



JCT ASSOCIATE POSITIONS FOR ICT, Music, Maths, Home Economics, History, Geography & Technology subjects

2017 RECRUITMENT

Job Description and General Notes

The main function of the Junior Cycle for Teachers team is the provision of continuing professional development (CPD) support for school leaders and teachers as they plan and implement strategies and practices to adopt the Junior Cycle Framework in their schools. Monaghan Education Centre is now recruiting Associates with particular responsibility in the areas of ICT, Music, Maths, Home Economics, History, Geography and Technology Subjects.

The following notes will be of assistance to applicants:

1. Introduction

The Junior Cycle for Teachers team is a CPD support service directed by the Department of Education and Skills (DES) which offers professional development support to post-primary teachers and school leaders in the context of *A Framework for Junior Cycle 2015 (the Framework)*.

As documented in Circular 24/2016, schools may close, subject to Board of Management approval, for one day, or its equivalent, each year for whole-school CPD on Junior Cycle reform. The purpose of this day will change over time, but in the initial phase it can be used by schools to support the embedding of the underlying framework on a whole-staff basis.

JCT will assist schools in this work by making personnel and resources available to facilitate staff CPD and school programme development. Support will be provided by teams of locally-based Associates under the management of a full-time Regional Team Leader.

In line with the provisions of DES Circular 24/2016, JCT will also provide CPD workshops for school leaders and teachers on the Science, English, Business Studies, Irish, Modern Foreign Languages (MFL) and Art subject specification, as well as on Wellbeing, Short Courses and Level 2 Learning Programmes (L2LPs). These will be provided by our team of advisors, under the direction of our team leaders, and in collaboration with teams of associates.

Junior Cycle for Teachers aims to foster a culture of continuing professional development among teachers as part of schools' ongoing programme development, encouraging reflective practice, enquiry-based practice and lifelong learning.

Professional development support will be 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. Junior Cycle for Teachers works closely with Education Centres in supporting the needs of schools and teachers.

Junior Cycle for Teachers will support schools in the following areas:

- interpretation and 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 the curriculum, including assessment techniques
- programme/curriculum development, including short courses and Level 2 Learning Programmes
- developing standardised testing practices
- information and communication technology (ICT) in the classroom

All applicants for the role of Associate must be qualified, a serving teacher/deputy principal/principal, fully registered with the Teaching Council and must currently hold a post in a recognised primary or post-primary school, or have maintained their registration with the Teaching Council if retired (max. 2 years). Associates will provide local, regional and national professional development and support for teachers and school leaders in priority educational areas.

2. Job Description

An Associate is a registered school principal, deputy principal, teacher, or a former school principal, deputy principal or teacher who has maintained his/her registration with the Teaching Council (max. 2 years), who is engaged to work in a part-time capacity with a support service. Associates may work for a maximum of **20 days** or 40 interaction units (all programmes/regions combined) which are eligible for substitute cover. Any payment for hours worked up to 3.5 hours per day is considered as one unit.

[Serving Principals/deputy principals/teachers wishing to apply for the post of Associate with JCT should check with their school board of management or principal (prior to making an application) that there is a willingness to approve their release from school for up to twenty days maximum across a school year should the applicant be successful in securing the position.]

An Associate will be required to work as part of a multi-disciplinary professional team and will report directly to the JCT National Director or his/her nominee.

Associates, in collaboration with team leaders and advisors, will design and deliver CPD and resources, and facilitate schools' development of learning, teaching and assessment in a range of areas, including:

- Understanding and interpreting all aspects of *A Framework for Junior Cycle (2015)*
- Implementing strategies and practices that support Assessment for Learning
- Subject department and whole-school planning for Junior Cycle
- Building effective progression processes from primary to post-primary schools and from junior cycle to senior cycle
- Assessment and quality assurance
- Reporting to parents
- L2LPs
- Instructional leadership
- Short Courses

Associates will provide professional development and support for post-primary teachers and school leaders in relation to all aspects of the Framework. A significant focus of those recruited to fulfil the role of whole school CPD and support associate will be supporting schools to lead their own staff planning and development in the context of their implementation of the *Framework*.

A JCT Associate will typically:-

- contribute to the design, development and delivery of the CPD programme and supporting resources for whole-staff/subject department/short course/L2LPs CPD to support the implementation of the Framework
- meet with school leaders and teachers to ensure customisation of whole-staff CPD that is reflective of the school's and the teachers' needs (Whole School CPD and Support only)
- provide CPD, advice and support in relation to the *Framework* and facilitate teachers' professional development using a range of delivery modes (e.g., seminars/workshops, in-school CPD, online/phone/email support, as required) in the following areas:
 - pedagogical approaches that support active learning and the use of ICT as a tool for learning
 - planning and implementing subjects and short courses as they are introduced in the school's Junior Cycle programme
 - building sustainable assessment practice
 - supporting the development of assessment practices in schools
 - the administration and use of standardised testing to inform learning and teaching
 - relevant digital content
 - assisting teachers in the development of suitable strategies to support Level 2 Learning Programmes
 - 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 continuing professional development in adopting whole-school, group and individual approaches to the Framework
 - contribute to the maintenance and development of web-based support
 - support the integration of ICT into learning and teaching and identify/develop relevant digital content
- participate in regional and other meetings and in Junior Cycle for Teachers team professional development opportunities
- undertake other responsibilities as may be required from time to time in accordance with emerging needs and priorities

Notwithstanding the notes above, the main role of JCT Associates will be the provision of CPD to whole-staff and teacher groups.

3. Range of knowledge, experience and skills required:

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

- in-depth knowledge and experience of teaching at post-primary level
- experience and expertise in the use of active learning methodologies which foster student engagement with the curriculum and the development of literacy skills, including digital literacy and numeracy skills
- knowledge and understanding of the Framework, associated specifications for subjects, short courses, the Assessment and Moderation Toolkit and the Toolkit for Level 2 Learning Programmes
- knowledge and experience of effective and innovative classroom assessment practices
- experience of providing curriculum and instructional leadership

- the use of ICT in learning and teaching and supporting change
- knowledge and experience of school development planning and change management
- ability to support whole-school improvement
- excellent interpersonal, communication and facilitation skills
- excellent organisational, management and ICT skills
- an enterprising approach to tasks
- knowledge and awareness of current developments in curriculum and assessment in primary schools.

Flexibility to meet the needs of the organisation, including a willingness to engage in travel and/or evening work as necessary, is essential.

Experience of teaching/working through the medium of Irish and fluency in the language will be an advantage for all posts and is a requirement for some.

Successful candidates 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.

4. Competition

Appointment to the role will be effective for the 2016/2017 school year, or as determined by the Director of JCT. Persons appointed will be required for release from their school for a maximum of 20 full days per school year. Substitution is provided.

5. Selection Procedure

Applications should be made by submission of a completed online application form on www.ict.ie

Closing date for receipt of completed applications is **3pm on Friday 15th September 2017**. 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, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.

A panel may be formed from which future vacancies at JCT Associate level may be filled.

6. Release from Present Post

It is a matter for successful candidates to secure the agreement of their school authorities for release to work as an Associate with JCT for up to 20 days per year during the school year.