



HEAD OF DEPARTMENT OF LANGUAGE AND LITERACY EDUCATION (ASSOCIATE PROFESSOR)

Permanent Post

GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral Degree (Level 10). Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE AND SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint a Head of Department of Language and Literacy Education commencing September 2024 on a permanent basis. This appointment will be at Associate Professor (Senior Lecturer) level.

This is a most exciting opportunity to lead a diverse, research-active multi-disciplinary team in Language and Literacy (English and Gaeilge) and taught postgraduate studies. The Department of LLE is responsible for managing a range of programmes from level 10 (doctoral) through to level 8 (undergraduate). The Head of Department of LLE, Faculty of Education, will assume a leadership and management role with responsibility for the wide-ranging work of the Department including the teaching, management, delivery, and as necessary, development of modules and programmes in language and literacy at undergraduate and postgraduate levels. The Head of Department will report directly to the Dean of Education who retains ultimate responsibility for the work of all the Departments within the Faculty of Education.

As Head of Department, the appointee will be responsible for the academic administration of the Department. They must have strongly developed research interests, and have experience in academic administration, including syllabus design, delivery and assessment of programmes. The appointee must have the ability to work with and direct the work of others in the Department. The successful applicant will be expected to collaborate closely on any programmes that are delivered on an interfaculty basis.

In order to be considered for this position candidates must have:

- (1) A doctoral-level qualification in Education or a cognate discipline;
- (2) At least five years' teaching experience at third level, with evidence of innovative pedagogy at undergraduate and postgraduate levels;
- (3) Teaching experience at primary, post-primary, special school or applied equivalent;
- (4) An established research profile, with an ability to supervise and support the research and scholarship of others;
- (5) An in-depth knowledge of contemporary developments in the field of language and literacy education and awareness of the potential contribution of MIC to the national educational landscape.
- (6) Excellent people and academic management skills, with a demonstrated capacity to inspire, motivate, lead, mentor and coach staff/colleagues and students;
- (7) Excellent communication and interpersonal skills with evidence of collegial collaboration;
- (8) Excellent organisational and time management skills, with evidence of programme development and delivery, a capacity to prioritise activities, manage departmental budgets, meet deadlines, and prepare submissions for internal and external purposes;
- (9) A vision for the future development of the Department in the context of the College's mission and strategic plan with evidence of innovation in programme planning, design and implementation.

It is desirable that candidates will also have:

- (1) Tá inniúlacht sa Ghaeilge inmhianaithe

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Dean of Education, to whom they report, and to whom they are responsible to for the performance of these duties in the first instance. The appointee will report through the Dean of Education, to the Vice President Academic Affairs and to the College President and/or such other College Officers as the President may designate from time to time.

They will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education and with other College personnel and relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

Duties and Responsibilities

In addition to lecturing, placement supervision, and tutorial work, the duties will be as follows:

General:

The appointee will be responsible for maintaining the high standards of the Department, subject to the general policy of the College; for the effective functioning of the Department; for coordinating the work of the Department and for all administrative duties arising therefrom.

The duties also include leading and managing undergraduate and postgraduate modules, contributing to programmes including the Bachelor of Education, Bachelor of Education International, Bachelor of Education in Education and Psychology, Professional Master of Education, Master of Education in Literacy Education, Master in Digital Leadership in Education, Master of Education in Educational Leadership and Management, Master of Education, and PhD.

The person appointed will contribute to programme innovation, design, and policy formation at both undergraduate and postgraduate levels.

Programmes:

In consultation with the staff of the Department and other departments within the Faculty of Education, to be responsible for drawing up new programmes and modules and/or making changes in existing programmes and modules when necessary, for the syllabus content thereof; and for presenting new or modified programmes and modules for approval to the appropriate Course Board, Faculty Board, Business Programme Approval Committee (BPAC), Academic Programme Appraisal Committee (APAC), to *An Chomhairle Acadúil* (Academic Council) of Mary Immaculate College and such other internal and external committees as may be necessary.

Examinations:

To liaise with the Dean of Education, Assistant Dean of Education, and the Director of Operations, Faculty of Education in relation to all departmental grading, assessment and examination issues, including oral examinations, and all other matters pertaining to the academic progress of students. To liaise with the external examiner(s) and to attend examination board meetings. To organise annual progression panel meetings for postgraduate students.

Department Staff:

To lead and manage staff. To motivate, coach and inspire staff, to set and monitor workloads. To arrange and chair regular staff meetings of the Department to discuss programmes, modules, students records, new initiatives and new approaches to teaching and learning within the Department. To support the professional development of staff. In the absence of lecturers, to inform the Education Office and students of lecture cancellation, to arrange substitution, re-schedule lectures, or allocate alternative work for students.

Research:

To engage actively in research leading to academic publications. To promote research activity in the Department and to supervise and support the research and scholarship of others. To actively supervise undergraduate dissertations, and master's and doctoral research theses. To arrange and chair departmental Ethics Committees.

Students:

To be available to students for guidance and advice, to communicate with students and to promote their academic and pastoral well-being. To co-operate with the Director of School Placement for the placing and supervision of students on placement. To arrange and facilitate Gaeltacht placements. To co-operate with the Vice President Research, the Head of the Graduate School and appropriate Course Leaders in relation to the teaching of postgraduate programmes and the supervision of postgraduate students.

Meetings:

To attend the following College meetings as required: *An Chomhairle Acadúil* (Academic Council), Education Faculty Management Committee, and Education Faculty Board. To participate in on-going management training programme(s) and to engage in activities to support the development of efficient departmental and Faculty management structures. To facilitate and co-ordinate Departmental responses/actions to College/Faculty led initiatives such as programmatic development and programmatic quality reviews etc. To represent the College on higher education sector networks and committees, as nominated by the Dean of Education.

It should be noted that in each work area/department within the College, the appointee must work as part of a team. The work is broadly defined under the various headings as listed. The list of the entire range of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the employee's duties.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address, at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration.. The annual salary for the post may be increased or decreased in line with Government Policy on Public Sector remuneration. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed.

The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

With effect from **1st January 2024** the annual salary scale for Senior Lecturer is:

€81,525, €84,760; €88,005; €91,260; €94,483; €97,736; €100,979; €104,223; €107,461 (9 points)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC)

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Termination of Employment

At least three calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise themselves with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- (1) A doctoral-level qualification in Education or a cognate discipline;
- (2) At least five years' teaching experience at third level, with evidence of innovative pedagogy at undergraduate and postgraduate levels;
- (3) Teaching experience at primary, post-primary, special school or applied equivalent;
- (4) An established research profile, with an ability to supervise and support the research and scholarship of others;
- (5) An in-depth knowledge of contemporary developments in the field of language and literacy education and awareness of the potential contribution of MIC to the national educational landscape;
- (6) Excellent people and academic management skills, with a demonstrated capacity to inspire, motivate, lead, mentor and coach staff/colleagues and students;
- (7) A vision for the future development of the Department in the context of the College's mission and strategic plan with evidence of innovation in programme planning, design and implementation.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, who appear to be better qualified and/or have more relevant experience. It is incumbent therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrant a departure. A panel will be formed from which appointments for the position of Head of Department, Language and Literacy Education may be filled during the life of the panel (12 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Pre-Employment Health Screening

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo pre-employment health screening.

Garda Vetting

Successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](#)

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Head of Department, Language and Literacy Education** no later than:

2pm on Friday, 3rd May 2024

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

April 2024