



## **PROFESSIONAL DEVELOPMENT SERVICE FOR TEACHERS (PDST)**

### **Advisor for Digital Technologies (Primary)**

(To work primarily in West/North West region - Sligo, Mayo, Donegal,  
Roscommon and Galway)

### **Job description and general notes**

#### **1. Overview**

The Professional Development Service for Teachers (PDST) is a cross-sectoral support service under the remit of the Teacher Education Section (TES) of the Department of Education and Skills (DES) which offers professional development support to primary and post-primary teachers and school leaders. The work of the PDST contributes to school improvement by providing high quality Continuing Professional Development (CPD) on curricular and educational issues, fostering reflective practice and ongoing professional learning among teachers and school leaders.

One of the priorities for the Department of Education and Skills for the coming years is the implementation of actions set out in a new Digital Strategy for Schools (Enhancing Teaching, Learning & Assessment 2015-2020).

**The PDST currently has full-time secondment opportunities for the position of Advisor for Digital Technologies (Primary) who will primarily work in the West/North West region - Sligo, Mayo, Donegal, Roscommon and Galway. From time to time as outlined in Section 3 below it may be necessary to travel to other regions.**

**The closing date for applications is Thursday 28<sup>th</sup> March at 3pm.**



## 2. Job Description

Working under the direction of the Team Leader for Digital Technologies, the duties of the Advisor will be primarily concerned with the deliverables associated with the Digital Strategy for Schools. Priority tasks will include supporting the national dissemination of the Digital Learning Framework and Digital Learning Planning Guidelines and supporting clusters of schools included in the Schools Excellence Fund: Digital.

The Advisor will work with a team of PDST Advisors dedicated to the embedding of Digital Technologies in teaching, learning and assessment in schools and across the support services (ongoing team development) as well as a range of deliverables in the Digital Strategy for Schools. Particular emphasis to be given to Theme 1-Teaching, Learning and Assessment Using Digital Technologies and Theme 2-Teacher Professional Learning of the Strategy.

### **The advisor for Digital Technologies will have responsibility for:**

- Supporting the implementation of the Schools Excellence Fund: Digital
- Dissemination of the Digital Learning Framework and Digital Learning Planning Guidelines to school leaders, Digital Technologies coordinators and all other teachers through national seminars and workshops, webinars, online supports, direct school support and professional learning communities
- Contributing to the design and delivery of continuing professional development for the embedding of Digital Technologies in teaching, learning and assessment to teachers and school leaders in a range of settings: evening workshops, school-based support, facilitated cluster meetings, communities of practice, teacher professional networks and tutor professional learning
- Supporting the development of a strategic and collaborative approach to embed Digital Technologies in the work of all support services. Ensuring that professional learning is provided to meet identified needs
- Contributing to the training and development of seconded PDST advisors and part-time associates and local facilitators as required on the effective embedding of Digital Technologies
- Supporting online Communities of Practice for the effective sharing of information and resources
- Working with teachers and school leaders to develop exemplars of effective embedding of Digital Technologies in relation to teaching and learning strategies approaches and methodologies across a range of curricular areas
- Supporting inclusive approaches to teaching and learning using Digital Technologies



- Advising and supporting teachers and school leaders in school improvement; the school self-evaluation process and the implementation of the school improvement plan
- Assisting in the induction and training of new team members
- Working in partnership with education centre directors on collaborative projects and local initiatives as required
- Undertaking administrative tasks as required by PDST management and maintaining records of all work activity, providing regular reports to the management team

The responsibilities of the Advisor may vary in accordance with emerging needs and priorities and as assigned by the Team Leader.

*Flexibility will be required from advisors to work in a number of areas. Consequently the duties to be undertaken by the advisors will vary in accordance with emerging needs and priorities.*

### **3. Range of knowledge, experience and skills required:**

Ideally the successful candidate will have a range of expertise in the following areas:

- A knowledge of the education system generally
- Involvement in curricular innovation/development and/or experience in the design and delivery of teacher professional development including evidence of a capacity to mobilise and support teacher reflection, enquiry and classroom-based research
- A thorough understanding of the central components of effective teaching and learning including assessment of and for learning, active learning methodologies, curriculum integration and the promotion of higher order thinking skills
- Exceptional knowledge and expertise in the use of Digital Technologies to enhance teaching, learning and assessment
- Knowledge and experience of literacy, numeracy, special educational needs, DEIS, leadership and planning
- Knowledge and understanding of the School Self-Evaluation process
- Ability to support whole-school improvement
- Capacity to work independently and as part of a team
- Excellent interpersonal, communication, facilitation and presentation skills
- Capacity to work in specific and generic areas of support
- Ability to pro-actively organise and coordinate the work of others



- Excellent organisational and management skills
- Excellent skills and knowledge in relation to Digital Technologies
- An enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work
- Flexibility to meet the needs of the organisation, including a willingness to engage in travel and/or evening work as necessary.
- Experience of teaching through Irish, fluency in the language and willingness to work through the medium of Irish will be an advantage for this post but not essential

#### **4. Location**

- Successful candidates will be seconded to Dublin West Education Centre and will report to the PDST management team
- It will not be a requirement that the Advisor be based in Dublin West Education Centre. S/he will however, be required to travel there and elsewhere as necessary
- The successful candidate will be required to have their own means of transport and to possess and retain a full driving licence
- Public service travel and subsistence rates will apply and will be calculated from your local designated Education Centre, or home, as appropriate

#### **5. Eligibility**

- This post is open to all qualified teachers who hold a recognised post in a recognised school.
- Secondments shall be in accordance with the terms of the DES Secondment Circular – presently 0029/2018
- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and DES approval

#### **Department of Education & Skills Sanction**

- Each appointment is subject to the sanction of the DES
- No definitive offer of appointment can be made before sanction is given



### Contract

- Each successful candidate will be required to sign a secondment contract, which will provide for an on-going performance and development process.

### Other

- Each appointment is subject to evidence of Garda Vetting clearance and evidence of a satisfactory sick leave record being provided by the successful candidate to Dublin West Education Centre
- Each appointment is subject to satisfactory references, including from the applicant's current employer
- Dublin West Education Centre in consultation with the Department of Education and Skills reserves the right to re-advertise the post where it considers there are an insufficient number of eligible applicants. Eligible applicants will be informed and given the option of leaving their application on file
- The successful candidate will work exclusively for Dublin West Education Centre and may not take on other employments for the period of their contract without the appropriate approval

### 6. Salary

For secondment the salary for an advisor is in accordance with Category 4 as provided for by the 2003 Arbitration Award in respect of teachers on secondment, subject to the conditions outlined below.

Remuneration is at all times subject to the relevant DES or Department of Public Expenditure and Reform policies and regulations. Current Department of Education and Skills Pay Circulars will apply – current Circular is 0051/2018.

An Advisor (pre 2011 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, **plus**
- An honours primary degree allowance
- An honours Higher Diploma in Education allowance
- The standard Category 4 secondment allowance, which is pensionable (see table below)



Seconded Category	Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours H.D.E Allowance	Standard Secondment Allowance
4	Advisor	As Applicable	€4,918 pa	€1,236 pa	€10,130 pa

An advisor (post 1 January 2011 and pre 1 February 2012 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, **plus**
- An honours Higher Diploma in Education allowance **if the teacher already holds such an allowance**
- The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Honours H.D.E Allowance	Standard Secondment Allowance
4	Advisor	As Applicable	€1,236 pa	€10,130 pa

An advisor (post 1 February 2012 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, **plus**
- The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Standard Secondment Allowance
4	Advisor	As Applicable	€10,130 pa

All additional qualification and post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances.

The secondment allowance is payable while on secondment and shall not be retained in any capacity beyond the secondment period.



## 7. Selection Procedure

- Completed application forms should be submitted as an e-mail attachment to [recruitment@pdst.ie](mailto:recruitment@pdst.ie) by **Thursday the 28<sup>th</sup> March at 3pm**
- Selection will be by way of competitive interview
- Late applications will not be considered
- A selection committee will be established to carry out all aspects of the selection process
- Shortlisting may apply
- It is the responsibility of the candidates to make themselves available for interview on the appointed date, if invited to attend. Candidates should note that it may not be possible to provide an alternative date
- Those called for interview will be asked to make **a five minute presentation** to the interview panel focusing on the applicant's vision for the position and the contribution s/he could make to teacher professional development with PDST
- This interview will be competency based in line with the skills outlined in Part 3 above of the job description
- A panel may be formed from which future vacancies may be filled
- Canvassing directly or indirectly will disqualify applications
- Candidates will be responsible for all expenses incurred in connection with their application and interview

## 8. Release from Present Post

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned
- Successful candidates will be expected to be available to take up appointment as soon as possible. Commitment of release from your employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer to agree to the release of the successful candidate as per application form attached to the secondment circular 29/2018, which requires Part 3 of the application form to be signed by the School Principal and the Chairperson of the Board of Management/Chief Executive (ETB only).

## 9. Queries

Any queries in relation to this document should be emailed to [recruitment@pdst.ie](mailto:recruitment@pdst.ie)