



Director of Monaghan Education Support Centre

Job Description and General Notes

1. Introduction

This competition is for the appointment of a Director of Monaghan Education Support Centre. The Director will report to the Management Committee of Monaghan 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 (Appendix A) as Director of Monaghan Education Support Centre for one school year with an annual renewal providing for a secondment period of not more than 5 school years.

Monaghan Education Centre has responsibility for the development and implementation of strategies to support Continuing Professional Development (CPD) in Teacher Education in primary and post-primary schools in his/her Education Centre's catchment area and region.

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

2. Role of Director

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.

The Director is responsible for the overall operations of the Centre including governance, strategic planning, finance and human resources and is accountable to the Management Committee for all these matters. The Director is also responsible for the 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 training 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 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 support local needs and national priorities
- delivering on the targets set by the Management Committee of the Centre to support the training and development of teachers and the wider school community to achieve the priorities identified at local and national level.
- supporting schools in the community in the development of effective practice in relation to the continuing professional development of teachers
- devising strategies for the development of good relationships with schools and their communities
- developing effective partnership 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
- working collaboratively with other services and organisations to provide professional development opportunities for teachers, parents and other members of the school community
- cooperating, networking and collaborating with other relevant bodies e.g. Teaching Council, Colleges of Education, Universities and other third level institutes, 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 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

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

- excellent leadership, management and organisational skills and a proven track record in leadership and innovation
- 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 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.
- understanding of the corporate governance framework that public bodies operate within
- proven capacity to work independently and as part of a team
- excellent ICT skills and capability to manage and promote effective adoption of ICT as a teaching and learning resource
- 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. 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 an approved teaching post 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 Monaghan Education Support Centre;

- A Director will be appointed for one school year with an annual renewal providing for a secondment period of not more than 5 school years
- 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.
- The appointment is subject to Garda Vetting clearance.
- A teacher may be seconded as outlined above subject to an overall maximum absence of 10 years on secondment in the course of his/her professional career

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 as soon as possible after 1st February 2018.

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 approval.

The successful candidate will be required to sign a secondment contract.

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 where it is considered there are an insufficient number of eligible applicants. Eligible applicants will be informed and given the option of leaving their application on file with the Centre.

The appointment is subject to satisfactory referees

5. Appointment and Remuneration

An offer of appointment shall be made under the Education Support 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 www.metc.ie. Application forms should be submitted by email to recruitment@metc.ie by Friday 12th January 2018 at 3.00 pm. 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.

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.

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. Candidates should note that shortlisting may apply. Candidates should note that canvassing or lobbying directly or indirectly will disqualify.

It is expected that interviews for the post will take place on the week commencing Monday 22nd January 2018.

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, knowledge of teacher education, 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, administration within the school context and outside the school context, 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 Monaghan Education Centre. The use of technical aids of any kind will not be permitted.