



Team Leader for CPD Design and Research

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 development among teachers and school leaders.

Amongst the priorities for the Department of Education and Skills for the coming years are:

- Literacy including the Primary Languages Curriculum
- Numeracy
- Science, Technology, Engineering and Mathematics (STEM)
- Embedding Digital Technologies in Teaching and Learning as per the DES Digital Strategy for Schools
- School Self-Evaluation (SSE)
- Health and Wellbeing
- School Leadership
- Post-Primary Subjects and Programmes

The PDST currently has a full-time secondment opportunity for the position of Team Leader (CPD Design and Research).

The Team Leader, will report directly to the PDST Deputy Director for CPD Design and Research and will be a member of the management team of the PDST. S/he will be contracted on a secondment basis to Dublin West Education Centre.

The Team Leader will assist and support the Deputy Director for Research and Design in designing and developing all continuous professional development programmes for primary and post primary teachers, across all areas of priority, including related resources. Priorities for 2019 2020 will include the design of CPD and related materials for the revised curriculum for Primary Languages, STEM, Digital Technologies and the reform of Senior Cycle subjects.

The closing date for applications is Thursday March 28th at 3pm



2. Job Description

The Team Leader (CPD Design) will have responsibility for:

- Assisting and supporting the Deputy Director for CPD Design and Research in leading and managing the design of CPD material
- Working directly with other team leaders and advisors in designing ,managing and monitoring the design of CPD material
- Ensuring that all CPD designs are underpinned by a conceptual framework for CPD informed by relevant research on effective CPD
- Project managing a number of CPD designs simultaneously within defined standards and deadlines
- Ensuring the meaningful integration of core components as appropriate such as Digital Technologies, School Self- Evaluation , Inclusion and Assessment , into all CPD Design material
- Supporting team leaders in co-ordinating interagency design committee meetings and reporting on actions to be taken
- Remaining abreast of research regarding leading CPD practice towards informing CPD provision for all primary and post primary teachers
- Engaging in collaboration arrangements with relevant bodies including the NCCA, initial teacher education providers, other DES support services, Centre for School Leadership (CSL) Centres, Department Inspectorate and other relevant professional bodies with regard to the design of CPD material

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

The ideal candidate will possess a range of competencies and skills to support the role, in particular:

- Excellent project design, management and project delivery skills
- Excellent writing skills in keeping with PDST writing and language conventions along with an excellent ability to examine all CPD material for detail, consistency and expected standards
- Experience in innovative and creative CPD designs attached to the range of PDST priority areas
- Experience in the design of CPD for a range of CPD models – national seminars, workshops, teacher professional communities, and online provision
- The ability to lead and mobilise teams of people according to prioritised tasks including the ability to pro-actively organise and coordinate the work of others



- Knowledge and understanding of the role of research in CPD design, in informing strategic direction and in measuring the impact of CPD provision
- An enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work.
- A range of classroom teaching experience, thorough knowledge of national curricula and the operation of schools and relevant legislation
- In-depth knowledge of current and emerging education issues at primary and post-primary level
- Knowledge and experience of effective teacher education, school leadership, school self-evaluation and school improvement strategies
- Understanding of the role of digital technologies in the design and delivery of CPD and teaching, learning and assessment
- Experience in the facilitation of teacher professional development including evidence of a capacity to mobilise and support teacher reflection, enquiry and school-based research
- Excellent interpersonal skills
- A strong work ethic
- Experience of teaching though Irish, fluency in the language and willingness to work through the language of Irish will be an advantage for this but is not essential

Flexibility is a key feature of the role in order to meet the needs of the organisation, and so will include a willingness to engage in travel and/or evening work as may be reasonable and necessary for the proper performance of duties subject to the limits set down in the Organisation of Working Time Act 1997

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 Team Leader be based in Dublin West Education Centre. S/he will however, be expected to travel there and elsewhere as necessary
- Successful candidates 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 and 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 & 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 a Team Leader is in accordance with Category 3 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.



A Team Leader (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 3 secondment allowance, which is pensionable (see table below)

Seconded Category	PDST Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours H.D.E Allowance	Standard Secondment Allowance
3	Team Leader	As Applicable	€4,918 pa	€1,236 pa	€13,146 pa

A Team Leader (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 3 secondment allowance, which is pensionable (see table below)

Seconded Category	PDST Position	Teachers' Common Basic Scale	Honours H.D.E Allowance	Standard Secondment Allowance
3	Team Leader	As Applicable	€1,236 pa	€13,146 pa

A Team Leader (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 3 secondment allowance, which is pensionable (see table below)

Seconded Category	PDST Position	Teachers' Common Basic Scale	Standard Secondment Allowance
3	Team Leader	As Applicable	€13,146 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

- Selection will be by way of competitive interview
- Completed application forms should be submitted as an e-mail attachment only by **Thursday the 28th March at 3pm** to recruitment@pdst.ie
- 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, 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 5 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 and those set out in the application form
- 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 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