

## **ADVISOR FOR**

### **Post Primary Leadership**

#### **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.

Priorities areas for the coming years are:

- Literacy
- 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

Advisors provide local, regional and national professional development and support for teachers and school leaders in priority educational areas.

**The PDST currently has full-time secondment opportunities for the position of Advisor for Post Primary Leadership**

**The closing date for applications is Thursday the 21<sup>st</sup> February at 3pm**



## 2. Job Description

The Advisor will typically carry out a range of the following tasks:

- Deliver and facilitate continuing professional development associated with national priorities to teachers and school leaders in a range of settings including: PDST Leadership programmes (Misneach, Tánaiste, Forbairt), national seminars, evening workshops, school-based support, facilitated cluster meetings, communities of practice, teacher professional networks and on-line support.
- Work with school leaders to promote effective leadership practices and approaches.
- Work with teachers and school leaders to promote and demonstrate exemplars of effective teaching and learning strategies, approaches and methodologies across a range of curricular areas
- Support the embedding of Digital Technologies into teaching, learning and assessment
- Facilitate personalised learning and support inclusive approaches to teaching, learning and assessment
- Provide advice and support teachers and school leaders in relation to school improvement, SSE and the implementation of the school improvement plan
- Contribute to design and the preparation of resource materials for professional development and support
- Contribute to the maintenance and development of existing web-based support
- Provide targeted professional development support, as required, following whole-school evaluations.
- Provide support for schools in relation to aspects of Section 24 of the Education Act 1998
- Co-operate, liaise and maintain effective communication with the national director, deputy directors and team leaders and participate in PDST meetings and team events
- Maintain records of all work activity and provide regular reports to relevant team leaders of continuing professional development support provided to teachers and school leaders
- Co-operate, network and collaborate as required with other relevant bodies (e.g. Teacher Professional Networks/Learning Communities, Third Level Institutions, Colleges of Education, the DES inspectorate) in meeting the needs of teachers
- Collaborate with personnel in other support services (such as Junior Cycle for Teachers, National Induction Programme for Teachers etc.)
- Work in partnership with relevant agencies and management bodies (CSL, IPPN, NAPD, JMB, ETBs, ACCS) as appropriate.
- Work in partnership with education centre directors on collaborative projects and local initiatives
- Liaise and collaborate with other members of the team, associate trainers and local facilitators, as required, to ensure cohesion and consistency in service delivery and train and mobilise part-time personnel as required
- Co-operate with external evaluators of the service

*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 thorough knowledge of the education system generally
- An in-depth knowledge and understanding of the area for which you are applying
- A thorough understanding of the central components of effective teaching and learning including assessment of and for learning, active teaching and learning methodologies, curriculum integration and the promotion of higher order thinking skills
- A thorough understanding of the effective embedding of Digital Technologies in teaching, learning and assessment
- Knowledge and experience of literacy, numeracy, special educational needs, EAL, DEIS, STEM, leadership and planning
- Knowledge and understanding of the SSE process
- Understanding of other legislative requirements for schools (including Section 24 of the Education Act 1998)
- 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 proactively organise and coordinate the work of others
- Excellent organisational, management and Digital Technologies skills
- An enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work
- Experience of teaching through Irish, fluency in the language and willingness to work through the language of Irish will be an advantage for this post but not essential

#### Specific range of knowledge, experience and skills required

- Must currently hold the role of Principal or Deputy Principal in a recognised post -primary school.
- A thorough knowledge and understanding of school management and school leadership
- Proven experience in formal leadership and management roles
- Experience of teaching through Irish, fluency in the language and willingness to work through the language of Irish will be an advantage for this post but 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 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 21<sup>st</sup> February 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)