

Post-Primary Languages Ireland | Languages
Connect.

Open competition for the appointment of
Modern Foreign Languages in Primary School –
Project Assistant

Information Booklet

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Information Booklet

Modern Foreign Languages (MFL) in primary school - Project Assistant

1. The Appointment

Post-Primary Languages Ireland (PPLI) works to implement key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2022-2026 (links to the strategy documents are available [here](#)), diversifying, enhancing and expanding the teaching and learning of foreign languages. Further details about PPLI and its work are available [here](#) and [here](#).

As part of its remit, PPLI supports the Department of Education in the implementation of the redeveloped Primary Curriculum, specifically in the area of the introduction of Modern Foreign Language education in primary schools. The areas of competence for PPLI are as follows: 1) Administration of Say Yes to Languages (SYTL), a 10-week language sampler module; 2) Oversight of a foreign language upskilling scheme for primary teachers; 3) Development of resources and other supports.

PPLI wishes to appoint a Project Assistant to support its work in any of the three areas listed above.

PPLI is a diverse team of experts who successfully deliver high-quality projects in the area of foreign language education and awareness raising. PPLI is known for its professionalism, innovation, versatility, and strong work ethic. It supports a wide variety of stakeholders including government departments, education agencies, schools and teachers, and many other partners.

The post is a full-time one-year fixed-term contract.

Applications Close: Monday 05th August 2024 at 5pm

Link to the application form: <https://www.surveymonkey.com/r/PPLIProjectAssistant>

2. Job Specification

The purpose of the job is to support the primary team within PPLI in its areas of competence, reporting to the Team Manager.

The duties of the Project Assistant will include, but are not limited to the following:

- Develop and manage operational and administrative systems for the delivery of the Primary Sampler Module *Say Yes to Languages* in primary schools
- Assist the Team Manager in all aspects relating to the language upskilling scheme
- Act as a contact person with operational duties within the primary team
- Promote and disseminate the work of the primary team
- Liaise with relevant education sector stakeholders
- Carry out duties involving organisational and administrative tasks
- Manage and administer the application process for the provision of resources and training in relation to SYTL

- Provide checks and controls regarding the processing of grants and other payments
- Apply good governance to data management, budgeting, risk assessment, finance, and reporting
- Support the management of the implications of the work on the wider team
- Respond to and address a multitude and diversity of queries from schools, principals, teachers, and tutors
- Support the planning and execution of strict timelines in relation to the delivery and implementation of SYTL across two separate terms in schools
- Liaise with team members in relation to design and production of relevant resources
- Create and manage an order list of resources
- Manage the logistics of provision and delivery of resources to schools
- Maintain and share a database of interested external teachers/tutors
- Co-ordinate the delivery of information sessions to hosting class teachers and school management teams
- Update online resources, collateral, information and FAQs
- Administer surveys, gather feedback and analyse same as part of ongoing work review
- Support all team members as required
- Any other duties assigned from time to time by the Team Manager or other members of management

3. Requirements, Skills and Competencies

Skills & Competencies:

- Excellent Organisational Skills
- Excellent Interpersonal & Communication Skills
- Flexibility
- Teamwork and working independently
- People management
- Analysis & Decision Making
- Delivery of Results, on time, within budget and sometimes under tight deadlines and high-pressure
- Drive & Commitment to Promoting Foreign Languages

Minimum requirements:

- Educated to degree level or equivalent
- Previous experience in a role in which you have demonstrated the required competencies including organisational skills and delivery of results, ability to analyse information and present it clearly, interpersonal skills, and making recommendations
- Willingness to provide support in all areas of *Say Yes to Languages*
- Ability to work independently and also as part of a team
- High level of digital literacy and working knowledge of the Microsoft 365 package
- Be eligible to work in Ireland

Desirable:

Competence in a foreign language (in addition to English/Irish) is desirable, as well as a positive attitude towards foreign languages.

The above-listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

The post is a full-time position contracted for one year initially. A six-month probationary period will apply.

4. Salary

The salary will be €34,483 which is analogous to Point 1 on the Civil Service Executive Officer NPPC salary scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

5. Hours of Attendance

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

6. Annual Leave

The annual leave allowance will be 23 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week and is exclusive of the usual public holidays.

7. Location

PPLI is currently based at The Digital Hub Dublin 8. Attendance at the office is required as instructed.

8. Equal Opportunities

PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

9. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references.

Final selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

10. Preparing for interview

Please prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Modern Foreign Languages (MFL) in primary school – Project Assistant in PPLI.

- People Management and Teamwork
- Analysis & Decision Making
- Delivery of Results
- Interpersonal & Communication Skills
- Knowledge, Expertise and Self Development
- Drive & Commitment to Promoting Foreign Languages

For each competency, you may be asked to give examples from your career to date that best illustrate how you have developed and used this competency.

11. Eligibility

Must be eligible to work in the Republic of Ireland.

Candidates are not eligible to apply if they have availed of the public service early retirement schemes.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

12. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

13. Attendance at interview

Interviews for the post will be held in August 2024. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

14. Deeming of candidature to be withdrawn

Applicants who-

- a. do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
- b. or do not attend the interview at the time and place appointed,
- c. or, when offered an appointment, do not accept the appointment and take up duty as arranged; shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

15. Queries

If you have any queries in relation to the process or the role, please contact info@ppli.ie