



An Roinn Oideachais  
Department of Education



## JOB DESCRIPTION

### Primary / Post Primary Teacher secondment to the role of Coordinator for a new Shared Island Creative Programme

#### Department of Education

The Department of Education is seeking to second a primary / post primary teacher to the role of Coordinator for a new Shared Island Creative Programme. The successful candidate will be seconded to Tralee Education Support Centre and work alongside the National Arts in Education Team (NAE) and the Curriculum & Assessment Policy Unit of the Department of Education. The Coordinator will support and lead the effective development and delivery of the implementation plan for the new Shared Island creative programme, which will run until 2026.

Priority areas are:

1. Establishment of the new Shared Island Creative Programme to address educational disadvantage in 2024/5.
2. Programme development to creative learning communities of practice in 2025/6.

#### **1. Shared Island Creative Programme**

The Government of Ireland and Northern Ireland Executive are cooperating on a number of projects and programmes that are supported through the Shared Island Fund, including a pilot cooperation programme on addressing improved outcomes in education and beyond for children impacted by social disadvantage across both jurisdictions. The proposed Shared Island creative programme is one such programme. This programme will enable teachers and artists in both jurisdictions to be trained together to work in teacher artist partnerships which will enable schools in both jurisdictions to work collaboratively together in clusters on creative projects that each cluster agrees as a community of practice involving students, teachers, parents and communities.

#### **2. Key responsibilities of the Coordinator will be to:**

- Support and lead the effective development and delivery of the implementation plan for the new Shared Island creative programme, which will run until 2026.
- Work in partnership with and under the direction of the National Arts in Education Team (NAE), Tralee Education Support Centre and the Curriculum Assessment & Policy Unit of the Department of Education (IE) with overall reporting to the Shared Island Creative Programme Project Board to ensure the effective development and delivery of the implementation plan for the new Creative Programme.

- Work with a Creativity Support Advocate (Advocate) in Northern Ireland and with both Departments of Education in a cross-border Design Team.
- Work closely, supportively and collaboratively with the Advocate to establish and develop creative learning communities of practice within and between schools and practitioners in both jurisdictions.
- Engage in dialogue and collaborative planning to develop relevant strategies, resources, materials, training and organise events to support the implementation of the initiative.
- Develop practical systems to facilitate the delivery of high-quality supports, including online and digital supports, for all stakeholders.
- Work with the Arts in Education administrative base in Tralee Education Support Centre.
- Carry out research and analysis to monitor and evaluate the initiatives as they develop.
- Maintain records of work activity and provide regular reports to relevant reporting bodies.
- Participate in high level cross border meetings and report on progress as and when required.

### **3. In carrying out his/her work, the Coordinator will:**

- Maintain a detailed knowledge of school curricula and ensure complementarity between the curricula and the Shared Island Creative Programme.
- Maintain a detailed knowledge of creativity, arts and education policy and practice in both jurisdictions.
- Liaise and work with partners on T-REX, the Arts in Education Portal Committee and the Arts and Culture in Education Research Repository (ACERR).
- Liaise and work with partners in school education settings including principals, teachers, centre managers, and Government partners on advisory committees and various working groups.
- Liaise and work with arts / creative practitioners, organisations, arts and cultural institutions who are working at local, regional, national and cross border levels.
- Prepare, monitor and report on programme budgets.
- Write reports, manage documentation and report to programme oversight boards.
- Organise and maintain effective communication both internally and externally.
- Undertake administrative tasks to ensure the efficient delivery of Shared Island Creative Programme initiatives, with the support of the Arts in Education administrative base in Tralee Education Centre.
- The responsibilities of the Coordinator may vary in accordance with emerging needs and priorities.

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

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

- Good knowledge of curricula, in particular with regard to the integration of creativity and the arts.
- Knowledge of the operation of schools and relevant legislation and good knowledge and experience of current national and cross border educational priorities, including school self-evaluation and school improvement policies.

- Experience in delivering or facilitating high quality creative engagements in schools and other education settings.
- Experience in the design, development and/or provision of continuing professional development including evidence of a capacity to mobilise and support teacher and creative practitioner reflection, enquiry and school-based development.
- Experience in the use of online learning platforms and design of online training professional development programmes and excellent organisational, management and IT skills.
- Excellent interpersonal skills/effective leadership skills and a strong work ethic, combined with an enterprising approach and the capacity to undertake innovative and challenging projects.
- Flexibility to meet the needs of the role, including travel (full drivers licence essential).

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

- Project management and project delivery skills.
- Knowledge and experience of the current landscape of creative, arts and cultural provision available to schools and communities across both jurisdictions.
- 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.

**5. Location**

Reporting to the Shared Island Creative Programme Project Board, the successful candidate will be seconded to Tralee Education Support Centre. He/she will be expected to travel regularly to schools, other education settings and related cross border and national organisations. Public sector travel and subsistence rates will apply for travel.

**6. Eligibility**

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

This post is open to all qualified teachers who hold a recognised post in a recognised 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.Secondment**

- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period. Period of appointment may be extended based on the needs of the programme and subject to approval.

- Appointments may be extended with the agreement and in accordance with relevant teachers' secondment arrangements up to a maximum of five consecutive years and subject to organisational needs and satisfactory on-going performance review.
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and Department of Education 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 1st 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.

#### **8. Contract**

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

#### **9. Other**

- In considering a candidate for appointment under this competition, regard may be had to the duration of contract that may be offered to a candidate.
- The 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. The appointment is subject to satisfactory employment references, including from the applicant's current employer.
- The Department of Education reserves the right to re-advertise the post where it considers there are an insufficient number of eligible applicants.
- The successful candidate will work exclusively for the Department and may not take on other employment for the period of their contract without the appropriate approval.
- A panel will be formed for this position.

#### **10. Salary**

- The salary for the role of Coordinator 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
  - an honours primary degree allowance
  - an honours Higher Diploma in Education allowance

- the standard Category 3 secondment allowance
- Circular Letter 0033/2024 refers.
- 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
- ✓ An honours primary degree allowance
- ✓ An honours Higher Diploma in Education allowance
- ✓ The standard Category 3 secondment allowance, which is pensionable (see table below)

<b>Seconded Category</b>	<b>Position</b>	<b>Teachers' Common Basic Scale</b>	<b>Primary Degree(1st or 2nd Hons) Allowance</b>	<b>Honours HDE Allowance</b>	<b>Standard Secondment Allowance</b>
<b>3</b>	Co-Ordinator	As Applicable	€5,817pa	€1,461 pa	€15,545pa

- 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)

<b>Seconded Category</b>	<b>Position</b>	<b>Teachers' Common Basic Scale</b>	<b>Honours HDE Allowance</b>	<b>Standard Secondment Allowance</b>
<b>3</b>	Co-Ordinator	As Applicable	€1,461 pa	€15,545pa

- 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)

Seconded Category	Position	Teachers’ Common Basic Scale	Standard Secondment Allowance
3	Co-Ordinator	As Applicable	€15,545pa

- Remuneration is at all times subject to the relevant DoE or Department of Public Expenditure and Reform regulations. Current Department of Education Pay Circulars will apply – current Circular is 0041/2023.
- 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.

## 11. Selection

Procedure Selection methods may include:

- shortlisting of candidates on the basis of the information contained in their application.
- competitive interview
- second or subsequent competitive interview as deemed appropriate.

In short-listing applications, an expert panel will examine the applications and assess them against predetermined 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, Friday 29 November 2024 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 an 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 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.

- **Please note interviews for this role are scheduled to take place during the week of 2 to 6 December 2024.**

## **12. Release from Present Post**

If appointed from the panel.

- It is a matter for the successful candidate to secure the agreement of their school authorities for release to take up a post for the period concerned.
- The successful candidate will be expected to be available to take up the 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.

## **13. Queries**

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

## **14. 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.

**JOB DESCRIPTION ENDS**

## APPLICATION FORM

### Primary / Post Primary Teacher secondment To the role of Coordinator for a new Shared Island Creative Programme

#### Department of Education

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

The Department of Education is seeking to second a primary / post primary teacher to the role of Coordinator for a new Shared Island Creative Programme. The successful candidate will be seconded to Tralee Education Support Centre and work alongside the National Arts in Education Team (NAE) and the Curriculum & Assessment Policy Unit of the Department of Education. The Coordinator will support and lead the effective development and delivery of the implementation plan for the new Shared Island creative programme, which will run until 2026.

Priority areas are:

3. Establishment of the new Shared Island Creative Programme to address educational disadvantage in 2024/5.
4. Programme development to creative learning communities of practice in 2025/6.

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

#### **Notes for Applicants**

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

**[cap2@education.gov.ie](mailto:cap2@education.gov.ie)**

**The closing date for applications is Friday 29 November 2024, 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 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 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>
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**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:**

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 school education setting**

Setting type	Details

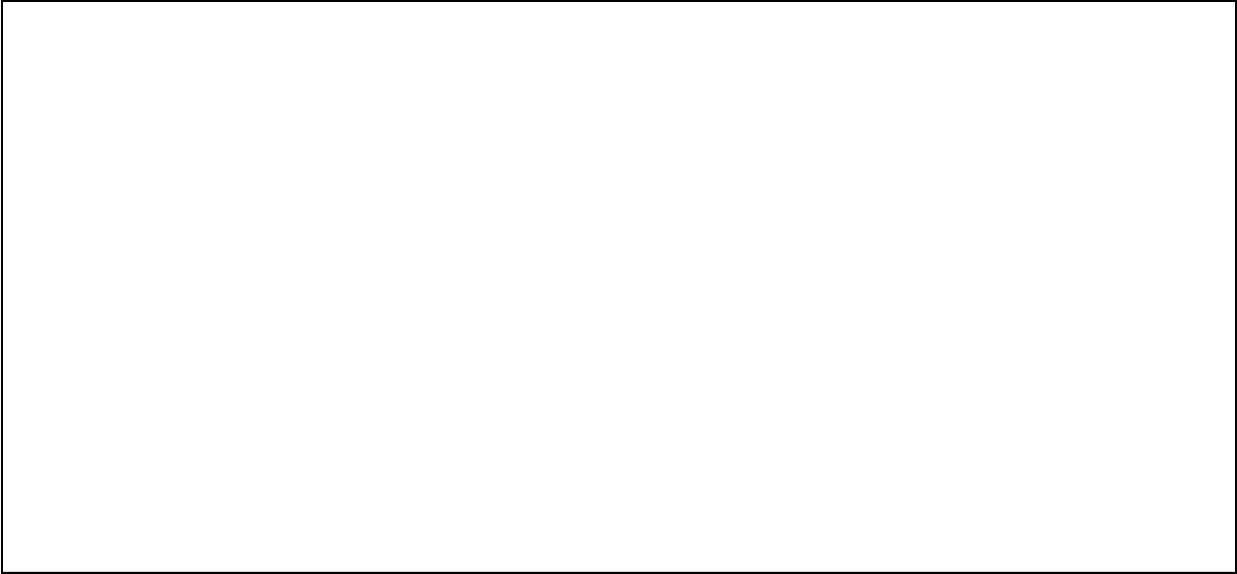
**5. Membership of/ association with professional groups/ networks**

Professional Group/Network	Brief Details of Role	From-To

**6. Vision: Please outline your vision for the post of Coordinator for a new Shared Island Creative Programme. In addition, please draw on your understanding of the creativity, arts and education in the Republic of Ireland and Northern Ireland and areas for potential development through this initiative. (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/post 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. Outline how your experience and skills in this area could be applied to the role of Coordinator for a new Shared Island Creative Programme.**



A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the student to write their response to the question below.

**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.**

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for the student to write their response to the question above.

**10. Research: Please describe any research you have undertaken that you consider relevant to this role. If possible, please give an example of how you have used research to inform your work.**



**11. Information and communication technologies (ICT): Please outline your competencies in relation to ICT and online training on how you envisage you would use these in your role as Coordinator for a new Shared Island Creative Programme.**





**12. 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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**13. 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 reserves the right to request additional or alternative referees if deemed appropriate.

<p><b>I hereby certify that all information provided on this application form is true and correct.</b></p> <p><b>Signature of Applicant:</b> _____</p> <p><b>Date:</b> _____</p>
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