

ADVERT ID 229696

General

The Institute of Education

79 - 85 Lower Leeson Street Dublin 2



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Wed Feb 12 2025 10:43:53
Application Closing Date: Wed Mar 12 2025
Commencement Date: Mon Aug 11 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational

POST DETAILS

Title:
Manager of Part-time School

Description:

The Institute of Education is recruiting a "Part-Time School Manager". The successful candidate will lead the weekly management of our Part-time school and assume full responsibility for delivery of weekly classes and short courses, as well as the management of the part-time school teaching staff. The role will be primarily based at our school campus on Leeson Street, Dublin 2.

Key Responsibilities:

Teacher Management

- Regular Teacher review meetings (feedback).
- Quality control of content review of notes / resources and quality control.
- Department management (across multiple subjects and year groups).
- Managing teacher absence effectively ensuring all classes and courses are taught.
- Regular effective communication e.g. emails / casual meetings.
- Oversee the provision of courses in satellite schools (Killester & Westmanstown)
- Feedback surveys.
- Peer review classes.

Student and Parent Engagement

- General communication.
- Feedback (student surveys).
- Follow up and resolutions to issues, complaints, and absences.
- Monitor student attendance.
- Provide a highly visible during classes and courses.

Key Attributes

- A collaborative team-player, a key contributor at senior management level and the leader of the part-time school.
- Student centric approach to the provision of teaching and learning.
- Exceptional organisational skills are necessary to excel in this role.
- An ability to communicate effectively internally and externally.
- People management skills.

- Appreciation for school management systems and processes, including learning management systems.

Key requirements:

- A minimum of 10 years' experience in teaching / teaching management school/college.
- Prior experience working with senior management.
- A minimum of 5 years experience in people management role.

APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

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

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