

SUBJECT LEADERS FOR JUNIOR CYCLE FOR TEACHERS Job Description and 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 79/2018, 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, Whole School CPD Support, Home Economics, Geography, History, Music, Mathematics, Visual Art, Technology (Applied Technology, Wood Technology, Engineering, Graphics) Religious Education and Classical Studies, to whole staffs, school leaders, teachers of Short Courses, Level 1 Learning Programmes (L1LPs) and Level 2 Learning Programmes (L2LPs). Some of the CPD is offered in whole-school settings.

Following an interview process, Monaghan Education Centre will form panels from which successful candidates may be appointed as Subject Leaders for 2019/2020.

Applications should be made by submission of the completed online application form. The closing date for applications is Thursday 21st February at 3PM.

Professional development support is provided regionally through co-operation with schools to respond to needs arising from 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
- Embedding Digital technologies in learning and teaching.
- Quality assuring their curriculum
- Programme/curriculum development, including short courses and Level 2 Learning Programmes
- Integrating information and communications technology (ICT) in the classroom
- Developing assessment practices

Applicants who present with a second subject, which is due to be introduced in a later phase of the Framework for Junior Cycle, may be considered for work in that subject area as the CPD programme evolves.

2. Job description

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

The Subject Leader will lead a subject specialist team of advisors who 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 and formative and summative assessment
- Subject learning and assessment review meetings
- Quality assurance
- Reporting to parents
- Short courses



- Instructional leadership

Subject Leaders will be required to undertake the following tasks:

- Lead a team in 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
 - Embedding Digital Technologies and content in learning and teaching.
 - Planning and implementing subject programmes and building sustainable and effective assessment practice
 - Supporting subject learning and assessment review meetings
- 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 the Framework
- Contribute to the development and maintenance 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 Director 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

Subject Leaders 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(s) 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
- Understanding the role of research to inform best practice.
- Understanding of other legislative requirements for schools (including Section 24 of the Education Act 1998)

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
- Knowledge and awareness of L1 and L2 acquisition

Knowledge and Experience in Assessment

- Experience and expertise in the area of ongoing 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 Subject Leader - Gaeilge 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 Subject Leader 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

Management and Leadership Skills

- A clear vision of the role and work of a Subject Leader in JCT
- Experience of providing curriculum and instructional leadership
- Knowledge and experience of change management
- Ability to support whole-school improvement
- Ability to pro-actively organise and coordinate the work of others
- An enterprising approach to tasks and the capability to undertake innovative and challenging

elements of the work

Organisational and ICT Skills

- The role 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

- Successful candidates will be seconded to Monaghan Education Centre and will report to the JCT management team
- It is not a requirement that the subject leader be based in Monaghan 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 licence
- 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 Post Primary school
- Secondments shall be in accordance with the terms of the DES 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 DES approval

Department of Education & Skills 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 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 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 and Skills 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 Monaghan 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 Subject 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 DES or Department of Public Expenditure and Reform policies and regulations. Current Department of Education and Skills Pay Circulars will apply – current Circular is 0051/2018.

A Subject 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	Subject Leader	As Applicable	€4,918 pa	€1,236 pa	€13,146 pa

A Subject 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	Subject Leader	As Applicable	€1,236 pa	€13,146 pa

A Subject 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	Subject Leader	As Applicable	€13,146 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

- A competitive interview will form part of the selection process
- A written assessment may form part of the selection process for the Gaeilge Subject Leader position
- 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

- 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 required by the JCT.
- 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 29/2018, 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 JCT at info@jct.ie