinary Committee meetings as requested
- Liaising with External Examiners;
- Acting as personal tutor to assigned students;
- And/or such other duties as may be assigned, from time to time, by An tUachtarán.

Duties pertaining to the post are broadly defined and the list of duties and responsibilities is not exhaustive. The performance of the entire list of 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 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 nominate a minimum of two referees.

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 €113,320 to €135,316 (7 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 Monday 22 September 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.

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

County: Dublin

Postal District: Dublin 9

Enquiries To: careers@mie.ie

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

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