

## **JOB DESCRIPTION**

### **Primary or Post Primary Teacher Secondment To the role of Advisor for Creativity and Arts in Education,**

#### **Department of Education and Youth**

#### **Background to the role:**

The Department of Education and Youth is seeking to second a primary or post primary teacher to the role of Advisor for Creativity and Arts in Education. The successful candidate will work alongside the National Director for Creativity and Arts in Education and the Curriculum and Assessment Policy Unit of the Department of Education and Youth. The Advisor will coordinate, support and lead the effective development and delivery of the implementation plan for the Department of Education and Youth-led Creative Youth Initiatives under the Creative Ireland Programme 2023-2027.

#### **1. Key responsibilities of the Advisor will be to:**

- Work with the National Director for Creativity and Arts in Education and the Curriculum and Assessment Policy Unit of the Department of Education and Youth;
- Ensure the effective delivery of the implementation plan for the Department of Education and Youth-led Creative Youth Initiatives under Creative Youth 2023-2027, a pillar of the Creative Ireland Programme 2023-2027;
- Develop and deliver relevant resources, materials, professional learning and organise events to support the implementation of those initiatives;
- Develop practical systems to facilitate the delivery of high quality supports for all stakeholders, including online and digital supports;
- Work with the National Arts in Education Administrative base in Tralee Education Centre;
- Carry out research and analysis to monitor and evaluate the initiatives as they develop;
- Manage a team of Lead Facilitators across initiatives working to deliver the Department of Education and Youth led Creative Youth Initiatives across education and non-education settings.

#### **2. In carrying out his/her work, the Advisor will:**

- Be seconded to Tralee Education Centre for a period of one year, which is renewable;
- Maintain a detailed knowledge of School Curricula and ensure complementarity between the curriculum and the Department-led initiatives under the Creative Ireland programme, such as the Teacher-Artist Partnership+ Summer Course and Residency Programme, Creative Clusters, BLAST, I am Creative and other initiatives which may be developed over the next 5 years;
- Maintain a detailed knowledge of creativity, arts and education policy and practice;
- Liaise and work with partners on the Arts in Education Portal Committee and the Arts and Culture in Education Research Repository (ACERR);
- Liaise and work with partners in Education Centres and school education settings including principals, teachers, centre managers, and Government Partners on the Department of Education and Youth internal Creative Youth Steering Committee and inter-Departmental Creative Youth Working Group;

- Liaise and work with creative practitioners, creative organisations, arts and cultural institutions and arts practitioners who are working at local, regional and national levels;
- Prepare, monitor and report on programme budgets;
- Write reports and manage documentation;
- Organise and maintain effective communication both internally and externally;
- Undertake administrative tasks to ensure the efficient delivery of all Department of Education and Youth led initiatives across participating regions and partners.
- The responsibilities of the Advisor may vary in accordance with emerging needs and priorities.

### **3. Range of knowledge, experience and skills required:**

#### **Essential requirements for this role include:**

- Experience in delivering or facilitating high quality creative and arts engagement in schools and other education settings
- Knowledge and experience of engaging with Department-led initiatives under the Creative Ireland programme, such as the Teacher-Artist Partnership+ Summer Course and Residency Programme, Creative Clusters, BLAST, I am Creative and/ or other Creative Youth initiatives
- Experience in the design, development and/or provision of continuing professional development including evidence of a capacity to mobilise and support teacher reflection, enquiry and collaborative school-based development
- Good knowledge of national curricula, in particular with regard to the integration of creativity and the arts.
- Good knowledge of the operation of schools and relevant legislation and good knowledge and experience of current national educational priorities including school self- evaluation and school improvement strategies
- Experience in the use of online learning platforms and excellent organisational, management and ICT skills
- Excellent interpersonal skills/effective leadership skills and a strong work ethic, combined with an enterprising approach, the capacity to undertake innovative and challenging projects and high levels of flexibility

#### **In addition, it would be beneficial to demonstrate the following:**

- Project management and project delivery skills
- Flexibility to meet the needs of the role, including travel/needs of the job
- Knowledge and experience of the current landscape of creative, arts and cultural provision available to schools and communities
- Knowledge of current and emerging creativity and arts education and arts-in-education research and policy issues
- Competence in and willingness to work through Irish

### **4. Location**

Working with the National Director and reporting to the Curriculum and Assessment Policy Unit of the Department of Education and Youth, the successful candidate will be seconded to the Department and working with the Tralee Education Support Centre. The successful candidate will be expected to travel nationally as part of the role, to the Department of Education and Youth, to Education Support Centres, schools and other related organisations. Public sector travel and subsistence rates will apply for travel.

## **5. Eligibility**

### **Essential Requirements**

**All applicants for these roles must meet the following short-listing criteria:**

- This post is open to all qualified Primary and Post Primary teachers who hold a recognised post in a recognised primary school and are fully registered with the Teaching Council under the appropriate Teaching Council Registration Regulation (i.e. Regulation 2 or 4 of the Teaching Council (Registration) Regulations 2009 up to 25<sup>th</sup> July 2016 or Route 1 or 2 of the Teaching Council (Registration) Regulations 2016 and The Teaching Council (Registration) (Amendment) Regulations 2016 thereafter.

### **Secondment**

- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period.
- Appointments may be extended with the agreement and in accordance with Department of Education and Youth teacher secondment arrangements up to a maximum of five consecutive years and subject to organisational needs and satisfactory on-going performance review.
- A maximum period of 5 school years for secondments to Department funded national programmes may only be extended in limited circumstances where the Department determines that retention of the secondee is necessary for leadership, continuity, quality planning or management purposes, subject to formal agreement between the relevant section of the Department and the host organisation prior to the secondment being extended beyond the 5 years, as per Circular Letter 0029/2018
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and Department of Education and Youth approval
- If the successful candidate is a teacher who is already on secondment, then their current service on secondment will be included as part of the maximum five-year term.
- A teacher who was on secondment and returned to school after the 1<sup>st</sup> September 2013 following a secondment, s/he must have served for a period equal to the duration of the previous secondment arrangement before being eligible to apply for this post, e.g. if a teacher has been on secondment for three years, s/he must return to duty in the school/ETB for three years before being eligible for release on secondment again.
- A secondment shall commence on the start of a school year and a return to duty in the school/ETB which granted the secondment shall not be permitted other than on the start of a succeeding school year.
- In exceptional circumstances, an employer may authorise a teacher to commence a secondment during the course of a school year and terminate not earlier than the end of that school year. This is deemed to be a one-year secondment.
- The duration of a secondment may not extend beyond the date of compulsory retirement age

## **6. Department of Education and Youth Sanction**

- Each appointment is subject to the sanction of the Department of Education and Youth.
- No definitive offer of appointment can be made before sanction is given.

## 7. Contract

- Each successful candidate will be required to sign a secondment contract, which will provide for an ongoing performance and development process.

## 8. Other

- In considering candidates for appointment under this competition, regard may be had to the duration of contract that may be offered to a candidate.
- Each appointment is subject to evidence of Garda Vetting clearance and evidence of a satisfactory sick leave record being provided by the candidate to the Department.
- Each appointment is subject to satisfactory employment references, including from the applicant's current employer.
- The Department of Education and Youth reserves the right to re-advertise the post where it considers there are an insufficient number of eligible applicants. Eligible applicants will be informed and given the option of leaving their application on file.
- The successful candidate will work exclusively for the Department and may not take on other employments for the period of their contract without the appropriate approval.

## 9. Salary

The salary for the role of Advisor is in accordance with the 2003 Arbitration Award in respect of teachers on secondment, subject to the following conditions.

- her/his relevant point on the Teachers' Common Basic Scale, plus
- A degree allowance(Depending on date of entry as set out in below tables)
- A Higher Diploma in Education allowance(Depending on date of entry as set out in below tables)
- The standard Category 3 secondment allowance, per Circular Letter 0015/2025
- It should be noted that posts of responsibility allowances are not payable to seconded personnel. If an applicant is already in receipt of a Post of Responsibility Allowance, he/she should note that they will not be allowed to retain this in a personal capacity for the duration of their secondment.

A Coordinator (pre 2011 entrant to teaching) is entitled to:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- A primary degree allowance
- A Diploma in Education allowance
- The standard Category 3 secondment allowance, which is pensionable (see table below)
- **Only one of the allowances at (A) or (B) may be held together with one of the allowances (C) to (G) as per Circular Letter 0015/2025**

Seconded Category	Position	Teachers' Common Basic Scale	(A) (i) H. Dip. in Ed. (Pass) ii) Higher Froebel Cert.	(B) (i) H. Dip. in Ed. (1st or 2nd Hons) (ii) Ard Teastas Gaeilge	(C) Primary Degree (Pass)
3	Advisor for Creativity and Arts in Education	As Applicable	€719	€1,505	€2,244

(D) (i) Masters Degree by thesis or exam (Pass) (ii) Primary Degree (1st or 2nd Hons)	(E) Masters Degree (1st or 2nd Hons)	(G) Doctors Degree	Allowance Standard Secondment Allowance
€5,993	€6,695	€7,480	€16,015

A Coordinator (post 1 January 2011 and pre-1 February 2012 entrant to teaching) is entitled to:

- Her/his relevant point on the Teachers' Common Basic Scale plus,
- An honours Higher Diploma in Education allowance, if the teacher already holds such an allowance
- The standard Category 3 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	(A) Masters Degree (1st or 2nd Hons)	(B) Doctor's Degree	Allowance Standard Secondment Allowance
3	Advisor for Creativity and Arts in Education	As Applicable	€705	€1,487	€16,015

A Coordinator (post 1 February 2012 entrant to teaching) is entitled to:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- The standard Category 3 secondment allowance, which is pensionable (see table below)

below)

- **Qualification allowances are not payable to all new beneficiaries from 1 February 2012 as per Circular Letter 0015/2025**

Seconded Category	Position	Teachers' Common Basic Scale	Allowance Standard Secondment Allowance
3	Advisor for Creativity and Arts in Education	As Applicable	€16,015

Remuneration is at all times subject to the relevant DEY or Department of Public Expenditure and Reform regulations. Current Department of Education and Youth Pay Circulars will apply – current Circular 0015/2025.

All additional qualification and post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances. The secondment allowance is payable while on secondment and shall not be retained in any capacity beyond the secondment period.

## 10. Selection procedure

Selection methods may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive interview
- a second or subsequent competitive interview

In short-listing applications, an expert panel will examine the applications and assess them against pre-determined criteria based on the requirements of the role. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your application

- **Applications should be made by email submission of a completed application form before 5pm, 9<sup>th</sup> June 2025 to: [cap2@education.gov.ie](mailto:cap2@education.gov.ie)**
- Late applications will not be considered.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it will not be possible to provide an alternative date.
- Those called for interview will be asked, as part of the interview to make a 5-minute presentation to the interview panel focusing on their vision for the position and the contribution s/he could make to the Department of Education and Youth led Creative Youth initiatives.
- Candidates will be responsible for all expenses incurred in connection with their application and interview
- Canvassing directly or indirectly will disqualify

- A 2-year panel will be formed from which future vacancies may be filled.
- **Please note interviews for this role are scheduled to take place during the week of 23<sup>rd</sup> June 2025.**

## 11. Release from Present Post

If appointed from the panel:

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned.
- Successful candidates will be expected to be available to take up appointment as soon as possible.
- Commitment of release from a successful applicant's employer will be required. On receipt of an offer the successful candidate will be asked to seek confirmation from his/her employer (e.g. Chairperson of the Board of Management). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management) is in a position to release the successful applicant.

## 12.Queries

Any queries in relation to this document should be emailed to: cap2@education.gov.ie

## 13.Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997, 2003 and 2014, applications will be treated in strict confidence. You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the recruitment process.

**ENDS**

## **APPLICATION FORM**

### **Primary Teacher secondment**

### **To the role of Advisor for the integration of Creativity and the Arts in Education,**

### **Department of Education and Youth**

#### **Background to the role:**

The Department of Education and Youth is seeking to second a primary or post primary teacher to the role of Advisor for Creativity and Arts in Education. The successful candidate will work alongside the National Director for Creativity and Arts in Education and the Curriculum and Assessment Policy Unit of the Department of Education and Youth. The Advisor will coordinate, support and lead the effective development and delivery of the implementation plan for the Department of Education and Youth-led Creative Youth Initiatives under the Creative Ireland Programme 2023-2027.

Name of applicant \_\_\_\_\_

#### **Notes for Applicants**

- 1. Completed application forms should be submitted as an e-mail attachment only to:**

**cap2@education.gov.ie**

**The closing date for applications is 5pm, 9<sup>th</sup> June 2025.**

2. Late or incomplete applications will not be accepted.
3. Receipt of completed application forms will be acknowledged.
4. Only information submitted on the application form provided will be considered. CV's will not be accepted.
5. Canvassing, either directly or indirectly, will disqualify.
6. This post is open to all qualified teachers who hold a recognised post in a recognised primary school and are fully registered with the Teaching Council under the appropriate Teaching Council Registration Regulation (i.e. Regulation 2 or 4 of the Teaching Council (Registration) Regulations 2009 up to 25th July 2016 or Route 1 or 2 of the Teaching Council (Registration) Regulations 2016 and The Teaching Council (Registration) (Amendment) Regulations 2016 thereafter)
7. The Department of Education and Youth is an equal opportunities employer.

<b>Office Use Only</b>	<b>Date Received</b>	
	<b>Application Number</b>	

**1. Personal Details:**

<b>Name</b>		
<b>Address</b>		
<b>Teaching Council Registration No.</b>		
<b>Telephone Numbers</b>	<b>Home:</b>	<b>Mobile:</b>
<b>E-mail</b>		
<b>Driving Licence</b> (Please ✓ as appropriate)	<b>Full Licence</b>	<b>Provisional Licence</b>

**2A. Employment History: Please briefly note your employment history, beginning with your current/most recent role.**

<b>Dates</b>	<b>Name and Roll No. of School</b>	<b>Position Held</b>	<b>Employment Status</b>	<b>Category of School</b>

**2B. Are you currently on secondment?**

<b>Yes</b>	
<b>No</b>	

**If yes - Current secondment details**

<b>Organisation / Support Service Name</b>			
<b>Address</b>			
<b>Telephone Number</b>		<b>Email</b>	
<b>Position</b>		<b>Number of Years in this Position</b>	
<b>Brief Description of Position and Duties undertaken:</b>			

**2C. Have you previously been on secondment from a teaching post?**

<b>Yes</b>	
<b>No</b>	

**If yes please give details:**

<b>Support Service</b>	<b>From - To</b>	<b>Description of duties undertaken</b>

**3. Competency in, and ability to work through, the medium of the Irish language – please indicate by ticking a box, as appropriate**

<b>Very Good</b>		<b>Good</b>		<b>Fair</b>		<b>Poor</b>	
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**4A. Third Level Qualifications, including post-graduate**

<b>Year(s)</b>	<b>Title</b>	<b>Major Subject(s)</b>	<b>Awarding Body</b>	<b>Grade Obtained</b>	<b>NFQ Level</b>

**4B. Ongoing Study – Please detail any education or training in which you are currently engaged as a learner or researcher and estimated date of completion**

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**4C. Other Qualifications/Training. Please detail any other relevant qualifications you hold/professional development programmes undertaken or professional memberships.**

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**4D. Experience working in an education and/or creative/arts setting other than a primary school education setting**

Setting type	Details

**5. Membership of/ association with professional groups/ networks**

Professional Group/Network	Brief Details of Role	From-To

**6. Vision: Please outline your vision for the post of Advisor for the Integration of Creativity and the Arts in Education. (Please do not exceed 300 words)**


**Please ensure that your response to each question below does not exceed 150 words. You may respond to questions in bullet point format, where appropriate.**

**7. Creative/ artistic practice:** Please describe any knowledge, skills and experience that you have in creative or artistic practice and CPD training, and how this has impacted on your work in primary schools or other education settings.

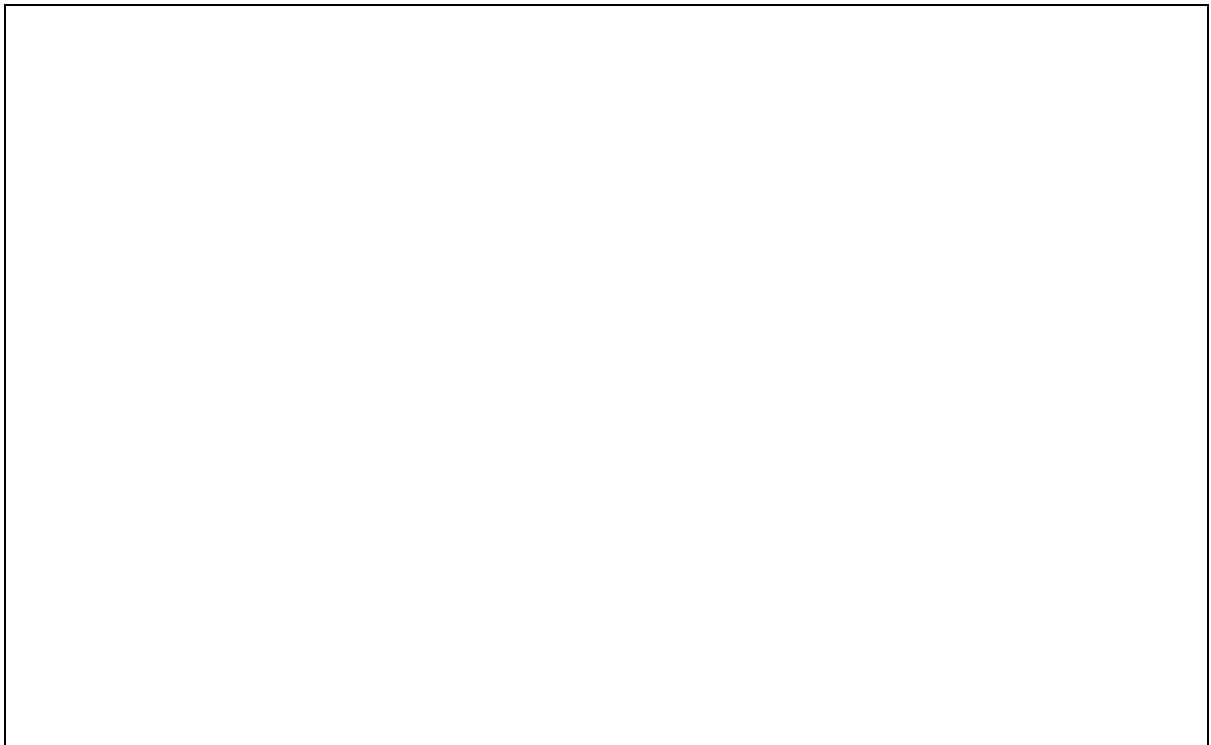
**8. Leadership, management and organisational experience and skills:** Please provide two relevant examples of your leadership and management in action.

**9. Communication skills:** Briefly outline how your communication skills, including report writing and oral presentation, have been applied in the context of past and/or current employments.

**10. Research:** Please describe any research you have undertaken that you consider relevant to this role.



**11. Please outline any further experience, skills, or interests, which demonstrate your suitability for this role, and which have not been captured in other parts of this form.**



**12. Details of two people from whom references may be obtained**

<b>1. Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Numbers</b>	
<b>E-mail Address</b>	
<b>2. Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Numbers</b>	
<b>E-mail Address</b>	

**Please include evening and daytime contact numbers.**

**The Department of Education and Youth reserves the right to request additional or alternative referees if deemed appropriate.**

**I hereby certify that all information provided on this application form is true and correct.**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_