

Post-Primary Languages Ireland

Open competition for the appointment of
Education Officer for Languages Connect
Primary

Information Booklet

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Education Officer Languages Connect Primary in Post-Primary Languages Ireland

1. The appointment

Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education in Ireland of diversifying, enhancing and expanding the teaching of foreign languages in schools and implements key actions in *Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026* (links [here](#)). Further details about PPLI and its work is available at <https://ppli.ie> and <https://languagesconnect.ie/>

The opportunity has arisen for the assignment of an Education Officer to develop, lead, and support the team with responsibility for supporting the language upskilling and resources development that will be required to support implementation of the new MFL specification in primary, as well as ensuring that the Say Yes to Languages module is used to maximum effect in the context of preparing for the introduction of MFL to the primary curriculum. The education officer will ensure that an environment is sustained in PPLI that underpins high quality in leadership, project management, and staff support.

The post is a full-time position. In the case of a teacher in Ireland contracted on secondment, the Secondment Agreement is for one year with a four-month probationary period which can be extended to six months. In the case of other candidates, the contract is a one-year fixed term contract with a four-month probationary period which can be extended to six months.

The Primary Education Officer will report to the Primary Manager.

2. Requirements

Applicants should have:

- A degree in a foreign language and/or a relevant qualification;
- Minimum level of CEFR B2 in at least one foreign language;
- In-depth understanding of the Irish education system; the Languages Connect strategy, and the newly developed Primary Curriculum Framework;
- Relevant experience in primary level education;
- Experience and expertise in the use of active learning methodologies and other up-to-date pedagogies and approaches to teaching and learning;
- Proven record of managing complex projects, meeting deadlines, and achieving results.

Required Competencies:

- Project management (inc planning & organisation, ability to multi-task, prioritise where necessary, flexibility, working on own and as part of a team);
- Judgement, analysis and decision making;
- Delivery of Results;
- Approach an evolving programme of work in a culture of improvement, collaboration, innovation, and creativity;
- Leadership inc interpersonal skills, motivating/inspiring others both within the team and with external stakeholders;

- People management (performance management, mentoring, supporting)
- Communication skills including competence to engage stakeholders and partners;
- Professional knowledge and expertise including capacity to prepare and deliver workshops, training, presentations, digital and area specific expertise;

3. Responsibilities

The responsibilities associated with Languages Connect Primary Education Officer as outlined below will include some of the following depending on the skill set of the Education Officer and the needs of PPLI:

- Collate and analyse data on language competence among primary teachers and plan language upskilling to include course options and variables
- Prepare detailed breakdown of deliverables and deadlines over a 5-year timeline
- Oversee and manage the achievement of deliverables over time
- Recruit interest in language upskilling among course providers including Education Support Centres, HEIs, cultural institutes and other potential course providers
- Prepare and oversee Memorandum of Understandings with a variety of language upskilling providers
- Create a system to track teacher participation in language upskilling courses over time
- Provide advice and training to tutors recruited to deliver upskilling courses, where relevant
- Maintain effective communication with all course providers and teachers/schools
- Design language upskilling courses to be submitted for approval as EPV-days approved courses
- Deliver information sessions to hosting class teachers and school management teams
- Develop, prepare, and deliver resources and supports for teaching and learning to support delivery of MFL curriculum
- Assess teachers' needs via research and surveys, to include research of models available in other jurisdictions
- Establish and maintain working relationships with schools, Department of Education, and all other relevant stakeholders
- Investigate opportunities for working with FLAs and post-primary teachers
- Manage training of, and collaboration with, PPLI associates

The above illustrates the responsibilities but these will not be limited to the above. Education Officers will work with the Primary Manager to prioritize and re-organize the work depending on current priorities as guided by the Department of Education. The Education Officer must undertake all work assigned or reassigned to them so that assigned roles and responsibilities continue to be relevant to the work of PPLI.

4. Remuneration

Remuneration is based on the Education Officer salary scale, The first point on the scale is €60,161 (NPPC) for those who are not seconded teachers and €63,223 (PPC) for seconded teachers:

Non-Personal Pension Contribution (Non-PPC):

This rate will apply where the appointee is not required under law to make a Personal Pension Contribution.

Scale	1	2	3	4	5	6	7
Long Service							
Current Salary	€60,161	€63,989	€66,709	€69,550	€72,377	€75,177	€78,703
8	9	10	11	12	13		
			NMAX	LSI1	LSI2		
€82,840	€87,740	€92,708	€96,744	€99,872	€102,992		

PCC:

Scale	1	2	3	4	5	6	7
Long Service							
Current Salary	€63,223	€67,247	€70,113	€73,094	€76,071	€79,016	€81,494
8	9	10	11	12	13		
			NMAX	LSI1	LSI2		
€87,205	€92,358	€97,592	€101,841	€105,122	€108,412		

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

In respect of new entrants to the public service as defined in Circular 18/2010, Government policy dictates that all posts be filled at the first point of the scale. However, a person appointed on secondment from within a Department of Education-funded school with a roll number who has higher earnings than the first point of the Education Officer scale may be placed on an appropriate point on the relevant scale in accordance with Government pay policy. Please note allowances and their application are the subject of ongoing review by the Department of Public Expenditure and Reform and may be subject to change. In addition, please note that the rate of remuneration may be adjusted from time to time in line with Government pay policy and that the salary is subject to all statutory deductions including Pension Related Deduction.

5. Annual Leave

The annual leave allowance will be 30 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 on the basis of a five-day week and is exclusive of the usual public holidays.

6. Location

PPLI is currently based in The Digital Hub Dublin 8. Currently, some of your work may be conducted from home. The amount of time required to be present in the office will vary.

7. Equal Opportunities

PPLI is an equal opportunities employer.

8. 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, the interview, and satisfactory references (referees will not be contacted without the candidate's prior agreement).

Final selection will be on the basis of a **competency 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 and the responsibilities of the post. Candidates shortlisted for interview will be asked to provide details of two current referees. Candidates will be contacted before referees are consulted.

Application Content

Please apply at: https://www.surveymonkey.com/r/Education_Officer_for_Primary

Application timeframe

Please submit your application by Friday 13th December midday.

9. Preparing for the interview

Please prepare a five-minute presentation on what, in your opinion, can make the implementation of MFL in the primary curriculum successful and how you envisage your role in the context of the job responsibilities outlined in paragraph 3 above.

For each competency, you are asked to give an example from your career to date that best illustrates how you have developed and used this competency. It is essential that you describe how you demonstrated the competency in question required for the position of Education Officer in PPLI.

There will be an opportunity at interview to demonstrate a foreign language competency. Shortlisted applicants will be informed of the details in relation to this.

10. Confidentiality

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

11. Attendance at interview

It is envisaged that interviews for the post will be held in January 2025 in person. 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.

12. Deeming of candidature to be withdrawn

Applicants who-

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

13. Queries

Please contact [Karen Ruddock](#) for further queries.