

Post-Primary Languages Ireland

Open competition for the appointment of
Languages Connect Primary Manager

Information Booklet

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Languages Connect Primary Manager 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 a Primary Manager (Education Officer with manager's allowance) to develop, lead, and manage 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 manager will ensure that an environment is sustained in PPLI that underpins high quality in leadership, project management, and staff support.

PPLI is looking for a leader that will motivate, empower, and support a positive primary team and work environment as well as deliver on the above. The candidate will have a vision for development leading to delivery of the support required for primary teachers during implementation of the new specification and associated outcomes.

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 Manager will report to the Director of PPLI.

2. Requirements

Applicants must have:

- A degree in a foreign language and/or a relevant qualification with minimum level of CEFR B2;
- 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 including coaching, mentoring, performance management,
- Communication skills including competence to engage stakeholders and partners;
- Professional knowledge and expertise including capacity to prepare and deliver workshops, training, presentations, and with digital and area specific expertise;

3. Responsibilities

The responsibilities associated with Primary Manager as outlined below are:

Responsibilities:

1. Lead the Primary Projects

- Maintain continuous oversight of the primary work and its implications on the wider team
- Oversee the achievement of deliverables in relation to all workstreams
- Oversee input in relation to teaching and learning
- Manage the planning of the programme of work.
- Provide quality assurance in relation to all aspects of the project to future-proof implementation of both the Foreign Languages Strategy and the new Primary Curriculum Framework
- Liaise and collaborate with all project and programme stakeholders inc NCCA, Oide, Leargas and The Department of Education and seek new opportunities for collaboration
- Promote availability of the Say Yes to Languages programme and recruit interest from new schools
- Oversee the development of relevant communications campaigns and dissemination of same
- Keep abreast of other relevant strategies and policies
- Co-ordinate ongoing programme review and liaise with the Department of Education
- Onboard new members of staff and manage distribution of work
- Advise and input on the needs of pupils, teachers, school leaders, and schools.
- Conduct relevant research and prepare documents and reports related to the work. Commission independent research where relevant.

2. Manage the team and collaborate with other managers to support management of the team as a whole.

- Conduct ongoing and performance management of team and lead the team in a continuous process of self-evaluation
- Empower staff to lead in their varied roles and projects
- Be responsible for supporting the wellbeing of team members and team development.
- Foster professional development opportunities.
- Foster a commitment to inclusion, equality of opportunity and the holistic development of each member of the team.
- Manage challenging and complex situations in a manner that demonstrates equality, fairness and justice.

3. Lead development of projects

- Communicate the guiding vision for the primary team and lead its realisation in the context of the work of PPLI.
- Support focused project selection.
- Oversee the planning and scheduling of projects and ensure that these are adequately prepared and resourced.
- Set objectives, roles & responsibilities and ensure that work is delivered in a timely manner.
- Attend and present at relevant conferences and seminars.
- Carry out further related work at the request of the Director.

The above illustrates the responsibilities but these will not be limited to the above. The Director will work with the Primary Manager to prioritise and re-organise the work depending on the current programme of work as set out by the Department of Education. The manager 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.

An additional non-pensionable allowance of €10,174 will be paid for the performance of the duties of the Primary Manager as set out above, for the duration only of performing the work of the Primary Manager.

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 the public service education sector 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 will be conducted from home. The amount of time required to be present in the office may change.

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

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 appointments and the responsibilities of the posts. 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/PrimaryManageratPPLI>

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 Primary Manager 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.