



**NCCA**

An Chomhairle Náisiúnta  
Curacaim agus Measúnachta  
National Council for  
Curriculum and Assessment

# Open Competition for the appointment of Education Officers

## Post-Primary Information Booklet



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An Chomhairle Náisiúnta  
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National Council for  
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# Education Officers in the National Council for Curriculum and Assessment

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## 1. The Appointments

The National Council for Curriculum and Assessment is the statutory body which advises the Minister for Education on curriculum and assessment for early childhood education and for primary and post-primary schools. Further details about the NCCA and its work are available at [www.ncca.ie](http://www.ncca.ie).

The Council wishes to appoint four Education Officers in support of its work in the review and redevelopment of the Post-Primary School Curriculum. As part of the recruitment process, the Council intends to establish panels of Education Officers to support its work in:

- Mathematics (Post-Primary)
- Home Economics (Post-Primary)
- Accounting with Business or Economics (Post-Primary)
- Economics with Business or Accounting (Post-Primary)

The panels will remain in place until August 2026.

The persons appointed will also be expected to be familiar with the key issues at all sectors of the education system relevant to the remit of the NCCA.

The posts are for full-time positions contracted/seconded up to 31st August 2026.

Education Officers assist the executive in carrying out the brief of Council as defined in the Education Act, 1998, in relation to specific aspects of its work. Education Officers report to the Chief Executive or his/her nominee. In day-to-day operations, they report to a Deputy Chief Executive or Director, Curriculum and Assessment.

In addition to working with Education Officers on other curriculum and assessment projects, they will also work with the corporate services team and with researchers, consultants and experts as needed. They will also respond to queries and requests from across the education sector, and from the public and the media as they arise on social media and through more traditional channels. Most Education Officers also engage with national and international networks relevant to their area(s) of work.

The working week (37 hours net of rest and breaks) of an Education Officer can include meetings of development groups or boards, meetings with colleagues, researching and drafting papers, working on multi-media artefacts for online publication, presenting at conferences, working with groups of teachers or schools – the work is highly varied and requires flexibility and initiative as well as creativity, resilience and imagination.

### **Education Officer for Mathematics (Post-Primary)**

The Education Officer appointed will be responsible for and involved in the following key areas of work:

- The process of generating senior cycle curriculum and assessment specifications for mathematics.
- Working directly with groups of schools to gather insights from teachers, students, and school leaders, and to consult on the various aspects of the re-development of senior cycle.
- Working directly with groups of schools to develop and gather sample material.
- Collaborating with teachers and others to develop, quality-assure and publish annotated examples of student work related to junior cycle curriculum specifications.
- Engaging with relevant research and literature to inform developments.
- Contributing to the development of information and support materials for students, parents, teachers and schools.
- Contributing to broader areas of work, as required, related to developments at junior and senior cycle (post-primary).
- Publishing specifications and maintaining and updating content on NCCA websites and webpages.

### **Education Officer for Home Economics (Post-Primary)**

The Education Officer appointed will be responsible for and involved in the following key areas of work:

- The process of generating curriculum and assessment specifications for LC Home Economics.
- Working directly with groups of schools to gather insights from teachers, students and school leaders, and to consult on the various aspects of the re-development of senior cycle.
- Working directly with groups of schools to develop and gather sample material.
- Collaborating with teachers and others to develop, quality-assure and publish annotated examples of student work related to junior cycle curriculum specifications.
- Engaging with relevant research and literature to inform developments.
- Contributing to the development of information and support materials for students, parents, teachers and schools.
- Contributing to broader areas of work, as required, related to developments at junior and senior cycle (post-primary).
- Publishing specifications and maintaining and updating content on NCCA websites and webpages.

### **Education Officer for Accounting with Business/ Economics (Post-Primary)**

The Education Officer appointed will be responsible for and involved in the following key areas of work:

- The process of generating curriculum and assessment specifications for LC Accounting.
- Working directly with groups of schools to gather insights from teachers, students and school leaders, and to consult on the various aspects of the re-development of senior cycle.
- Working directly with groups of schools to develop and gather sample material.
- Collaborating with teachers and others to develop, quality-assure and publish annotated examples of student work related to junior cycle curriculum specifications.
- Engaging with relevant research and literature to inform developments.
- Contributing to the development of information and support materials for students, parents, teachers and schools.
- Contributing to broader areas of work, as required, related to developments at junior and senior cycle (post-primary).
- Publishing specifications and maintaining and updating content on NCCA websites and webpages.

### **Education Officer for Economics with Accounting/ Business (Post-Primary)**

The Education Officer appointed will be responsible for and involved in the following key areas of work:

- Working directly with groups of schools to gather insights from teachers, students and school leaders, and to consult on the various aspects of the re-development of senior cycle.
- Working directly with groups of schools to develop and gather sample material.
- Collaborating with teachers and others to develop, quality-assure and publish annotated examples of student work related to junior cycle curriculum specifications.
- Engaging with relevant research and literature to inform developments.
- Contributing to the development of information and support materials for students, parents, teachers and schools.
- Contributing to broader areas of work, as required, related to developments at junior and senior cycle (post-primary).
- Publishing specifications and maintaining and updating content on NCCA websites and webpages.

## 2. Requirements

Applicants must (on the latest date for receipt of completed applications):

- hold a relevant recognised degree or equivalent professional or teaching qualification
- have experience, as leader or participant, in curriculum and/or assessment developments in the respective curriculum area in an educational setting
- have knowledge of current thinking and research in relation to curriculum and assessment broadly, and in the respective curriculum area(s)
- have comprehensive knowledge of the Irish education system, and of current curriculum and assessment issues in the primary sector
- have excellent communication and presentation skills and the ability to write to a very high standard
- have excellent inter-personal skills, and a well-developed ability to work as part of a team
- have excellent organisational skills
- have research skills including data gathering and recording, analysing, summarising and report writing
- have good digital media skills.

### Desirable

- hold a post-graduate qualification in the field or a cognate area
- proficiency to work through the medium of Irish
- access to professional networks associated with the curriculum area/subject
- have skills and experience working with websites and digital media
- have project management skills
- have experience and knowledge of educational research.

## 3. General Responsibilities

The education officer will:

- assist the NCCA executive in carrying out its brief in relation to curriculum and assessment, working within and across NCCA teams
- support the work of NCCA Boards and Development Groups to which they may be assigned
- prepare working papers, discussion documents, draft reports and other such documentation in relation to curriculum and assessment matters
- engage with researchers and their work
- develop and support NCCA networks in schools and work effectively with teachers, school leaders and early childhood professionals
- assist in disseminating information on curriculum and assessment at all levels of the education system
- attend and/or address meetings of Council at the direction of the Chief Executive or his/her nominee or meet with other groups and individuals on behalf of Council
- work effectively with others both as a team member and a team leader as requested by the Chief Executive or his/her nominee
- carry out administrative tasks directly associated with his/her work
- carry out further related work at the request of the Chief Executive or his/her nominee.

## 4. Remuneration

The Education Officer salary scales are as follows:

### Non-Personal Pension Contribution (Non-PPC)

This rate will apply where the appointee is not required under law to make a Personal Pension Contribution.

€58,975	€62,728	€65,395	€68,179	€70,950	€73,696	€77,152
€81,208	€86,011	€90,881	€94,828	€97,904	€100,962	
			NMAX	LSI1*	LSI2*	

### PPC

€61,977	€65,922	€68,732	€71,653	€74,572	€77,459	€79,888
€85,487	€90,539	€95,669	€99,835	€103,050	€106,276	
			NMAX	LSI1*	LSI2**	

This rate will apply where the appointee is a civil or public servant first recruited on or after 1 Jan 2011.

\* After three years satisfactory service at the maximum,

\*\* After six years satisfactory service at the maximum.

In respect of new entrants to the public service, Government policy dictates that all posts be filled at the first point of the scale. However, a person appointed on secondment from within the education sector who has higher earnings than the first point of the Education Officer scale may be placed on an appropriate point on the relevant scale. Please note allowances and their application are the subject of ongoing review by the Department of Public Expenditure and Reform and may be subject to change. In addition, please note that the rate of remuneration may be adjusted from time to time in line with Government pay policy and that the salary is subject to all statutory deductions including Pension-Related Deductions.

## 5. Annual Leave

The annual leave allowance will be 27 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

## 6. Location

The NCCA currently has offices in both Dublin city centre\* and Portlaoise, Co. Laois. Alternatively, NCCA will consider procuring alternative suitable office accommodation to be agreed by the Chief

Executive for staff based in other locations. NCCA staff have the opportunity to apply for NCCA's blended working policy upon commencement of the role. This facilitates working from home on part of the working week and takes into account the varied nature of the role of Education Officer including attendance at offsite meetings, consultations and events etc.

\*The NCCA has an interim office at Sir. John Rogerson's Quay, Dublin 2. However, from early 2025 the NCCA Dublin office will be located at Distillers Building, Smithfield, Dublin 7 (adjacent to the Luas line).

## 7. Equal Opportunities

The National Council for Curriculum and Assessment is an equal opportunities employer.

## 8. Probationary Period

The appointment is subject to an initial probationary period of not less than six months. Should the successful candidate be satisfactory as regards health, conduct, efficiency and performance generally during the probationary period, they will then, on completion of the period, be appointed for the remainder of the secondment/contract.

Should service be deemed unsatisfactory, the appointment will be terminated at a suitable date appropriate for the secondment agreement/contract. (In the case of secondees, this will be the end of the school year in which the probationary period took place).

## 9. Format of the Competition

NCCA reserves the right to **shortlist** applicants.

Selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointments and the responsibilities of the posts. Candidates shortlisted for interview will be asked to provide details of three current referees. Candidates will be contacted before referees are consulted.

Applicants may be set a **task in advance of being shortlisted for interview** which will require them to offer a written analysis of a policy issue relevant to the work of the NCCA. This short, written report will be made available to the interview board to assist them in making a final decision on the applicants to call for interview.

Further details of the tasks, including the scheduled dates for completion, will issue to shortlisted candidates where relevant.

## 10. Completing the application form

Applicants must complete an official application form for the Education Officer post being applied for, available at <https://ncca.ie/en/about-ncca/corporate-information/careers/>.



The completed official application form should then be attached and emailed to [eocompetition@ncca.ie](mailto:eocompetition@ncca.ie). The application form is in Word document format. Please answer all questions included in the form. Please do not forward any certificates or references with the application form. The onus is on candidates to establish eligibility on the application form.

When submitting your application form please name the document as follows, depending on the role that you are applying for:

- Education Officer\_Mathematics\_YOUR NAME
- Education Officer\_Home Economics\_YOUR NAME
- Education Officer\_Accounting with Business or Economics\_YOUR NAME
- Education Officer\_Economics with Accounting or Business\_YOUR NAME

It is essential that you note the name of the post that you are applying for in the email subject line.

## 11. Closing Date

The application form must be completed and emailed to reach [eocompetition@ncca.ie](mailto:eocompetition@ncca.ie) not later than **12 noon, Tuesday, 4<sup>th</sup> June 2024**.

All applications are acknowledged. Change of address and/or email address should be notified to us immediately.

## 12. Eligibility

Candidates are not eligible to apply if they have availed of the public service early retirement schemes set out below.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees under that Scheme are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular 7/2010**

The Department of Health Circular 7/2010 of 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) and Voluntary Redundancy Scheme (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public monies. The same prohibition on re-employment applies under the redundancy scheme also, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public

Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

### **13. Confidentiality and Data Protection**

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

#### **Data Protection**

The NCCA, as a statutory body of the Department of Education and Skills, advises the Minister on curriculum and assessment for early childhood education, primary and post-primary schools (Education, 1998, Article 41). The Council undertakes the recruitment, assessment and selection of suitable candidates for appointment according to the Recruitment and Appointments Act (2004). The NCCA uses external board members for shortlisting and interviewing. These members receive applicants' data in order to assist in the assessment and selection processes. They have a duty to keep such information confidential and secure, and to delete following the completion of the processes.

In the case of applicants taking up posts in the NCCA, their data is added to their HR files. Data of applicants on panels is held until the relevant panel elapses after which the data is deleted. Data of unsuccessful applicants is deleted within an appropriate interval following the conclusion of the recruitment process. All data gathered for the purpose of recruitment is stored in a confidential and secure manner.

### **14. Attendance at interview**

Calls to interview for the Education Officer posts will be made within two weeks of the closing date. It is most likely that the interviews will take place in mid-June 2024. Interviews will be held in Dublin on specific dates shortly thereafter.

The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. The NCCA will not be responsible for expenses incurred by applicants.

### **15. Deeming of candidature to be withdrawn**

Applicants who-

- (a) do not, when requested, furnish such evidence as the NCCA requires in regard to any matter relevant to their candidature;
- (b) or do not attend the obligatory test(s) at the time(s) and place(s) appointed,
- (c) or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless the NCCA in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

## 16. Queries

If you have any queries relating to the process or the role, please contact [recruitment@ncca.ie](mailto:recruitment@ncca.ie).



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