

ADVERT ID 132103

## General

### The Institute of Education

79 - 85 Lower Leeson Street Dublin 2



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Wed Feb 26 2020 14:35:58  
**Application Closing Date:** Fri Apr 10 2020  
**Status of Post:** Other  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational

#### POST DETAILS

**Title:** Year Head

**Description:** The Institute of Education is a unique learning environment. We go to extraordinary lengths to ensure that all our students receive the very highest standards of tuition and are fully prepared for the world of the 21st Century.

For 50 years the Institute has operated a co-educational school on Leeson Street in Dublin city centre, evolving over the years to become one of the largest private schools in Ireland. Putting the student at the centre of everything we do, we provide a focused, flexible and complete education experience, where 4th, 5th and 6th year students can maximize their academic capabilities and develop the confidence and maturity to thrive as they move on to third level education.

Year Head

We are currently looking to hire a Year Head to support the School Principal in The Institute of Education.

The role:

- Take responsibility for a group of students in the year
- Attend and prepare for the assembly at the beginning of the school year
- Facilitate the induction of new students and staff members
- Support the attendance officer in communicating information with parents
- Liaise with students and parents re attendance, discipline and school related issues
- Support and advise students
- Attend meetings with the school management team
- Participate in planning sessions with the Principal
- Promote the school at Open Evenings, Parent Teacher meetings, greeting students in part time classes on occasion
- Oversee examinations
- Liaise with teachers about the scheduling of tests
- Be available to take students on agreed school outings
- Read and review comments on school reports at Christmas and the end of the school year
- Support the Principal and administration staff in preparing the timetable
- Liaise with other school departments including Career Guidance, Learning and Resource

- Assist the Principal in the smooth running of the school

#### Knowledge Skills and Experience

- Excellent communication, organisational and time management skills.
- Strong relationship building and interpersonal skills
- Familiar with Microsoft Word, Excel, and Outlook.
- Ability to multitask and prioritise tasks.
- Excellent attention to detail.
- Professional discretion.

#### Education & Qualifications

- Relevant Masters qualification essential for this role.
- Previous educational management experience essential for this role.

The Institute of Education is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 50002k  
**Apply To:** 79 - 85 Lower Leeson Street  
Dublin 2  
**County:** Dublin  
**Postal District:** Dublin 2  
**Enquiries To:** [recruitment@instituteofeducation.ie](mailto:recruitment@instituteofeducation.ie)  
01 661 3511

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