



Job Description

College/Management Unit	UCD Vice President for Global Engagement
School/Unit	UCD Applied Language Centre
Post Title & Subject Area (if relevant)	Lecturer (below the bar) (with special interest in Academic English)
Post Duration	Specified purpose post covering maternity Leave (<i>Estimated duration: 6 to 9mths</i>)
Grade	Lecturer (below the bar)
Reports to	Director of the Applied Language Centre or his/her nominee
HR Reference No.	008224
HR Administrator	Adrian Woods / Aoife Casey

Position Summary

The successful candidate(s) will contribute to and support the quality expansion of the teaching capacities of the Applied Language Centre (ALC) at University College Dublin. S/he will engage with and contribute to the delivery, design and evaluation of the Centre's programmes.

Specific to this temporary appointment:

Take responsibility for the academic coordination of the Pre-Masters Programme and summer Pre-Sessional EAP course run by the ALC. The role includes academic management of all aspects of these courses; providing syllabus, materials and assessment design (based on currently developed frameworks), timetabling, supervision and QA of teachers and students. The post holder will be responsible for student placement, in-programme and final assessment, programme evaluation, final reports on students. The role requires flexibility to actively respond to the diverse and evolving language learner needs of international students in a third-level environment and the capacity to help teachers to deliver learner-centred language teaching. This is a challenging role requiring the successful candidate to oversee all aspects which underpin the smooth running of the EAP courses.

The successful candidate(s) will have, or show clear potential of having, a track record in:

- Teaching at undergraduate and graduate levels reflecting evidence of strong commitment teaching and learning, with an emphasis on English for academic purposes.
- Coordination, development and support of the work of language teachers
- Design, delivery and evaluation of English for Academic Purposes programmes.
- Supervision of masters theses
- Administrative and managerial duties, which will be assigned by the Director of the Centre

Note:

It is envisaged an appointee will commence in post on 18 April 2016; or as soon as possible to that date.

Lecturer (below the bar) Scale: €31,820 – €56,602 p.a.

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Principal Duties and Responsibilities

The successful candidate(s) will report to the Director of the ALC and duties will include but not be limited to the following:

- Substantial contribution to the Centre's teaching programmes. *Inter alia*, this will involve module co-ordination, delivery and design, examination and assessment, quality assurance and enhancement and associated administration.
- Supervision of MA theses.

- Contribution to the coordination, supervision and development of teachers of the Centre's English Language programmes.
- Contribute to and support the design, assessment and enhancement of the Centre's English Language programmes.
- Contribute to promotion of the Centre's programmes and activities to prospective students and other stakeholders.
- Contribution to the academic life of the Centre, College, University and wider English for Academic Purposes community.

Specific to this temporary appointment:

Teacher Co-ordination/Teaching and Learning

- Leadership and hands on management of Pre-Masters & Pre-sessional programmes including syllabus, materials and assessment resources
- Up to 6 hours/week teaching commitment (and cover absence) on Pre-Sessional courses and 12 hours/week on Pre-Masters Programme
- Oversee and support the planning and delivering of lessons including student-teacher-staff relations, safety, conduct in class
- Oversee quality of teaching by conducting teacher observations and preparing feedback reports to management
- Participate in induction meetings and exam board meetings
- Prepare end-of-programme report

Testing and Assessment

- Oversee, support and participate in student testing
- Prepare testing format for entrance, continuous and end of course assessment
- Ensure teachers and students are fully briefed on all aspects of testing, target-level setting and reporting processes
- Prepare and agree the schedules and deadlines for assessment and report submission
- Continuous and final assessment and programme evaluation
- Develop exit assessment standards in line with level 6.5 IELTS/C1
- Ensure teachers provide students with feedback in written/electronic form and in person as required keeping relevant staff updated on student progress

Student Support and Welfare

- Participate in regular meetings reporting on and contributing to improvement of pastoral care of students
- Participation in committees of the Centre/College/University as required.
- Engagement with any other duties as delegated from time to time by the Director.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate(s) would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- A PhD with a strong focus on English for Academic Purposes or a cognate discipline.
- A strong, demonstrable commitment to high-quality teaching at undergraduate and graduate levels.
- Extensive knowledge of IELTS band descriptors and CEFR descriptors

- A strong, demonstrable ability in curriculum and assessment design and evaluation of English for Academic Purposes modules and programmes.
- Track record of delivery of similar programmes
- A strong, demonstrable commitment to leadership and development of language teachers.
- Ability to develop good working relationships with all stakeholders.

Desirable

- Knowledge of current HE learning and teaching context
- Familiarity with working within a VLE

Further Information for Candidates

Supplementary information

The University:	http://www.ucd.ie/aboutucd.htm
The Applied Language Centre:	http://www.ucd.ie/alc/index.html
Other (Please specify):	N/A

Relocation Expenses

- Will not apply

Particular to this position

Conditions specific to this post (if any):

- Flexibility around working hours will be required in response to the varying demands of the Centre's English for Academic Purposes programmes.
- 35 hours presence per week required

Eligibility to compete and certain restrictions on eligibility

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 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (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 moneys. The same prohibition on re-employment applies under the VRS, 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.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration

Applicants will be required to sign a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. 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.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age:

Scheme members must retire at the age of 70.

c. Pension Abatement

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.
- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- Ill-Health-Retirement
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.