



## **Education Support Coordinator Job Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Students are referred by Tusla Education Support Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

Both globally and nationally we have entered a time of great opportunity to reimagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board of Directors are keen to continue this ethos of development into the future. We are looking for someone to join our team who is committed to engaging the minds and creativity of young people through innovative online and blended learning.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: [iScoil.ie](https://www.iscoil.ie)



## **The Role**

The Education Support Coordinator is primarily responsible for leading education initiatives and supporting the teaching and learning on iScoil. This involves developing, implementing, and evaluating new projects while supporting student engagement and administration. At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, QQI-accredited learning programmes.

The Education Support Coordinator leads on the following:

- Developing new education projects
- Reviewing and evaluating new initiatives
- Collaborating with the CEO and Head of Learning to identify areas of innovation, growth, and development
- Collaborating with the Head of Learning to support the team of tutors and to improve the educational offering of the current model, including a Universal Design for Learning framework, collaborative learning opportunities, live classes, and QQI Level 4
- Supporting the overall education programme and functions including student certificates of achievement, enrolment packs, induction calls, and registration with AEARS (Alternative Education Assessment and Registration Service)
- Maintaining standards of practice across iScoil's virtual learning environment and customer relationship management system
- Identifying and developing continuing professional development opportunities for staff
- Representing iScoil at formal meetings
- Engaging with funders and key stakeholders to build and maintain strong relationships and promote the model of learning
- Participating in central team and full team meetings
- Implementing operational goals of the strategic plan
- Supporting QQI accreditation



### **Responsible to the CEO**

The Education Support Coordinator will report to the CEO and have key relationships with the Head of Learning, Programme Manager, Head of Experience & Development, General Manager, Instructional Designer, and Blended Learning Centre Manager

### **Experience and Key Competencies**

- Experience of and a passion for inclusive education
- Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- Proven knowledge and application of learning pedagogy
- Experience with e-learning environments and principles of online assessment
- Experience of project management including implementation, monitoring, and review
- Strong IT skills
- Experience working independently
- Excellent professional writing skills

### **Qualifications**

- Recognised post primary teaching qualification and/or Masters in Education

### **Personal Characteristics**

- Commitment to the ethos and culture of iScoil
- Ability to take initiative and collaborate in a dynamic team
- Excellent communication, planning, and organisational skills
- Creativity and an ability to respond to challenges and new initiatives

### **What iScoil can offer**

- A culture of innovation in education and a student-centred approach
- Opportunities to grow and develop
- Opportunities to contribute to an innovative and groundbreaking organisation
- A hybrid working model
- A salary commensurate with skills and experience



**Terms and Conditions**

Appointment is subject to Garda Vetting and reference checks. This is a hybrid role, and iScoil's office is in Acorn Centre, Blackpitts, Dublin 8.

The deadline for application is Tuesday 13th June at 5 pm, with interviews likely to take place on Wednesday 28th June.

Application is by CV and cover letter to [recruitment@iScoil.ie](mailto:recruitment@iScoil.ie) with *Education Support Coordinator* in the subject line.

**iScoil is an equal opportunities employer**