



NABMSE, Kildare Education Centre,
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Education Officer, Mainstream Schools

Fixed Term: August 20th 2024-June 20th 2025

Hours per week – 20

Job Description

- Conduct and manage research in relation to how mainstream schools support learning for students with additional needs
- Identify areas of good practice and collaboration, document areas of learning which could be used in other schools to include recording of vignettes of good practice
- Contribute to NABMSE's strategic plan
- Provide a supportive service to Boards of Management
- Contribute to the organisation, design and delivery of Training for members and stakeholders
- Write a monthly report to the NABMSE Executive Committee
- Prepare and provide resource material
- Represent NABMSE at meetings as, and when, required
- Undertake administrative tasks as required by the General Secretary and/or Executive Committee

The successful candidate will

- *have experience at management level in a primary and /or second level school in Ireland*
- *demonstrate an ability to lead conversations*
- *demonstrate an ability to work on their own and to follow through on projects*

Background Information

The National Association of Boards of Management in Special Education (NABMSE) has been supporting Boards of Management (BOMs) in Special Education for over 50 years. Over 300 School Boards of Management are members of NABMSE, this includes most special schools and mainstream schools at primary and post primary level. NABMSE employs a General Secretary, a part-time Data Protection Advisor, a part-time Special Schools Officer and two part-time administrative officers. A team of dedicated, experienced practitioners serve on a voluntary basis on our Executive Committee (EC) and oversee the governance of the organisation. The General Secretary and two members of NABMSE EC attend regular meetings with the Department of Education and its agencies.

Our schools work with and support students with Special Educational Needs (SEN) from 4 - 18 years old with mild, moderate, severe, and profound disabilities, with autism, with social, emotional, and behavioural difficulties (SEBD), and with complex medical needs. Access to an appropriate education and the wellbeing of our pupils is a central concern of the NABMSE EC.

NABMSE has always had a nominee on the NCCA Council and in addition, the organisation has appointed School Leaders and Teachers to various curricular boards and projects. Currently NABMSE has representation on NCCA Council, Senior Cycle Curriculum Planning and Primary Curricular Consultation and Planning.

Since 2022, NABMSE EC has responded to members requests by forming a cooperative of 20 special schools who have developed their own bespoke courses of study at levels 3 and 4 on the National Qualifications framework. This cooperative has recently been accepted as a group for QQI accreditation. It is envisaged that the work of this cooperative will inform NCCA senior cycle development process. In addition, NABMSE has identified that some second level schools are finding new ways of providing work experience for students who need extra supports. Some of these students are currently presenting for LCA Certification.

NABMSE has always liaised closely with its member schools, providing advice and guidance, training seminars, conducting research and providing updated information to all. We have identified a number of challenges facing mainstream primary and second level schools as they meet the curricular needs of a wide variety of students and especially for those students with complex learning, physical, behavioural and other needs.

Further Information

Promote NABMSE's work:

To prepare, maintain and develop regular Newsletters and assist in updating the NABMSE Website and social media.

Represent and Network

To represent NABMSE at relevant conferences, seminars, and meetings and to report back to the Executive Committee

To help in updating the NABMSE database of relevant agencies, schools etc

To assist the general secretary and EC in maintaining communication/representation with the Department of Education and Skills and with other Government agencies and Management bodies

Keep abreast of national contexts.

To keep abreast of and to update the General Secretary and EC on current and new legislation.

To gather and disseminate to the General Secretary and EC information on current and emerging issues.

Develop Strategy

To contribute to developing a NABMSE strategy and strategic responses

To assist the general secretary to draft policies and submissions for approval of the Executive Committee

To provide information to the Executive Committee on developing policy

Market and Promote

To raise the profile of NABMSE and its functions by assisting in the development of a marketing plan

Education Officers will work directly with the General Secretary and provide monthly reports to the Executive Committee.