



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills



Director of the Dublin West Education Centre

Job Description and General Notes

1. Introduction

This competition is for the appointment of a Full-Time Director of the Dublin West Education Centre. The Director will report to the Management Committee of the Dublin Education Centre. S/he will, subject to the approval of the Minister, be seconded under the Education Support Centres (Appointment and Secondment of Directors) Regulations 2017 as Director of the Dublin West Education Centre for one school year with an annual renewal providing for a secondment period of not more than five school years.

Dublin West Education Centre (DWEC) is one of 21 full time Education Support Centres, constituted under Section 37 of the Education Act (1998). It has responsibility for the development and implementation of strategies to support Continuing Professional Development (CPD) for teachers and the wider school community, thereby building capacity in the Education Centre's catchment area and region. It is also currently responsible for the management of two Department of Education and Skills funded support services, the Professional Development Service for Teachers (PDST, including PDST Technology in Education) and the National Induction Programme for Teachers (NIPT).

The Centre is also required to respond to local, regional and national professional development priorities.

2. Role of Director

The Director will, with the support of the Management Committee, grow and sustain a culture of engaging teachers, schools, parents, boards and other relevant persons in its region in continuing professional development and innovative practice. Through its various practices, the Centre will ensure that its vision and goals are anchored in the principles of lifelong learning, innovation and ongoing improvement in teaching, learning and assessment. The Director will advise and support the Management Committee in setting priorities for the development and management of a programme of work for the Centre that reflect the Centre's vision and culture.

The Management Committee is responsible for the overall operations of the Centre including governance, strategic planning, finance and human resources and the Director is accountable to the Management Committee for all these matters. The Director is also responsible for the

approved development of effective working arrangements with partner services and organisations.

The Director is an ex officio member of the Education Centre Management Committee.

Duties will include:

- planning for the identification of local school community needs and devising appropriate response strategies including the design and delivery of professional learning and development programmes for teachers and the wider school community at a local level
- implementing arrangements to ensure effective governance in the Centre including financial management and budgeting arrangements, the implementation of appropriate internal financial controls and complying with audit arrangements, adherence to value for money policies and other statutory and public sector requirements
- planning for the future of the Centre by producing strategy statements and business plans with key performance indicators that build capacity locally, encourage innovation and support local needs and national priorities. Where a current Statement of Strategy does not exist, the incoming Director will in consultation with the Management Committee, put one in place within 4 months of taking up the position of Director.
- delivering on the targets set by the Management Committee of the Centre to engage school leaders and teachers in the identification of their own professional development needs and to provide them with high-quality continuing professional learning opportunities to achieve the priorities identified at local and national level
- supporting schools in the community in developing effective practice in relation to the continuing professional development of teachers through communities of practice, locally designed professional learning events, web-based support etc.
- To review and report on the impact of professional learning programmes on the work of schools and the wider school community
- devising and implementing strategies for the development of good relationships with local schools and their communities
- developing effective communication and consultative arrangements with the Department of Education and Skills to ensure the effective operation of the Centre and in the development and implementation of national and local CPD programmes
- establishing appropriate links with and working collaboratively with other services and organisations to provide professional development opportunities for teachers, parents and other members of the school community in the Education Centre's catchment area
- cooperating, networking and collaborating with other relevant bodies e.g. Teaching Council, Colleges of Education, Universities and other third level institutions, Teacher

Professional Networks/Learning communities, NCCA and other external agencies, as appropriate.

- promoting the role of the Centre as a resource providing educational support to the local school/education community
- advising and reporting regularly to the Management Committee on all aspects of the Centre's operations
- acting as Secretary to the Management Committee
- leading team meetings identifying and addressing the team's professional development needs
- complying with reporting requirements of the Department of Education and Skills
- managing Centre staff
- performing such other functions (if any) as may be determined from time to time by the Management Committee of the Centre

3. Range of knowledge, experience and skills required for the position

The ideal candidate will possess a range of competencies and skills to support the role, in particular:

- excellent leadership, management and organisational skills with a proven track record in leadership and innovation
- experience of adhering to the requirements of the corporate governance framework that public bodies operate within
- excellent interpersonal and communication skills
- an extensive range of teaching experience with a very good understanding of the operation of schools and relevant legislation
- in-depth knowledge of the curriculum at primary and post-primary levels
- in-depth knowledge of transformative CPD provision associated with national priorities to teachers and school leaders in a range of settings: national seminars, evening workshops, school-based support, facilitated cluster meetings and on-line support at both primary and post-primary levels
- the ability to generate enthusiasm, to motivate and innovate
- a clear vision of the role and work of an Education Centre and of the Network of Education Centres
- excellent planning and coordination skills including knowledge and experience of data collection, budgeting, financial reporting, report writing, business planning etc.

- proven capacity to work independently and as part of a team
- excellent digital technology skills and capability to manage and promote effective embedding of digital technologies in learning, teaching and assessment
- flexibility to meet the needs of the Centre, including a willingness to engage in travel and/or evening and weekend work as necessary

The successful candidate will be required to have their own means of transport and to possess and retain a full driving licence. Candidates will be required to put appropriate motor insurance in place. Public sector travel and subsistence rates will apply.

Competence in and willingness to work through Irish is desirable.

4. Competition

Essential Requirements

1. Each Candidate must be:

- a teacher who holds a full time approved teaching post¹ in a recognised primary or post-primary school for the year in which he or she is applying to be appointed as a Director (being a teacher the registration of whom under the Teaching Council Act 2001 is not the subject of conditions) and who also has -

(i) not less than 12 months' employment with his or her current employer, either in that post or on secondment, on the date of appointment to the post of Director,

and

(ii) not less than 5 years' aggregate experience as a teacher in a recognised primary or post-primary school in the State;

OR

- a person who is currently employed as an Inspector by the Department of Education and Skills.

Candidates should also note the following:

The appointment is subject to the approval of the Minister for Education and Skills under the Education Support Centres (Appointment and Secondment of Directors) Regulations 2017. Candidates should note that the following apply to the appointment as Director of the Dublin West Education Centre;

¹ a post funded by monies provided by the Oireachtas

- i. A Director will be appointed for one school year with an annual renewal providing for a secondment period of not more than five school years. The following is relevant in this regard;
 - Where a person who has been on secondment, whether as a Director or otherwise, he or she shall only be eligible for appointment as a Director where the period of their subsequent service in school is equal to, or greater than, the period of time on secondment before that service.
 - For the purposes of any calculation in determining eligibility for appointment time on any secondment arrangement shall be taken into account.
 - A part of a school year served by a person as a Director shall count as a full year for the purposes of any calculation for the post of Director.
 - No person shall be appointed as a Director where the term of the Director would extend beyond the expiry of a Director's employment with a recognised primary or post-primary school or with the Inspectorate. The duration of a secondment may not extend beyond the date of compulsory retirement age.
- ii. The appointment is subject to Garda Vetting clearance.

No definitive offer of appointment can be made before the secondment is approved by the Minister.

The secondment is subject to school authority/Board of Management approval.

The appointment will commence on the 1st September 2020 or as soon as possible thereafter.

In considering candidates for appointment under this competition, regard may be had to the duration of contract that may be offered to a candidate.

Health, sick leave and general work record must be satisfactory.

The successful candidate will be required to work exclusively for the Education Centre and may not take on other employments for the period of their contract without the appropriate written approval from the Management Committee of the Centre and the Principal Officer of Teacher Education Policy (ITE and Professional Development) Section of the Department.

The successful candidate will be required to sign a secondment contract prior to taking up the position of Director.

The process outlined above shall apply, mutatis mutandis, for members of the Department Inspectorate.

The Management Committee in consultation with the Department reserves the right to re-advertise the post.

The appointment is subject to satisfactory referees. The Centre may decide to seek additional referees if necessary.

5. Appointment and Remuneration

An offer of appointment shall only be made under the Education Centres (Appointment and Secondment of Directors) Regulations 2017 where, following an interview, there is considered to be at least one suitable candidate for the post. The contract for the post must be signed by the successful applicant prior to taking up the post and in the event that the candidate does not sign the contract, within 14 days it will be deemed that they are no longer interested in the post and it will be offered to the next most suitable candidate on the panel.

Where the successful applicant is an existing teacher or a teacher currently on secondment, he/she will retain their existing teacher's salary along with an allowance equivalent to the 10th point of the post primary principal's allowance scale. If an applicant is already in receipt of a point beyond the 10th point of the post primary principal's allowance, he/she should note that they will **not** be allowed to retain this in a personal capacity on appointment.

If the successful candidate is a serving civil servant, no secondment allowance will be payable.

A successful candidate must be available to take up the post on the date determined by the Management Committee. It is a matter for the successful candidate to secure the agreement of his/her school authority/Board of Management or other employer, to be released to take up the post.

6. Selection Procedure

Applicants must apply using the appropriate application form which is available from <https://cpd.dwec.ie/recruitment/>. Application forms should be submitted by email to recruitment@dwec.ie by 3 pm on 13 August 2020. Applications received after this deadline will not be considered. An incomplete application form will not be considered. **Hardcopies of applications will not be considered.** Misleading or false information or declarations will lead to disqualification and render the applicant ineligible for appointment. Receipt of completed application forms will be acknowledged. Candidates should note that canvassing or lobbying directly or indirectly will disqualify.

A selection committee will be established for the post. The selection committee will comprise of nominees of the Management Committee of the Education Centre and nominees of the Department of Education and Skills. Candidates should note that shortlisting may apply.

The onus is on all applicants to make themselves available on the dates specified, if invited to attend for interview, and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form. Candidates will be responsible for all expenses they incur in connection with their application and interview.

It is expected that interviews for the post will take place in the week commencing 31 August 2020.

7. Interview

The successful applicant will be selected by way of a structured interview process, which will be based on key competencies, and a short presentation.

The competencies will include:

Leadership (vision, influencing skills, team building capacity, communication)

Reasoning Skills/ Judgement (analytical thinking, conceptual thinking, decision-making)

Knowledge (Understanding of current education system issues, public sector governance, knowledge of teacher professional development and adult learning, the Action Plan for Education, Department of Education and Skills Priorities, the Education Centre Network and the wider Education Sector)

Planning/Work Organisation (setting priorities and targets, monitoring and control skills)

Management (budgeting and financial accountability, public sector governance, administration, resources, staff)

Candidates should assess their suitability in terms of their experience (career and other) to date and the skills/abilities they possess. They will be asked to provide examples of their experience under each competency in order to demonstrate their suitability for the post.

Each candidate will be required to make a short presentation, of a maximum of five minutes' duration, based on his/her vision for the Dublin West Education Centre. **The use of technical aids of any kind will not be permitted.**