



Assistant Professor in Education (Practitioner Research and School Placement) (Full-time permanent)

GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment

1. PREAMBLE

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings proliferate across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in nine undergraduate degree programmes and a multiplicity of postgraduate opportunities extending to doctoral level. Academic staff are engaged in a wide range of research interests which underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

2. CANDIDATE PROFILE AND SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint an Assistant Professor in Education (Practitioner Research and School Placement) on a full-time, permanent basis.

The Department of Reflective Pedagogy and Early Childhood Studies is seeking an innovative and resourceful member to teach on Education programmes within the Faculty of Education. The person appointed will discharge 50% of their duties in the area of Practitioner Research and 50% of their duties in School Placement.

Commitment to high-quality teaching and learning in a student-centred environment is important. Enthusiasm for a multi-disciplinary environment is desired. The person appointed must exhibit evidence of strong commitment to excellence in teaching and research as well as continued scholarly activity.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that do not demonstrate clearly that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will have:

- a) A postgraduate qualification at doctoral level in Education or in a cognate area or demonstrated evidence of progress towards completion of a PhD. Applicants who do not yet hold a PhD in this field must demonstrate evidence of progress towards completion of a PhD and must hold a relevant qualification at masters level;
- b) A teaching qualification at primary level recognised by, or eligible for recognition by, the Teaching Council;
- c) A minimum of 3 years' relevant experience, at least 2 years of which are in teaching, with demonstrated capacity to deliver high quality courses at undergraduate and/or postgraduate levels;
- d) Knowledge of contemporary developments in the field of school placement and practitioner research and relevant policy developments.
- e) Evidence of supporting school placements at ITE primary level;
- f) Familiarity with practitioner research at ITE primary level;
- g) Evidence of engagement in innovative research and a demonstrated ability to disseminate research at national / international fora;
- h) Excellent interpersonal, communications and organisational skills, with the ability to work under pressure and deliver to established deadlines;
- i) The ability to work effectively on their own initiative and within an established team environment;
- j) Evidence of engagement with relevant school placement stakeholders;
- k) Evidence of competence in on-line education, blended, distance and flexible learning routes.

Cuirfear fáilte roimh iarratais ó dhaoine a bhfuil dearcadh dearfach acu i leith na Gaeilge.
Applications are welcome from people who have a positive outlook to Irish.

Candidates must indicate clearly in their applications how they meet each of these pre-requisites.

Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension.

3. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Head of Department and the Director of School Placement, to whom they report, and to whom they are responsible to for the performance of these duties in the first instance. The appointee will report through the Head of Department to the Dean of Education, to the Vice President Academic Affairs and to the College President and/or such other College Officers as the President may designate from time to time.

The appointee will liaise with the Heads of Departments and those in leadership/management positions within the Faculty of Education, the Dean of Education, and other College personnel and with relevant College bodies in carrying out the duties attaching to the post. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

The reporting relationship may be subject to review periodically, in line with service needs and developments in the College.

Duties and Responsibilities

The duties, at undergraduate and postgraduate levels, include the following:

- Collaborate on the design, delivery, coordination, assessment and evaluation of research on undergraduate programmes;
- Collaborate on the coordination of School Placement modules;
- Consolidate and enhance School Placement partnerships with schools, scoileanna lán Ghaeilge san aireamh;
- Supervision of students on School Placement across initial teacher education programmes;
- Supervision of student research across undergraduate and postgraduate programmes;
- Fulfilling the administrative duties associated with teaching, school placement and research supervision;
- Attendance and participation in all meetings of Examination Boards;
- Participation in meetings of the School Placement Directorate, Department, Faculty of Education, and other groupings;
- Consultation with students and the broader learning community;
- Contributing to projects and the work of other committees, as appropriate;
- Engagement in relevant community/outreach activities;
- Engagement in research and in the dissemination of research relevant to education;
- Other duties, as allocated by Dean of Education and Head of Dept.

It should be noted that in each work area / department within the College, the appointee must work as part of a team. While duties pertaining to the post are broadly defined, the list of duties is not exhaustive. It should be noted that the performance of the entire list of duties is not necessarily confined to any one individual and the appointee will be required to function within a flexible and collegial manner. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's primary place of work will be Mary Immaculate College, Limerick while there may be an occasional requirement to deliver programmes on our Thurles campus. The College reserves the right to require the appointee to work from any other location.

It is a requirement of the College that the appointee must reside within a commutable distance of the College. Due to current public health restrictions the appointee may be required to conduct some or all of their work remotely.

Exclusivity of Service and Outside

The person appointed will be required to devote their full-time attention and abilities to their duties during their working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, they may not, without the

prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

Apart from the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be reviewed through a process of assessment meetings. Termination of the appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends.

Academic staff members are required to supply students with an MIC e-mail address at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The Salary scale for this position has been approved by the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

This appointment will be made at Assistant Lecturer / Lecturer grade.

With effect from 1st March 2025 the annual salary scale for Assistant Lecturer is:

New Entrant:

€53,094, €56,401; €58,750; €62,507; €66,370; €72,767; €81,074; €84,587; €88,089; €91,610; €95,106; (11 points).

Non-New Entrant:

€58,750; €62,508; €66,370; €72,767; €81,074; €84,680; €88,320; €91,978; €95,611 (9 points).

With effect from 1st March 2025 the annual salary scale for Lecturer is:

€63,309; €74,557; €78,546; €81,291; €85,302; €89,358; €93,393; €97,428; €101,462 (9 points).

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC)

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Termination of Employment

At least **three** calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

5. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- A postgraduate qualification at doctoral level in Education or in a cognate area or demonstrated evidence of progress towards completion of a PhD. Applicants who do not yet hold a PhD in this field must demonstrate evidence of progress towards completion of a PhD and must hold a relevant qualification at masters level;
- A teaching qualification at primary level recognised by, or eligible for recognition by, the Teaching Council;
- A minimum of 3 years' relevant experience at least 2 years of which are in teaching, with demonstrated capacity to deliver high quality courses at undergraduate and postgraduate levels;
- Evidence of supporting school placements at ITE primary level;
- Familiarity with practitioner research at ITE primary level;
- Evidence of engagement in innovative research and a demonstrated ability to disseminate research at national / international fora.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which appointments for the position of **Assistant Professor in Education (Practitioner Research and School Placement)** will be filled during the life of the panel (12 months).

Pre- Employment Health Screening

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo pre-employment health screening.

Garda Vetting

Successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](https://enterprise.gov.ie)

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Assistant Professor in Education (Practitioner Research and School Placement)** no later than:

2pm on Thursday, 1st May 2025

Late applications **cannot** be accepted.

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

April 2025