



PDST Reading Recovery ©Teacher Leader

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.

Amongst the priorities for the Department of Education and Skills for the coming year is the implementation of proposals to improve Literacy and Numeracy in both primary and post-primary schools. PDST is seeking as **Reading Recovery ©** teachers to train as **Reading Recovery ©** teacher leaders during the school year 2019/2020 with a view to working as seconded advisors with the PDST primary literacy team from September 2020.

Applicants are sought for the following Reading Recovery centres.

- Marino Institute of Education, Dublin
- Dublin West Education Centre
- Kilkenny Education Centre
- Galway Education Centre
- Cork Education Support Centre /Limerick Education Centre (shared)
- Monaghan Education Centre

Reading Recovery © is a school based short term literacy programme designed for children aged between 5 years and 9 months and 6 years and 6 months who are the lowest literacy achievers after their first year at school. **Reading Recovery ©** assists children in developing more effective literacy strategies so that they will be able to continue to work at the average level of their classmates and so progress satisfactorily in their own schools' class programme.



2. The Reading Recovery© Teacher Leader Training Programme

The training programme which will begin in September 2019 will involve:

- travelling to attend lectures at a location in the UK for 3-day blocks once a month throughout the academic year
- participating in online sessions and virtual classroom based sessions
- receiving individual trainer visits to support their teaching of children across the year
- shadowing sessions at existing initial teacher courses in other Reading Recovery Centres
- teaching Reading Recovery with 4 pupils in the participant's 'base school'
- attending the residential European Teacher Leader Development Meeting annually for accreditation – this is held in the London Institute of Education.

Further learning opportunities will be organised online to give a regular and regulated structure to the daily work in schools and the full-time course work/fieldwork commitment.

- Costs associated with the programme e.g. accommodation/ travel and subsistence/fees/books will be reimbursed.
- Provision will be made to fund substitute cover in the teacher's school to allow for travel and attendance at the training programme.
- It is essential that applicants would be available to commence the training course week of 1st September 2019. This is a provisional date and is subject to change. The pattern of attendance during this first week is usually 3-5 days.
- Following successful completion of this training, candidates will be seconded as advisors with the PDST from 1st September 2020.

PLEASE NOTE THAT IF FOR ANY REASON A SUCCESSFUL CANDIDATE FINDS THAT THEY WILL BE UNABLE TO ATTEND ANY PART OF THE TRAINING YEAR 2019/20 IT WILL NOT BE POSSIBLE TO PROCEED WITH THE APPOINTMENT.

3. Job Description

An Advisor with PDST will carry out the following tasks:

- assist Reading Recovery© teachers in solving literacy problems of individual children



- provide assessment training for teachers
- teach a training group of approximately 12 teachers for 18 sessions after assessment training
- develop and follow the training programme to comply with Reading Recovery© and National Guidelines
- support teachers through school visits during and after the training year
- teach 4 children on the Reading Recovery© programme daily
- collect and submit programme data on Reading Recovery© children, teachers and schools to the Reading Recovery© National Network on a yearly basis
- help teachers maintain records of children's outcomes in order to monitor the long term effectiveness of the programme
- use the research data to promote Reading Recovery ©within the Education system
- attend cluster professional development meetings and advisory group meetings
- work collaboratively with all members of the PDST literacy team in the design of literacy professional development materials and the delivery of generic literacy supports.

Flexibility will be required with regard to duties to be undertaken in accordance with emerging needs and priorities.

4. Range of knowledge, experience and skills required

Applicants should ideally have a range of expertise in the following areas:

- 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 knowledge of the education system generally and an in-depth knowledge of the curriculum at primary level
- in-depth knowledge and expertise in a particular area such as language teaching (English and/or Irish), literacy, numeracy, learning-support, special educational needs, DEIS, EAL, planning, curricular areas, school self-evaluation
- 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, management and Digital Technology skills



- 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 the medium of Irish and fluency in the language will be an advantage.

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.

5. Location

- Successful candidates following completed training will be seconded to Dublin West Education Centre from 1st September 2020 and will report to the PDST management team.
- Successful candidates will be based in a Reading Recovery© base centre in one of the following:
 - Dublin West Education Centre
 - Marino Institute of Education
 - Galway Education Centre
 - Cork and Limerick Education Centres (shared)
 - Kilkenny Education Centre
 - Monaghan Education Centre
- Successful candidates will be expected to travel to schools in the Region(s) supported by the Education Centre to carry out school visits.
- 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.

6. Eligibility

All applicants for **Reading Recovery © teacher leader** training must be trained Reading Recovery teachers with experience of implementing the programme in a school setting.

It is desirable that all applicants for **Reading Recovery ©teacher leader** training are currently assigned to Learning Support duties at their own school.



- 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

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 contract, which will provide for an on-going performance and development process.

Other

Successful applicants are

- 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
- 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

At the point of secondment as Advisor the successful candidates 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 (i.e. from September 2020)



7. Salary

At the point of 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.

8. Selection Procedure

- Completed application forms should be submitted as an e-mail attachment to recruitment@pdst.ie by 3 p.m. on 14 March 2019
- 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

9. Release from Present Post

- It is a matter for successful candidates to secure the agreement of their school authorities for release to:
 - Undertake training as outlined above for the school year 2019/2020
 - Take up a seconded post with PDST from 1st Sept 2020
- Schools should be made aware of the following:
 - The **Reading Recovery @ teacher leader** in training (2019/20) will be in school for the first two contact hours in the morning to teach four Reading Recovery children, after which the teacher is gone for the day as a full time student.
 - Substitute cover is provided for the balance of the teacher's caseload.
 - Following the training year, the teacher will be seconded full-time to PDST.
- Successful candidates will be expected to be available for training from 1st September 2019. Commitment of release from your employer will be required.

10. Queries

Any queries in relation to this document should be emailed to recruitment@pdst.ie