



The Professional Development Service for Teachers (PDST)

Team Leader for Operations and Service Cohesion

Job Description and General Notes

1. Overview

The Professional Development Service for Teachers (PDST) is a cross-sectoral support service under the remit of the Teacher Education Section (TES) of the Department of Education (DE) which offers professional development support to primary and post-primary teachers and school leaders. The work of the PDST contributes to school improvement by providing high quality Continuing Professional Development (CPD) on curricular and educational issues, fostering reflective practice and ongoing professional learning among teachers and school leaders.

Priorities areas for the coming years are:

- Literacy
- Numeracy
- Science, Technology, Engineering and Mathematics (STEM)
- Embedding Digital Technologies in Teaching and Learning as per the DE Digital Strategy for Schools
- School Self-Evaluation (SSE)
- Health and Wellbeing
- School Leadership
- Post-Primary Subjects and Programmes

The PDST currently has a vacancy for the role of Team Leader for Operations and Service Cohesion

S/he will work as part of a middle management team and will report directly to the senior management team of Deputy Directors and the National Director.

The closing date for applications is 5pm on Thursday 23 June.



An Roinn Oideachais
Department of Education



2. Job Description

The Team Leader to support Operations and Service Cohesion will be responsible for CPD provision in PDST across key priorities areas including but not limited to; Health and Wellbeing, Leadership, STEM, PLC, Senior Cycle and DEIS. The Team Leader will provide insights into how best to facilitate the CPD to support the professional needs of teachers and who can thereby provide key support to the Operational services across the PDST. He/she will work as part of a middle management team and will report directly to the senior management team of Deputy Directors and the National Director.

This Team Leader role will be a secondee with relevant experience and insights into the professional learning needs of teachers. The person in this role will need to have the relevant skills and experience to support all aspects of Operations of CPD within the PDST, where duties will include but are not be limited to:

- Supporting operational planning for the effective implementation of an increasing remit of CPD provision in consultation with subject and programme Team Leaders and the Deputy Director for Operations
- Liaising with Team Leaders to streamline all school support applications across teams, including bespoke application processes for sustained support for priority areas such as Primary Language Curriculum, Wellbeing in Education, STEM etc.
- Liaising with Team Leaders and the Deputy Director for Operations in relation to face-to-face and online CPD including;
 - Ongoing Operational support for the PDST Data Management System
 - Streamlined and timely communications and notifications to teachers regarding upcoming CPD
 - Support for the streamlined provision of multiple administrative functions within the education centres network of administrative bases to support the smooth operations of CPD provision
 - Devise updates to online booking system of CPD and school support application system as necessary, in consultation with Deputy Director for Operations
 - Provide support and advice to the administrative staff in Head Office who co-ordinate multiple school support and online booking queries from teachers and school leaders and ensure these are addressed in an appropriate fashion
 - Support Team Leaders and Administrators in planning for delivery of PDST summer courses
- Support the Deputy Director for Operations and Service Cohesion in planning for and developing collaborative opportunities with the network of education centres, including regional meetings with the network, to



further support ongoing opportunities for teacher professional development including collaboratives and networks of teachers

- Support the Deputy Director for Operations in oversight and preparation of reporting of key operational data regarding CPD provision to teachers across all CPD events including onsite school support
- Support the Deputy Director for Operations as we move towards the integration of services considering key operational needs of the new organisation.

3. Roles and Responsibilities

The Team Leader for Operations and CPD Cohesion will have the following responsibilities:

- contributing as part of the Management Team to support the PDST through the period of re-structuring and change as they move to a single integrated support service.
- planning, scheduling, monitoring and evaluating national and regional CPD events
- Inputs into annual and regional events for school leaders (e.g. DP/IPPN).
- monitoring, recording and extraction of CPD support data entered by advisors into the PDST Data Management System.
- preparing and providing resource materials as part of professional development and support.
- supporting the senior management team in co-ordinating the work of PDST.
- liaising and working with DES, educational bodies/third level institutions as appropriate.
- undertaking administrative tasks as required by senior management.
- writing reports and managing documentation.
- organising and maintaining effective communication.
- any other appropriate tasks that may be assigned as needs arise.

The responsibilities of the Team Leader may vary in accordance with emerging needs and priorities and as assigned by the National Director.



4. Range of knowledge, experience and skills required:

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

- Excellent interpersonal skills
- Leadership knowledge and skills
- Excellent negotiation, staff management and motivation skills, and proven ability to lead and manage change
- A strong work ethic
- Project management and project delivery skills (budget management also desirable)
- A range of teaching experience, good knowledge of national curricula, the operation of schools and relevant legislation (including Section 24 of the Education Act 1998)
- Knowledge of current and emerging education research issues
- Knowledge and experience of effective teacher education, school leadership, SSE and school-improvement strategies
- Experience in the design, development and provision of teacher professional development including evidence of a capacity to mobilise and support teacher reflection, enquiry and school-based research
- The ability to pro-actively organise and co-ordinate the work of others
- An understanding of the role of digital technologies in teaching, learning and assessment
- Experience of teaching through Irish, fluency in the language and willingness to work through the language of Irish will be an advantage for this post but is not essential

Flexibility is a key feature of the role in order to meet the needs of the organisation, and so will include a willingness to engage in travel and/or evening work as may be reasonable and necessary for the proper performance of duties subject to the limits set down in the Organisation of Working Time Act 1997.



4. Location

- Successful candidates will be seconded to Dublin West Education Centre and will report to the PDST management team
- It is not a requirement that the Team Leader be based in Dublin West Education Centre. S/he will however, be required to travel there and elsewhere as necessary
- The successful candidate will be required to have their own means of transport and to possess and retain a full driving license
- Public service travel and subsistence rates will apply and will be calculated from your local designated Education Centre, or home, as appropriate

5. Eligibility

- This post is open to all qualified teachers who hold a recognised post in a recognised school
- Secondments shall be in accordance with the terms of the DE Secondment Circular – presently 0029/2018
- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and DE approval

Department of Education Sanction

- Each appointment is subject to the sanction of the DE
- No definitive offer of appointment can be made before sanction is given

Contract

- Each successful candidate will be required to sign a secondment contract, which will provide for an on-going performance and development process

Other

- Each appointment is subject to evidence of Garda Vetting clearance and evidence of a satisfactory sick leave record being provided by the successful candidate to Dublin West Education Centre
- Each appointment is subject to satisfactory references, including from the applicant's current employer
- Dublin West Education Centre in consultation with the Department of Education reserves the right to re-advertise the post where it considers there are an insufficient number of eligible applicants. Eligible applicants will be informed and given the option of leaving their application on file
- The successful candidate will work exclusively for Dublin West Education Centre and may not take on other employments for the period of their contract without the appropriate approval



6. Salary

For secondment the salary for a Team Leader is in accordance with Category 3 as provided for by the 2003 Arbitration Award in respect of teachers on secondment, subject to the conditions outlined below.

Remuneration is at all times subject to the relevant DE or Department of Public Expenditure and Reform policies and regulations. Current Department of Education Pay Circulars will apply – current Circular is 0056/2021.

A Team Leader (pre 2011 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- An honours primary degree allowance
- An honours Higher Diploma in Education allowance
- The standard Category 3 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours H.D.E Allowance	Standard Secondment Allowance
3	Team Leader	As Applicable	€5,229 pa	€1,314 pa	€13,976 pa

A Team Leader (post 1 January 2011 and pre 1 February 2012 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- An honours Higher Diploma in Education allowance if the teacher already holds such an allowance
- The standard Category 3 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Honours H.D.E Allowance	Standard Secondment Allowance
3	Team Leader	As Applicable	€1,314 pa	€13,976 pa

A Team Leader (post 1 February 2012 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, **plus**
- The standard Category 3 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Standard Secondment Allowance
3	Team Leader	As Applicable	€13,976 pa

All additional qualification and post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances.

The secondment allowance is payable while on secondment and shall not be retained in any capacity beyond the secondment period.



7. Selection Procedure

- Selection will be way of a competitive interview
- Completed application forms should be submitted as an e-mail attachment to recruitment@pdst.ie by: **5pm on Thursday 23 June**. Late applications will not be considered
- A selection committee will be established to carry out all aspects of the selection process
- Shortlisting may apply
- It is the responsibility of the candidates to make themselves available for interview on the appointed date, if invited to attend. Candidates should note that it may not be possible to provide an alternative date
- Those called for interview will be asked to make a five minute presentation to the interview panel focusing on the applicant's vision for the position and the contribution s/he could make to teacher professional development with PDST
- This interview will be competency based in line with the skills outlined in Part 3 above of the job description
- A panel may be formed from which future vacancies may be filled
- Canvassing directly or indirectly will disqualify applications
- Candidates will be responsible for all expenses incurred in connection with their application and interview

8. Release from Present Post

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned
- Successful candidates will be expected to be available to take up appointment as soon as possible. Commitment of release from your employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer to agree to the release of the successful candidate as per application form attached to the secondment circular 0029/2018, which requires Part 3 of the application form to be signed by the School Principal and the Chairperson of the Board of Management/Chief Executive (ETB only).

9. Queries

Any queries in relation to this document should be emailed to recruitment@pdst.ie