iScoil

Tutor Role Descriptors

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

We believe that with improved connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches and assessment and the CEO and Board of Directors are keen to continue this ethos of development into the future.

iScoil aims to:

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

iScoil is undergoing a period of significant growth and is seeking suitably qualified applicants to join our team. Roles available are:

- **Communications Tutor**
- **Computer Literacy Tutor**
- **Personal & Interpersonal Skills Tutor** -Tutor and Carer's/Maternity Leave Tutor position available
- **Mathematics Tutor**
- **Health and Fitness Tutor**
- **Digital Media Tutor**

Full job descriptions for each role are below.

iScoil

Communications QQI Level 3

Tutor Role Description

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

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Please go to our website for more information: iScoil.ie

Primary Purpose

iScoil is recruiting a Communications tutor who will be responsible for the delivery of the QQI Level 3 programme in Communications (3N0880**)**. The Communications tutor will work alongside the existing Communications team. The new tutor will be responsible for grading student work, creating content as required on the iScoil virtual learning platform, working with mentors to support students to engage in and complete the course, preparing student portfolios for QQI accreditation and other duties as required.

The aim of the Communications course is to give students the chance to improve their skills in various important areas, such as, reading texts, writing for different audiences and verbal communications. A strength of this topic is that students can easily focus on their own interests for much of the work they complete. The course is also offered through the themes of Music and Cars and Mechanics to support interest led learning.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors**,** Head of Experience & Development, Student Support Coordinator, Communications tutor

Role Specifications

- Deliver QQI Level 3 Communications course in line with QQI and iScoil guidelines
- Grade students' work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant Communications course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of Communications course
- Prepare student portfolios and marking sheets for QQI accreditation

- Work with mentors and iScoil team to support students to engage with and complete the course
- Partake in summer development to update and maintain course quality and effectiveness
- Other duties as required for the successful implementation of the Communications course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Communications, English or Literacy delivery
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in teaching Communications, Literacy or English, with a strong focus on QQI Level 3 Communications
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Communications content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently

- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 10 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Communications Tutor Role in the subject line.

iScoil is an equal opportunities employer

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Computer Literacy QQI Level 3

Tutor Role Description

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

We believe that with improved connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches and assessment and the CEO and Board of Directors are keen to continue this ethos of development into the future.

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- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: iScoil.ie

Primary Purpose

iScoil is recruiting a Computer Literacy tutor who will be responsible for the delivery of the QQI Level 3 course in Computer Literacy (3N0881**)**. The Computer Literacy tutor will work alongside the existing computer literacy team.

The tutor will be responsible for grading student work, creating content as required on the iScoil virtual learning platform, working with mentors to support students to complete the course, preparing student portfolios for QQI accreditation and other duties as required.

The aim of the Computer Literacy course is to give students a thorough understanding of basic terminology associated with information and communications technology. The course covers the practical side of how to set up a computer, health and safety issues, formatting text and saving files, and the concept of environmental issues relating to ICT. Students learn the role of computers in everyday life, and how to effectively operate a computer.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors**,** Head of Experience & Development, Student Support Coordinator, Computer Literacy tutor

Role Specifications

- Deliver QQI Level 3 Computer Literacy course in line with QQI and iScoil guidelines
- Grade students' work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant Computer Literacy course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of Computer Literacy course

- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to engage with and complete the course
- Partake in summer development to update and maintain course quality and effectiveness as required
- Other duties as required for the successful implementation of the Computer Literacy course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Computers, IT or Technology
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in teaching computers, technology and ICT, with a strong focus on QQI Level 3 Computer Literacy
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Computer Literacy content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently

- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 12 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Computer Literacy Tutor Role in the subject line.

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Personal & Interpersonal Skills Tutor *AND* Carer's Leave/Maternity Leave Contract QQI Level 3 & Level 4 (2 positions) - Tutor Role Description

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

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- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: iScoil.ie

Primary Purpose

iScoil is recruiting two Personal and Interpersonal Skills (PIPS) tutors who will be responsible for the delivery of the QQI Level 3 PIPS (3N0564**)** and the QQI Level 4 Personal and Interpersonal Development (4N1131) courses. The tutors will be responsible for grading student work, creating content as required on the iScoil virtual learning platform, working with mentors to support students to engage in and complete the course, preparing student portfolios for QQI accreditation and other duties as required.

The aim of the PIPS course is to provide students with the knowledge and skills to interact with people, and have an awareness of social contexts. Students have the opportunity to explore a range of social issues, to reflect on the nature of interpersonal relationships and to gain an understanding of the personal and social factors that influence their own lives. It encourages students to reflect on their own attitudes and lives. This course can be delivered through the theme of Cars and Mechanics to appeal to students' interests.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors**,** Head of Experience & Development, Student Support Coordinator

Role Specifications

- Deliver QQI Level 3 PIPS and Level 4 PID course in line with QQI and iScoil guidelines
- Grade students' work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant PIPS course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for the delivery of the PIPS course

- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to engage with and complete the course
- Partake in summer development to update and maintain course quality and effectiveness as required
- Other duties as required for the successful implementation of the PIPS course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Social Care, SPHE, Guidance or Pastoral Care
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in social and emotional care, with a strong focus on QQI Level 3 PIPS and QQI Level 4 PID
- A keen knowledge of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing PIPS content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently

- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

There are two roles available:

Role 1 - Carer's Leave/Maternity Cover Role

- The role is a carer's leave/maternity cover fixed term part time 1 academic year contract with a time commitment of up to 15 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Role 2 - PIPS Tutor Role

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 15 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with PIPS Tutor Role in the subject line (please state in your application which role/s you wish to be considered for)

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Mathematics QQI Level 3

Tutor Role Descriptor

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

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iScoil aims to:

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- 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

Primary Purpose

iScoil is recruiting a Maths tutor who will be responsible for the delivery of the iScoil QQI Level 3 programme in Mathematics (3N0929). The Maths tutor will work alongside the existing maths tutor team. The maths tutor will grade student work, create content as required on the iScoil virtual learning platform, work with mentors to support students to engage with and complete the course, prepare student portfolios for QQI accreditation and other duties as required.

The aim of the maths course is to equip students with the knowledge, skills, and competence to solve mathematical problems. Students develop an understanding of mathematical applications in everyday life and develop skills and confidence that allow them to deal competently with mathematical problems and numeric challenges that they will encounter.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors**,** Head of Experience & Development, Student Support Coordinator, Maths tutors

Role Specifications

- Deliver QQI Level 3 Maths course in line with QQI and iScoil guidelines
- Grade students' work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant Maths course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of Maths course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and the iScoil team to support students to engage with and complete the course
- Partake in summer development to update and maintain course quality and effectiveness

- Other duties as required for the successful implementation of the Maths course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Maths
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in Maths, with a strong focus on QQI Level 3 Mathematics/Functional Mathematics
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Maths content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 18 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Maths Tutor Role in the subject line.

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Health & Fitness QQI Level 3

Tutor Role Description

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

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- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: iScoil.ie

Primary Purpose

iScoil is recruiting for a Health & Fitness tutor who will be responsible for the delivery of the QQI Level 3 course in Health & Fitness (3N0531). The tutor will be responsible for grading student work, creating content as required on the iScoil virtual learning platform, working with mentors to support students to engage with and complete the course, preparing student portfolios for QQI accreditation and other duties as required.

The aim of the Health & Fitness course is to provide students with the skills and knowledge required to live a healthy and balanced life. Students learn what a healthy lifestyle is, covering, healthy eating, physical activity, and stress management. They explore the benefits of healthy eating and develop an understanding of the food pyramid, balanced calorie intake, and the factors that affect calorie intake. They examine various elements of physical fitness, looking at factors that affect fitness and the mental and physical benefits of physical activities. They have to demonstrate safety considerations when taking part in any physical activities, such as warming up and cooling down and stretching.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors, Head of Experience & Development, Student Support Coordinator

Role Specifications

- Deliver QQI Level 3 Health & Fitness course in line with QQI and iScoil guidelines
- Grade students work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant Health & Fitness course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction

- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of Health & Fitness course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to engage with and complete the course
- Partake in summer development to update and maintain course quality and effectiveness
- Other duties as required for the successful implementation of the Health & Fitness course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Health and Fitness, Nutrition, Sports Science, PE or other relevant qualification
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in Health & Fitness, with a strong focus on QQI Level 3 Health & Fitness
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Health & Fitness content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage

- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 4 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Health and Fitness Tutor Role in the subject line.

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Digital Media QQI Level 3

Tutor Role Description

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

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Primary Purpose

iScoil is recruiting for a Digital Media tutor who will be responsible for the delivery of the QQI Level 3 course in Digital Media (3N0552). The Digital Media tutor will work alongside the existing Digital Media team. The new Digital Media tutor will be responsible for grading student work, creating content as required on the iScoil virtual learning platform, working with mentors to support students to engage in and complete the course, preparing student portfolios for QQI accreditation and other duties as required.

The aim of the Digital Media course is to bring out the creative side of our students by teaching them how to create movies, take photographs and design posters. Students also learn about the rise of social networking, issues surrounding copyright laws, digital communications and computer games.

Responsible to: iScoil Head of Learning

Key relationships with: CEO, Head of Learning, Programme Manager, General Manager, iScoil Tutors & Mentors, Head of Experience & Development, Student Support Coordinator, Digital Media tutor

Role Specifications

- Deliver QQI Level 3 Digital Media course in line with QQI and iScoil guidelines
- Grade students' work in a timely manner
- Provide feedback to students through formative and summative messages
- Deliver live calls to support learning as required
- Develop relevant Digital Media course content for online delivery, allowing for a range of student needs, e.g. creation of videos to explain concepts or audio messages to give direction
- Creation of tasks, assessment development, online gradebook maintenance, and overall development of relevant structure for delivery of the Digital Media course
- Prepare student portfolios and marking sheets for QQI accreditation
- Work with mentors and iScoil team to support students to engage with and complete the course

- Partake in summer development to update and maintain course quality and effectiveness as required
- Other duties as required for the successful implementation of the Digital Media course

Person Specifications

Qualifications:

- Relevant third level subject-specific qualification in Digital Media, Media, Computer Design, Digital Media Literacy or other relevant qualification
- Irish teaching council registered and qualified teacher
- 2+ years teaching experience

Desired Experience and Competencies:

- Subject matter expertise in Digital Media, with a strong focus on QQI Level 3 Digital Media
- A keen understanding of QQI course requirements, with an understanding of assessment processes
- Experience designing and developing courses for both classroom and online use
- Experience developing Digital Media content with a focus on students who may struggle to engage
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience employing digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, time management, and organisational skills
- Excellent collaboration and teamwork skills with the ability to take initiative and work independently
- Strong attention to detail and commitment to quality
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract:

- The role is a part time fixed term 1 academic year contract with a time commitment of up to 5 hours a week during iScoil term times
- The contract will commence with training days beginning the week of the 9th August 2021
- Role commencement will be the 30th August 2021 with the start of iScoil term time

Location: This is a remote working role with some with some induction training, and an annual meeting taking place in iScoil's office in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Friday 25th June at 5 pm, with interviews to take place (potentially online), the week starting Monday the 19th July.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Digital Media Tutor Role in the subject line.

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