

Post-Primary Languages Ireland

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

Information Booklet

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1. The appointment

Post-Primary Languages Ireland (PPLI) works to implement the policy of the Department of Education and Youth 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/Languages Connect 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 are 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/Languages Connect that underpins high quality 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 six-month probationary period which can be extended. In the case of other candidates, the contract is a one-year fixed term contract with a six-month probationary period.

The Primary Education Officer will report to the Primary Manager.

As part of the recruitment process, PPLI//Languages Connect intends to establish a panel of Education Officers. The panel will remain in place until August 2028.

2. Requirements

Applicants must (on the latest date for receipt of completed applications):

- Have in-depth understanding of the Irish education system, the Languages Connect strategy, and the Primary Language Curriculum
- Hold a qualification to teach at primary level
- Have relevant experience in primary level education
- Have experience and expertise in the use of active learning methodologies and other up-to-date pedagogies and approaches to teaching and learning of languages
- Have a proven record of managing complex projects, meeting deadlines, and achieving results
- Possess a minimum level of CEFR B2 in at least one foreign language
- Have excellent communication and presentation skills and the ability to write to a very high standard
- Be proficient in Microsoft Office

Desirable Skills and Qualifications:

- Hold a qualification in a foreign language and/or a relevant qualification;
- Irish language skills to carry out work through the medium of Irish;
- Have familiarity with CEFR and CEFR Companion Volume.

Required Competencies:

- Project management (including planning & organisation, ability to multi-task, prioritise where necessary, flexibility, working independently and as part of a team)
- Judgement, analysis and decision making
- Management and delivery of Results
- Leadership, including interpersonal skills, motivating/inspiring others both within the team and with external stakeholders
- Research and Report writing
- Interpersonal and communication skills, including competence to engage stakeholders and partners
- Professional knowledge, expertise, and self-development, including digital expertise and capacity to prepare and deliver workshops, training and presentations

3. Responsibilities

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

- Prepare detailed breakdown of deliverables and deadlines for projects
- Oversee and manage the achievement of deliverables of projects
- Manage, develop and enhance the Foreign Language Upskilling Scheme, by engaging with a range of providers, including Education Support Centres, HEIs, Cultural Institutes and Embassies
- Evaluate the impact of programmes
- Provide advice and training to tutors recruited to deliver upskilling courses, where relevant
- Maintain effective communication with all course providers and teachers/schools
- Deliver information sessions to hosting class teachers and school management teams in the context of Say Yes to Languages
- Develop, prepare, and deliver resources and supports for teaching and learning to support delivery of MFL curriculum
- Assess teachers' needs via research and surveys
- Establish and maintain working relationships with schools, Department of Education, and all other relevant stakeholders
- Manage training of, and collaboration with, associates
- Support the delivery of messages to the wider public through articles, presentations and newsletter items. Prepare project reports and conduct evaluation of programmes
- Represent PPLI/Languages Connect at events such as conferences, give presentations, facilitate workshops

The above illustrates some of the responsibilities, however, these will not be limited to the above. Education Officers will work with the Primary Manager to prioritise and re-organise the work depending on current priorities as guided by the Department of Education and Youth. Education Officers must undertake all work assigned to them so that assigned roles and responsibilities continue to be relevant to the work of PPLI /Languages Connect.

4. Remuneration

Remuneration is based on the Education Officer salary scale. The first point on the scale is €62,598 (NPPC) for those who are not seconded teachers and €65,783 (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
Salary	€62,598	€66,581	€69,410	€72,367	€75,309	€78,222	€81,891
	8	9	10	11	12	13	
	€86,195	€91,294	€96,463	€100,663 NMAX	€103,917 LSI1	€107,164 LSI2	

PPC:

Scale	1	2	3	4	5	6	7
Salary	€65,783	€69,971	€72,952	€76,055	€79,152	€82,216	€84,795
	8	9	10	11	12	13	
	€90,736	€96,098	€101,544	€105,966 NMAX	€109,379 LSI1	€112,803 LSI2	

LSI¹ After 3 years satisfactory service at the maximum.
LSI² 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 /Languages Connect is currently based in The Digital Hub, Dublin 8. Flexible working arrangements can be considered. The amount of time required to be present in the office will vary.

7. Equal Opportunities

PPLI /Languages Connect is an equal opportunities employer.

8. Shortlisting and format of the competition

PPLI /Languages Connect reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement. Applicants may appeal the shortlisting decision.

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.

Applicants may be set a task. This will require to produce a short, written document produced on a PC, which will be made available to the interview board to assist them in making a final decision. Applicants may also be asked to prepare and present a short presentation on their vision for modern foreign languages in primary school. Applicants may also be asked to demonstrate evidence of their foreign language skills. Further details of the tasks will issue to shortlisted candidates.

Candidates shortlisted for interview will be contacted before referees are consulted.

Application

Please apply at:

<https://ppli.questionpro.eu/Application-Form-Education-Officer-Primary>

Application timeframe

Please submit your application by 12:00 (noon), Tuesday, 02 June 2026.

9. Confidentiality

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

10. Attendance at interview

It is envisaged that interviews for the post will be held in June 2026, in person, at the PPLI /Languages Connect office. 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 in their application form. PPLI /Languages Connect will not be responsible for expenses incurred by applicants.

11. Deeming of candidature to be withdrawn

Applicants who-

- (a) do not, when requested, furnish such evidence as PPLI/Languages Connect requires regarding any matter relevant to their candidature
or
- (b) do not attend the interview at the time and place appointed
or
- (c) when offered appointment, do not accept appointment and take up duty as arranged

shall, unless PPLI/Languages Connect in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

12. Queries

Please contact francesca.lamorgia@ppli.ie for further queries.