



NCCA

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

Open Competition for the appointment of Education Officer for Language, Primary (Irish)

Information Booklet

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Education Officer in the National Council for Curriculum and Assessment

1. The Appointment

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 is available at www.ncca.ie.

The Council wishes to appoint an Education Officer in support of its work in:

- Language, Primary (Irish).

The person 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 post is a full-time position contracted/seconded up to 31st August 2023 initially.

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 as well as with researchers, consultants and experts as needed.

They 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 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 curriculum online, presenting at conferences, working with groups of teachers,

schools and early childhood settings – the work is highly varied and requires flexibility and initiative as well as creativity, resilience and imagination.

Education Officer for Language, Primary (Irish)

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

- collaborating with teachers and others to develop and quality-assure examples of children's learning in Oral Language, Reading and Writing
- developing support material for teachers in their work with the *Primary Language Curriculum/Curaclam Teanga na Bunscoile*, and for parents to support their children's learning at home
- engaging with relevant research and literature to inform supports for the *Primary Language Curriculum/Curaclam Teanga na Bunscoile*
- contributing to specific Irish-related work with Gaeltacht and Irish-medium early childhood settings and schools involved in NCCA school networks
- supporting the involvement of the Irish-medium sector in NCCA's consultations
- establishing and maintaining effective relationships with a range of stakeholders and organisations involved in supporting the Irish language
- contributing to the review and redevelopment of the primary curriculum working through the medium of Irish, as necessary
- supporting continuity between developments in Irish across early childhood, primary and post-primary curricula
- contributing to broader areas of work, as required, related to curriculum and assessment developments at primary and in early childhood education
- contributing to the promotion of Irish within the NCCA as an organisation.

As part of the recruitment process, the Council intends to establish a panel of Education Officers to support the ongoing work on the *Primary Language Curriculum/Curaclam Teanga na Bunscoile*. The panel will remain in place until August 2023.

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 or initiatives in an educational setting
- have the ability to work through the medium of Irish
- have comprehensive knowledge of the Irish education system, and of current curriculum and assessment issues in the relevant 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
- have skills and experience working with websites and digital media
- have project management skills.

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
- 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.

€52,497 €55,838 €58,212 €60,691 €63,157 €65,601 €68,676

€72,215 €76,330 €80,499 €83,890 €86,517 €89,138

NMAX LSI1* LSI2**

PPC

€55,169 €58,680 €61,183 €63,782 €66,382 €68,952 €71,084

€75,879 €80,208 €84,604 €88,171 €90,926 €93,690

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 is currently based at 35 Fitzwilliam Square, Dublin and Portlaoise, Co. Laois. The NCCA will consider procuring alternative suitable office accommodation to be agreed by the Chief Executive for staff based in other locations. The Council also has a policy of facilitating atypical working arrangements which include working from home on occasion, but not on a full-time basis. Currently, NCCA staff are working from home in line with public health guidelines.

7. Equal Opportunities

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

8. 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 which will require them to undertake a written analysis of a policy issue relevant to the work on the NCCA to demonstrate ability to write to a very high standard. This written report, of approximately 750 words, will be made available to the interview board to assist them in making a final decision on the application. Further details of the task, including details of its completion, will issue to shortlisted candidates where relevant.

9. Completing the application form

Applicants must complete an official application form available at <https://ncca.ie/en/about-ncca/corporate-information/careers/education-officer/>.

The completed official application form should then be attached and emailed to 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:

- Education Officer_Language_Primary_YOUR NAME

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

10. Closing Date

The application form must be completed and emailed to reach eocompetition@ncca.ie not later than 12 noon, Thursday 8th July.

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

11. 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.

12. 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.

13. Attendance at interview

Calls to interview for the Education Officer posts will be made within a week of the closing date. It is most likely that the interviews will take place in early July, and will be held remotely due to the current public health emergency. NCCA will make this decision based on the public health advice that applies at that time.

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.

14. 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.

15. Queries

If you have any queries relating to the process or the role please contact recruitment@ncca.ie.