

ADVERT ID 219744

## General

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### Marino Institute of Education

Griffith Ave Dublin 9 Dublin D09 R232

<https://www.mie.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Higher & Further Education  
**Date Posted:** Fri Jun 28 2024 14:57:30  
**Application Closing Date:** Fri Aug 9 2024  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

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#### POST DETAILS

**Title:**

School Placement Tutor

**Description:**

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

School Placement Tutor

#### GENERAL JOB DESCRIPTION

We have a long and proud involvement with education, specifically initial teacher education (ITE), dating back over 100 years. In the last decade, the academic mission and scope of MIE's activity has been re-envisioned to encompass a deeper understanding of education in and beyond the classroom, to incorporate the continuum of teacher education and the education of specialist education practitioners at early years, primary and further education levels.

Marino Institute of Education (MIE) wishes to recruit experienced education professionals to a panel of school placement tutors on a temporary part-time basis for the 2024/25 academic year. Applicants should be available at least four days per week to undertake visits to schools (during primary school hours). Applications are welcomed from professionals who are registered with the Teaching Council of Ireland, and who are interested in supporting, observing and assessing students on placement for the following programmes:

- Bachelor in Education (Primary), B.Ed.
- Professional Master of Education (Primary), PME.
- Baitsiléir san Oideachas Trí Mheán na Gaeilge (Bunmhúinteoireacht), B.Oid.

Applications are welcome from tutors in Dublin, Donegal, Sligo, Mayo, Galway, Clare, Limerick, Kerry and Cork. Placement visits take place from November to June. Interviews will be held as needed and applications will remain active for up to 12 months. Applications from candidates with an ability to supervise through the medium of Irish are particularly welcome.

#### ESSENTIAL QUALIFICATIONS & SKILLS

(i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted).

**Initial Teacher Education:**

In order to be considered for the position of School Placement Tutor on Initial Teacher Education programmes (B.Ed., B.Oid., PME), applicants must demonstrate the following:

- o A primary teaching qualification, which qualifies the candidate to register with the Teaching Council of Ireland. (Route 1)
- o A minimum of 5 years professional practice experience in primary education
- o Excellent knowledge of the curriculum at primary level.
- o A demonstrated ability to work in an online environment.
- o Experience supporting, mentoring and evaluating professional practice.
- o Excellent interpersonal, communication and organisational skills.
- o Inniúlacht sa Ghaeilge inmhianaithe (for those wishing to work on the B.Oid. programme)

Desirable:

- o Full driving licence and willingness to travel
- o Experience of working as part of a Droichead Professional Support Team (PST)

Candidates must clearly indicate in their application form, the programme(s) for which they are applying, and how they meet each of the pre-requisite skills and experience outlined for the programme.

#### DUTIES AND RESPONSIBILITIES:

School Placement is a core element of ITE programmes in MIE. It is the time when our students practice and develop skills of observation, planning, teaching, assessment and reflection. The school placement tutor plays an important role in supporting our students to develop their practice as education professionals and encouraging our students to become independent practitioners. Working individually and as part of the wider placement team, school placement tutors have responsibility for observing, assessing, and providing feedback to students within education settings. Duties include but are not limited to:

- Completing required training/CPD provided by MIE School Placement Team to include Child Protection and GDPR training.
- Completing school placement shadowing prior to beginning placement supervision.
- Observing students on school placement in education settings (during school hours).
- Providing oral and written feedback to students.
- Assessing and mentoring students during their school placement experience.
- Working in an online environment and using MIE IT and eLearning systems.
- Liaising with the placement settings, principals, teachers etc.
- Liaising with the school placement coordinator and administrators on expense claims, report submissions and logistical issues.
- Reviewing planning documentation (online or onsite).
- Submitting grade reports as per programme requirements.

Information related to Marino Institute of Education (MIE): Further information on MIE and its programmes is available on the Institute website [www.mie.ie](http://www.mie.ie)

#### APPLICATION, SELECTION PROCESS AND GENERAL INFORMATION.

Interview will be by interview panel consisting of not fewer than 3 persons and will comprise of the most suitable and qualified people to assess applicants in the discipline from its formation date, which will be the date of initial interview. Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required. Interviews will not take place until September/October 2024.

All successful applicants will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration.

#### Essential Training

Successful applicants will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

#### TO APPLY:

Please complete the form attached at Appendix One and return it with your CV by email to [careers@mie.ie](mailto:careers@mie.ie) or by post to:

The Human Resources Office  
Marino Institute of Education  
Griffith Avenue  
Dublin 9. (D09 R232)

The application form is also available under the careers section of the MIE website.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.

Appendix One Application Form:

Application for inclusion on the MIE School Placement Tutor Panel

### 1. PERSONAL INFORMATION

Name:

Address:

Mobile:

E-Mail:

### 2. APPLICATION INFORMATION

Date of application: \_\_\_\_\_

Application for (please tick as appropriate)

School Placement Tutor (B.Ed., PME) \*

Baitsiléir san Oideachas Trí Mheán na Gaeilge (B.Oid)\*  
Inniúlacht sa Ghaeilge riachtanach

\*Registration with the Teaching Council as a primary school teacher is required

Teaching Council Number: \_\_\_\_\_

### 3. CURRENT STATUS

Please tick relevant box.

Retired Year of retirement: Career-break

Other Please give details:

### 4. QUALIFICATIONS

Please give details of academic or professional qualifications

Awarding Institution Qualification obtained  
Date of award Main subjects

### 5. PLEASE OUTLINE YOUR PROFESSIONAL CAREER TO DATE

School/ Setting/ Institution Address Post held Dates

### 6. OTHER RELEVANT PROFESSIONAL EXPERIENCE/NON-ACCREDITED COURSES:

### 7. KNOWLEDGE OF RELEVANT CURRICULUM / SUBJECT EXPERTISE

### 8. EXPERIENCE WORKING IN AN ONLINE ENVIRONMENT

### 9. EXPERIENCE SUPPORTING/MENTORING/EVALUATING SCHOOL PLACEMENT

### 10. EVIDENCE OF INTERPERSONAL, COMMUNICATION & ORGANISATION SKILLS

### 11. CUMAS SA GHAEILGE

An bhfuil cumas sa Ghaeilge agat le tabhairt faoi na réimsí seo a leanas:  
feitheoireacht ar cheachtanna Gaeilge \_\_\_\_ Tá \_\_\_\_ Níl  
feitheoireacht i nGaelscoil/ suíomh lán-Ghaeilge \_\_ Tá \_\_\_\_ Níl  
feitheoireacht i scoil/suíomh sa Ghaeltacht \_\_\_\_ Tá \_\_\_\_ Níl

### 12. REFEREES

Name and addresses of two referees (Where relevant, one referee should be the Chairperson of the Board of Management of the school in which you most recently taught.)

Phone:

E-mail:

Phone:

E-mail:

Please return the completed form to: [careers@mie.ie](mailto:careers@mie.ie) . Please be advised that it will be kept on file for future reference. Applicants will be shortlisted for interview on the basis of the information provided on this application form. Marino Institute of Education is an equal opportunities employer.

#### APPLICATION REQUIREMENTS

- Application Form
- Curriculum Vitae

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Apply To:** Griffith Ave  
Dublin 9  
Dublin  
D09 R232

**County:** Dublin

**Postal District:** Dublin 9

**Enquiries To:** [careers@mie.ie](mailto:careers@mie.ie)

**Website:** <https://www.mie.ie>

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