

ADVERT ID 221358

## General

### ISCOIL LTD

Acorn Centre Warrenmount Blackpitts Dublin 8 D08W2X8  
<https://www.iscoil.ie>



### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Thu Jul 25 2024 15:14:21  
**Application Closing Date:** Fri Aug 16 2024  
**Commencement Date:** Mon Sep 2 2024  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

### POST DETAILS

**Title:**

Education Manager

**Description:**

Education Manager

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Students are referred by Tusla

Educational Welfare Officers. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

We have entered a time of great opportunity both globally and nationally to reimagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board of Directors are keen to continue this ethos of development into the future. We are looking for someone to join our central team who is committed to engaging the minds and creativity of young people through online and blended learning.

iScoil aims to:

- ? Engage young people in learning
- ? Build confidence and self-esteem
- ? Offer accreditation opportunities
- ? Support progression to further education and employment

Please go to our website for more information: [iScoil.ie](https://www.iscoil.ie)

The Role

At iScoil, we have a committed and energetic team with an established standard of good practice delivering flexible and personalised accredited learning. The Education Manager manages and supports tutors, oversees QQI (Quality and Qualifications Ireland) processes and validation, and develops and implements strategic objectives relating to teaching, learning, and assessment.

Role Specification

The Education Manager leads on the following:

- ? Managing and supporting the team of tutors and the Instructional Designer
- ? Managing QQI re-engagement, validation, and student accreditation
- ? Maintaining assessment procedures in line with QQI quality assurance
- ? Overseeing and supporting academic development
- ? Coordinating, reviewing, and evaluating new and existing education initiatives with the education team
- ? Developing and updating policies and procedures relating to learning,

teaching, and assessment

- ? Implementing operational aspects of the strategic plan
- ? Enhancing standards of practice across VLE (virtual learning environment) and CRM (customer relationship management) system
- ? Working with the central team to identify areas for innovation and development
- ? Supporting the work of the Academic Committee
- ? Reviewing education team capacity and leading tutor recruitment
- ? Identifying, developing, and delivering CPD (continuing professional development) opportunities for staff
- ? Working with the education team to enhance student collaboration, engagement, UDL (universal design for learning), and accessibility
- ? Promoting the model of learning and representing iScoil at formal meetings and conferences

Key relationships

The Education Manager will report to the Chief Operating Officer and have key relationships with the tutors, mentors, central team members, and the Chief Executive Officer.

Experience and Key Competencies

- ? Knowledge and experience of QQI assessment, accreditation, and procedures
- ? Experience in leading and managing an education team and setting a culture of quality and innovation
- ? Experience of and a passion for inclusive education
- ? Knowledge and experience of educational disadvantage and the factors associated with early school leaving
- ? Knowledge of personalised, flexible, and innovative learning strategies
- ? Advanced digital skills, experience with e-learning environments, and an understanding of technology-enhanced teaching, learning, and assessment
- ? Experience in project management including implementation, monitoring, risk management, and review
- ? Excellent teamwork and interpersonal skills
- ? Experience working independently with strong written and verbal communication skills

Qualifications

- ? Recognised education qualification at Master's level or equivalent

Personal Characteristics

- ? Commitment to the ethos, values, and culture of iScoil
- ? Ability to lead, take initiative, and collaborate
- ? Excellent communication, planning, and organisational skills
- ? Creativity and an ability to respond to challenges and new initiatives

What iScoil can offer

- ? A culture of innovation in education
- ? Opportunities to play a leadership role in an award-winning organisation
- ? A hybrid working model
- ? A salary commensurate with skills and experience

Terms & Conditions

The appointment is subject to Garda vetting and reference checks. This is a hybrid role, and iScoil's office is in Acorn Centre, Blackpitts, Dublin 8.

The deadline for application is 5 pm on the 16th of August 2024, with interviews likely to take place on the 27th or 28th of August 2024.

Application is by CV and cover letter to [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie) with Education Manager in the subject line.

iScoil is an equal opportunities employer

## APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Apply To:** recruitment@iscoil.ie  
**County:** Dublin  
**Postal District:** Dublin 14  
**Enquiries To:** [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie)  
**Website:** <https://www.iscoil.ie>  
**Further Information:** <https://www.iscoil.ie>

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