

JOB DESCRIPTION

Teacher secondment

To the role of National Director for Creativity & 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 National Director for Creativity and Arts in Education. The successful candidate will work with the Curriculum and Assessment Policy Unit of the Department of Education and Youth, and Tralee Education Centre. The overall remit of the National Director will be to design, lead and manage the national coordination, support and effective delivery of the implementation plan for the Department of Education and Youth-led Creative Youth initiatives under the Creative Ireland Programme 2023-2027.

They will have overall responsibility for ensuring quality of design and provision in the Department of Education and Youth-led Creative Youth initiatives and where appropriate, consistency and cohesion across Ireland. The post will encompass team leadership and strategic planning in promoting continuous improvement in leadership, pedagogy and practice through creativity in schools, while responding to national Department of Education and Youth and Creative Youth professional development priorities.

The National Director will collaborate with and have a line management function for leading, overseeing and supporting the work of the Advisor for Creativity and Arts in Education and the Creative Connections Coordinator. In collaboration with the Director of the Education Support Centre Tralee they will advise, lead and oversee the work of an administrative team in the National Arts in Education base in Tralee.

1. Key responsibilities of the National Director will be to:

- Working with the Curriculum and Assessment Policy Unit of the Department of Education and Youth and Director of Tralee Education Support Centre.
- Informing and influencing the national strategic direction of the Department of Education and Youth-led Creative Youth 2023-2027 initiatives: BLAST (Bringing Live Arts to Students and Teachers), Creative Clusters, Creative Connections, I am Creative, Teacher Artist Partnership+
- Be responsible for the overall planning, designing, scheduling, delivery, monitoring and reviewing of the Creative Youth professional development programmes within their remit in response to identified needs and national priorities.
- Contributing to the overall mission and vision of the Department of Education and Youth and Creative Youth Plan through the effective delivery of annual and multiannual work plans.
- Supporting, advising and liaising within the Department of Education and Youth and externally on an ongoing basis, including on the inclusion of Youth Voice across all Creative Youth initiatives
- Cooperating, liaising regularly and maintaining effective communication with relevant partners/stakeholders and professional bodies as appropriate.
- Networking and collaborating with other relevant bodies including partners in Creative Ireland and others such as Teacher Professional Networks, Encountering the Arts

Ireland, the Arts Council, the NCCA, Teaching Council, HEIs and other external agencies as appropriate.

- Promoting excellence, innovation and best practice in the development in schools as learning communities through the development of “Communities of Practice” and “Professional Learning Communities”.
- Co-operating with external evaluators and contributing to research as applicable.
- Implementing instructions and establishing efficient, effective and transparent administrative supports to include:
 - Advising regarding administrative staff duties to support all Department of Education and Youth-led Creative Youth initiatives
 - Develop practical systems to facilitate the delivery of high quality online and digital supports for all stakeholders.
 - Managing and timely preparation of budgets, monitoring expenditure, resource allocation and the development of and compliance with financial reporting in collaboration with the Finance Officer, thus ensuring good governance and value for money for initiatives.
 - Overseeing the development and management of appropriate databases on behalf of Tralee Education Support Centre and the Department of Education and Youth.
 - Preparing reports and other data on an ongoing basis as required.
 - Other responsibilities as may be required by the Department of Education and Youth.
- 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

The priorities of the National Director for Creativity and Arts in Education may vary in accordance with emerging national needs and priorities.

2. Range of knowledge, experience and skills required:

Essential requirements for this role include:

- Excellent leadership, interpersonal, management and organisational skills with a proven track record in team/service leadership and innovation
- An extensive range of teaching experience including design and delivery of teacher and creative practitioner professional learning.
- An excellent knowledge of national curricula, international trends in creativity and education, the operation of schools, relevant legislation and the education system generally.
- Excellent planning and coordination skills, including knowledge and experience in data collection, budgeting, financial reporting and report writing.
- Good governance and financial management skills.
- Excellent people management and motivation skills with a keen interest in research and evidence based reflective practice.

- Excellent track record with proven and varied experience in leading teacher professional learning, including evidence of a capacity to mobilise and support teacher reflection, enquiry and classroom-based research.
- Have experience of the inclusion of Youth Voice in education and establishment of Youth Consultation mechanisms.
- Demonstrated ability to pro-actively manage and coordinate the work of others – teachers, creative practitioners and/or administrative staff and colleagues.
- Proven capacity to work independently and collaboratively, including leading teams.
- Evidence of successful support for the implementation of innovative and effective creative and artistic pedagogies.
- Flexibility to meet the business needs of the organisation/team, including a willingness to engage in travel and/or evening work as necessary.
- A creative enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work.

3. Desired:

- Demonstrated leadership experience in the integration of creativity and the arts in education both nationally and internationally.
- Competence in and willingness to work through Irish.

4. Location: In carrying out his/her work, the National Director will:

- Be seconded to Tralee Education Centre for a period of one year, which is renewable.
- It will not be a requirement that the National Director be based in Tralee Education Support Centre. They will, however, be expected to travel there and elsewhere as necessary.
- The successful candidate will be required to have their own means of transport and to possess and retain a full clean driving licence. Public Sector travel and subsistence rates will apply.

5. Eligibility

- This post is open to all qualified teachers who hold a recognised post in a recognised primary or post 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.
- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- The 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.
- The appointment is on a secondment basis, subject to contract. The successful candidate will be appointed initially to the end of the school year 2025/2026, with a possibility of further extensions available in line with organisational requirements and the procedures for secondments set out in CL 0029/2018.
- The contract will provide for ongoing performance review.
- Health, sick leave and general work record must be satisfactory.

6.Salary

The salary for the role of National Director for Creativity and Arts in Educations 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 2 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.

National Director for Creativity & Arts in Education (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 2 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**

Second ed Categor y	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)
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2	National Director for Creativity & Arts in Education	As Applicable	€719	€1,505	€2,244
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(D)(i)Master s 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 Secondmen t Allowance
€5,993	€6,695	€7,480	€20,497

National Director for Creativity & Arts in Education (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 2 secondment allowance, which is pensionable (see table below)

Seconded	Position	Teachers'	(A)Masters Degree (1st	(B)Doctor's Degree	Allowance
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Category		Common Basic Scale	or 2nd Hons)		Standard Secondmen t Allowance
2	National Director for Creativity & Arts in Education	As Applicable	€705	€1,487	€20,497

National Director for Creativity & Arts in Education (post 1 February 2012 entrant to teaching) is entitled to:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- The standard Category 2 secondment allowance, which is pensionable (see table 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 Secondmen t Allowance
2	National Director for Creativity & Arts in Education	As Applicable	€20,497

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.

7. 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, 9th June 2025 to: 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 23rd 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.

8. Queries

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

9. 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 or Post Primary Teacher secondment To the role of National Director for Creativity & 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 National Director for Creativity & Arts in Education. The successful candidate will work with the Curriculum, Assessment and Policy Unit of the Department of Education and Youth and Tralee Education Centre. The overall remit of the National Director will be to design, lead and manage the national coordination, support and effective 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 9th June 2025, at 5PM.

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 or Post 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.

Office Use Only	Date Received	
	Application Number	

1. Personal Details:

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

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

Dates	Name and Roll No. of School	Position Held	Employment Status	Category of School

2B. Are you currently on secondment?

Yes	
No	

If yes - Current secondment details

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

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

Yes	
No	

If yes please give details:

Support Service	From - To	Description of duties undertaken

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

Very Good		Good		Fair		Poor	
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4A. Third Level Qualifications, including post-graduate

Year(s)	Title	Major Subject(s)	Awarding Body	Grade Obtained	NFQ Level

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/Post 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 National Director for Creativity & 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.

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

1. Referee's Name	
Position	
Address	
Telephone Numbers	
E-mail Address	
2. Referee's Name	
Position	
Address	

Telephone Numbers	
E-mail Address	

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: _____