

Junior Cycle for Teachers Advisor

(Applied Technology, Engineering, English, Gaeilge, Home Economics, Level 1 Learning Programme (L1LP), Level 2 Learning Programme (L2LP), Modern Foreign Languages, Religious Education, Technical Graphics and Wood Technology)

Job Description & General Notes

1. Overview

The Junior Cycle for Teachers (JCT) Support Service, directed by the Department of Education and Skills (DES) and hosted by Monaghan Education Centre, provides continuing professional development (CPD) support for school leaders and teachers as they plan and implement strategies and practices to adopt the Framework for Junior Cycle (2015) in schools.

JCT aims to foster a culture of continuing professional development among teachers as part of schools' ongoing programme development, encouraging lifelong learning, reflective and enquiry-based practices.

As set out in Circular Letter 15/2017, the Framework is being introduced on a phased basis which commenced with English in September 2014. JCT commenced the provision of a comprehensive and long-term programme of CPD for school leaders and teachers in October 2013. JCT currently offers CPD to teachers of English, Science, Business Studies, Irish, Modern Foreign Languages, Gaeilge, Wellbeing, Home Economics, Geography, History, Music, Mathematics and Visual Art to whole staffs, school leaders and to teachers of Short Courses and Level 2 Learning Programmes (L2LPs). It is intended to offer CPD to teachers of Applied Technology, Religious Education, Classical Studies, Engineering, Wood Technology and Technical Graphics from the 2018/19 school year.

Professional development support is provided regionally in co-operation with schools to respond to needs arising from the implementation of the Framework. The education centre network plays a key role in the work of the service and JCT works closely with the centres to support the needs of schools and teachers locally.

Junior Cycle for Teachers supports schools in the following areas:

- Interpreting and planning for the implementation of strategies in the context of junior cycle curricular and assessment components including the principles, key skills and statements of learning
- Implementing effective evaluation and assessment practices to improve learning and teaching
- Planning for the junior cycle curriculum, including timetabling practices
- Quality assuring their curriculum
- Programme/curriculum development, including short courses and Level 2 Learning Programmes
- Embedding information and communications technologies (ICT) in the classroom
- Developing assessment practices

Following an interview process, Monaghan Education Centre will form panels from which successful candidates may be appointed as Advisors on the following JCT teams for the 2018/19 school year.

- Applied Technology
- Engineering
- English
- Gaeilge
- Home Economics
- Level 1 Learning Programme (L1LP)
- Level 2 Learning Programme (L2LP)
- Modern Foreign Languages
- Religious Education
- Technical Graphics
- Wood Technology

Advisors will provide local, regional and national professional development and support for teachers and school leaders.

Applicants presenting with a second subject introduced in an earlier phase of the Framework for Junior Cycle, may be considered for work in that subject area as the CPD programme evolves. Applicants will also be required to deliver CPD on other aspects of Junior Cycle.

2. Job description

Advisors will work as part of a multi-disciplinary professional team and will report directly to the Director of JCT or his/her nominee. Advisors will be contracted on a secondment basis to Monaghan Education Centre.

Each subject specialist team will design and deliver CPD and resources, and facilitate schools' development of their practice in the following areas:

- The relevant subject specification for junior cycle, encompassing the key skills and statements of learning
- Literacy and numeracy
- Learning, teaching and assessment methodologies, including personalised learning and differentiation, formative and summative assessment
- Subject learning and assessment review meetings
- Quality assurance
- Reporting to parents
- Short courses
- Instructional leadership

Advisors will be required to undertake any of the following tasks:

- Contribute to the design, development and delivery of the CPD programme and supporting resources for the implementation of their subject in the Framework
- Deliver CPD and provide advice and support in relation to the Framework and facilitate teachers' professional development using a range of delivery modes in the following areas:
 - Pedagogical approaches that support active learning
 - The use of digital technologies as a tool for learning, teaching and assessment
 - Planning and implementing subject programmes
 - Building sustainable effective assessment practice
 - Supporting subject learning and assessment review meetings
 - Relevant digital content
- Work with teachers and demonstrate exemplars of effective learning, teaching and assessment

strategies, approaches and methodologies across a range of curricular areas

- Support school-based collaborative CPD to enable the adoption of whole-school, group and individual approaches to implementing the Framework
- Contribute to the maintenance and development of web-based support
- Support the embedding of digital technologies in learning and teaching and identify/develop relevant digital content
- Contribute to the monitoring and ongoing review of the CPD programme for the Framework
- Integrate and develop positive synergies with other national programmes of CPD
- Compile and provide reports on an ongoing basis, and as required
- Support the Director, or his/her nominee, as required in relation to operational matters
- Maintain effective communication with the Director, other team members and the education centre network as appropriate
- Train and mobilise personnel as required
- Co-operate, network and collaborate as required with other relevant bodies (e.g. state bodies, other DES support services, teacher professional networks/learning communities, third level institutions, colleges of education, school leaders and management bodies) in meeting the needs of teachers
- Participate in regional and other meetings and professional development opportunities provided for the Junior Cycle CPD team
- Co-operate with external evaluators of the service
- Undertake other responsibilities as may be required from time to time in accordance with emerging needs and priorities

Advisors may also be deployed so as to ensure the JCT team can respond proactively to meet emerging requirements/priorities for the provision of CPD including assignment to work with, or on behalf of, other DES support services.

3. Range of knowledge, experience and skills required:

Ideally, the successful candidate will have a range of expertise in the following:

Knowledge of subject/teaching

- Experience of teaching their subject at post-primary level in Irish-medium and/or English-medium contexts
- Experience and expertise in the use of active learning methodologies which foster student engagement with the curriculum and the development of literacy - including digital literacy- and numeracy skills
- Knowledge and experience of teaching students with special educational needs (SEN)
- Understanding the role of research to inform best practice
- Be competent in embedding digital technologies in teaching, learning and assessment

Knowledge of Education System and Curriculum Developments, including Junior Cycle

- Knowledge and understanding of the Framework for Junior Cycle (2015), the relevant NCCA background papers and/or subject specification(s) and information on the development and consultation process for subjects, short courses, the Assessment Toolkit and the Toolkit for Level 2 Learning Programmes.
- Knowledge of the education system generally and an in-depth knowledge of curriculum and assessment at post-primary level
- Awareness of current developments in curriculum and assessment in primary schools.
- Knowledge and awareness of the general policy landscape, including government strategies, relating to their subject area
- Knowledge and awareness of L1 and L2 acquisition

Knowledge and Experience in Assessment

- Experience and expertise in the area of on-going assessment

- Designing valid and reliable assessment tasks
- Interpreting and implementing learning outcomes
- Implementing effective assessment procedures
- Assessing using features of quality / success criteria / level descriptors
- Facilitating the development of student portfolios
- Knowledge and experience of effective assessment practices

Presentation and Communication Skills

- Excellent interpersonal and communication skills
- Competent writing skills
- Ability to provide high quality oral and multimedia presentations to groups of teachers
- Good facilitation and mediation skills
- Applicants for the position of Gaeilge Advisor - must have excellent written and oral skills in Irish. A high level of Irish-language proficiency in communicating and working through Irish is an essential requirement for this position
- A level of Irish-language proficiency in communicating and working through Irish would be an advantage for the other Advisor positions

Experience of Design and/or Delivery of CPD

- Experience in the design and/or delivery of teacher professional development including evidence of a capacity to mobilise and support teacher reflection, enquiry and classroom-based research
- Capacity to work in specific and generic areas of support

Organisational and ICT Skills

- The use of digital technologies in learning and teaching and supporting change
- Excellent organisational, management and ICT skills
- Capacity to work independently and as part of a team
- Flexibility to meet the needs of the organisation, including a willingness to engage in travel and/or evening work as necessary

4. Location/Travel

- Appointees will be seconded to Monaghan Education Centre. However, appointments will be made on a regional basis and it will not be a requirement that the Advisor be based in Monaghan Education Centre. S/he will, however, be expected to travel there and elsewhere as necessary
- Successful candidates 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

- All applicants for these roles must be a fully qualified post-primary teacher
- Secondments shall be in accordance with the terms of the DES Secondment Circular – presently 0029 of 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 DES approval.

DES Sanction

- Each appointment is subject to the sanction of the DES.
- 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 ongoing performance and development process.

Other

- In considering candidates for appointment under this competition, regard may be had to the overall duration of contract that may be offered to a candidate.
- 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 Monaghan Education Centre
- Each appointment is subject to satisfactory references, including from the applicant's current employer Monaghan Education Centre in consultation with the Department of Education & Skills 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.
- The successful candidate will work exclusively for Monaghan Education Centre and may not take on other employments for the period of their contract without the appropriate approval.

6. Salary

The salary for an Advisor is in accordance with Category 4 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 DES or Department of Public Expenditure and Reform policies and regulations. Current Department Of Education and Skills Pay Circulars will apply – current Circular is 0083/2017

An Advisor (pre 2011) 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 4 secondment allowance, which is pensionable (see table below)

Seconded Category	JCT Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours H.D.E Allowance	Standard Secondment Allowance
4	Advisor	As Applicable	€4,918 pa @1/1/2010	€1,236 pa @ 1/1/2010	€10,130 pa @ 1/1/2010

An Advisor (post 1 January 2011 and pre 1 February 2012) 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 4 secondment allowance, which is pensionable (see table below)

Seconded Category	JCT Position	Teachers' Common Basic Scale	Honours H.D.E Allowance	Standard Secondment Allowance
4	Advisor	As Applicable	€1,236 pa @ 1/1/2010	€10,130 pa @ 1/1/2010

An Advisor (post 1 February 2012) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, **plus**
- The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	JCT Position	Teachers' Common Basic Scale	Standard Secondment Allowance
4	Advisor	As Applicable	€10,130 pa @ 1/1/2010

Post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances.

7. Selection procedure

- A competitive interview will form part of the selection process
- A written assessment may form part of the selection process for the Gaeilge Advisor position
- Applications should be made by submission of the completed online application form. This should be submitted by **3.00 pm on Friday 14th September 2018**
- 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 will 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 JCT
- Candidates will be responsible for all expenses incurred in connection with their application and interview
- Canvassing directly or indirectly will disqualify

8. Release from Present Post

If appointed from the panel;

- 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 a successful applicant's employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer (e.g. Chairperson of the Board of Management). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management) is in a position to release the successful applicant.

9. Queries

Any queries in relation to this document should be emailed to JCT at info@jct.ie