

## **Team Leader for Post-Primary Programmes (LCA, JCSP, LCVP) and Business Subjects**

### **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 continuing 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
- 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
- Curricular Reform including Primary and Post-Primary Subjects and Programmes

**The PDST currently has a full-time secondment opportunity for the position of Team Leader for Post-Primary Programmes and Business Subjects as follows;**

- **LCVP, JCSP and LCA programmes**
- **Business and Enterprise, Economics, Accounting**

S/he will work as part of a middle-management team and will report directly to the senior management team of Deputy Directors and the National Director. Planning and delivery of CPD to support the introduction of the revised LCA programme and Leaving Certificate Economics specification will be priorities for 2018/2019

**The closing date for applications is 3pm on Thursday 13 September.**

## 2. Job Description

The Post-Primary Team Leader for the above subjects and programmes will have responsibility for:

- Leading and managing the team of full-time advisors with expertise in these areas
- Leading and managing the design of CPD and its delivery through a variety of models
- Planning, scheduling, monitoring and evaluating national and regional CPD events
- Managing school support applications for the relevant subjects/ programmes and allocating caseloads to advisors within the Team
- Monitoring, recording and extraction of CPD support data entered by the Team into the PDST Data Management System
- Managing budget lines for the above subjects and programmes including preparation of the annual budget and ongoing monitoring of expenditure
- Leading and managing the team of part-time associates in the relevant subjects and programmes
- Co-ordinating the training and development of the full-time advisor team and part-time associates
- Providing resources for the team of advisors
- Planning the induction and training of new team members
- Managing the preparation and provision of resource materials as part of the professional development and support programmes
- Ensuring the relevant CPD programmes support the embedding of Digital Technologies into teaching, learning and assessment
- Ensuring that the relevant sections of the PDST website are maintained and up-to-date
- Supporting the senior management team in co-ordinating the work of PDST
- Liaising and working with educational bodies/third level institutions, the Department inspectorate as appropriate
- Undertaking administrative tasks as required by senior management
- Writing reports and managing documentation
- Organising and maintaining effective communication

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

## 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 interpersonal skills
- Leadership knowledge and skills

- Excellent negotiation, staff management and motivation skills, and proven ability to lead and manage change
- A strong work ethic
- Project management and delivery skills
- A range of teaching experience, very good knowledge of national curricula, the operation of schools and relevant legislation (including Section 24 of the Education Act 1998)
- Knowledge of current and emerging education policy and research
- Knowledge and experience of effective teacher education, school leadership, SSE and school-improvement strategies
- Experience in the design, development and provision of teacher professional development including evidence of a capacity to mobilise and support teacher reflection, inquiry-based learning and school-based research
- The ability to pro-actively organise and co-ordinate the work of others
- An understanding of the role of digital technologies in teaching, learning and assessment
- 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 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 post-primary 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 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 DES 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 employment 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 0083/2017.

A Team Leader (pre 2011 entrant) 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 @ 1/1/2010	€1,236 pa @ 1/1/2010	€13,146 pa @ 1/1/2010

A Team Leader (post 1 January 2011 and pre 1 February 2012 entrant) 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 @ 1/1/2010	€13,146 pa @ 1/1/2010

A Team Leader (post 1 February 2012 entrant) 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 @ 1/1/2010

Post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above

secondment allowances.

## 7. Selection Procedure

- Selection will be by way of competitive interview
- Completed application forms should be submitted as an e-mail attachment only by **3pm on Thursday 13 September** to [recruitment@pdst.ie](mailto: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 the 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 applicants
- 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 (e.g. Chairperson of the Board of Management). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management) is in a position to release the successful applicant

## 9. Queries

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