Ollscoil Mhá Nuad
Maynooth University

School of Modern Languages, Literatures and Cultures
University Tutor – Spanish and French Language
(Permanent)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

The University Tutor plays an important role in the delivery of many of the University's academic programmes and is appointed for the primary purpose of contributing to teaching within a clear and established teaching programme by providing tuition and/or demonstrations to groups of, usually undergraduate students, in specific aspects of the programme. The University Tutor assists and supports students to further develop their understanding of key course topics and to draw out key learning points from course materials.

The University Tutor will be jointly appointed to the Spanish and Latin American Studies section **and** French and Francophone Studies section of the School of Modern Languages, Literatures and Cultures. The appointee will be expected to contribute to the teaching programme in both languages.

Principal Duties

The University Tutor will be required to undertake to the satisfaction of the designated Head of School, such duties as may be specified by the University within the number of hours of contracted work. These duties may include, but are not limited to.

Administrative and other duties:

This will include:

- To teach students, including language classes, translation classes, aural comprehension classes, conversation classes, tutorials, and to provide supervision as required;
- To carry out all necessary preparation on topics in order to be able to prepare learning materials, guide discussion, impart knowledge and answer queries arising from students, set homework and/or assessment exercises;
- To supervise, assist and give guidance to students, where required;
- To coordinate modules and liaise with students about any issues related to modules;

- To prepare teaching materials, including additional resources for self-study and online quizzes and other materials;
- To contribute to the preparation, implementation and marking of examinations and other forms of assessment, including oral and aural examinations;
- To contribute to marking, under supervision, of coursework, written examination and other forms of assessment;
- To monitor student progress and provide feedback to students, highlighting to the Module Coordinator/Year Coordinator any concerns about student performance;
- To attend meetings and participate with other staff in the development of alternative teaching and learning strategies, including the design and delivery of modules or designated teaching within the subject area;
- To be responsible for all equipment used and ensure that all health and safety procedures are followed, taking action to maintain a safe environment and raising any concerns with the Subject Leader and/or Head of School;
- To maintain his/her/their area of expertise through engaging in Continuous Professional Developent and exercising a high standard of teaching;
- To ensure appropriate course/programme administration and handling of data is carried out in a timely and appropriate manner.

The duties and responsibilities outlined here are general and standard requirements. From time to time, the University Tutor may also be asked to carry out other duties in accordance with specific needs and requirements of the School.

The ideal candidate will have:

Essential

- A minimum of an honours degree in a relevant discipline;
- Experience of, and commitment to, working in an interdisciplinary setting;
- Excellent teaching, administrative, organisational, teamwork and communication skills;
- High level of proficiency in Spanish and French, suitable for teaching at university level.
- Experience in developing instructional material and employing teaching technology and media;
- Experience in communicative and intercultural language teaching in an academic setting;
- The pedagogical skills necessary to teach mixed-ability groups;
- Experience in designing, conducting and grading written, oral, and aural language assessments;
- The ability to contribute to the assurance and enhancement of teaching quality.

Desirable

- A relevant postgraduate qualification (e.g., MA, PG Diploma, PG Certificate, etc.) in Spanish and/or French;
- Previous experience of language teaching in the Irish higher education sector;
- Previous experience in teaching language teaching methods,
- Ability to engage in curriculum development.

Faculty of Arts and Humanities

The Faculty of Arts and Humanities comprises the Departments of Ancient Classics, English, History, Media Studies, Music, Philosophy, and the following Schools: the School of Celtic Studies (Early Irish and Nua Ghaeilge) and the School of Modern Languages, Literatures and Cultures. The role of the Faculty is to co-ordinate the academic activities of individual departments/schools, to oversee the strategic development of departments/schools and to support interdepartmental programmes. The

University has also developed a number of interdisciplinary institutes to support excellent research and to build research capacity across disciplines. The Arts and Humanities Institute is closely associated with Faculty research activity.

School of Modern Languages, Literatures and Cultures

The School of Modern Languages, Literatures and Cultures comprises four established language units: Chinese Studies, French and Francophone Studies, German Studies, and Spanish and Latin American Studies. It also offers a thriving postgraduate programme in Applied Linguistics and Intercultural Studies and modules and programmes in English for Academic Purposes (EAP) and English-Medium Instruction (EMI). The School has research strengths in Literary and Cultural Studies (from early medieval through to the twenty-first century) and Applied Linguistics. It has a vibrant postgraduate research community of students at Masters and PhD levels. The School of Modern Languages, Literatures and Cultures currently has 20 members of academic staff, 21 tutors/lectors, and six members of administrative/technical staff. The School offers undergraduate and postgraduate degrees to almost 800 students.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students..

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.
Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

For more information about Maynooth University's future direction, please visit: https://strategy.maynoothuniversity.ie/

Plan Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: https://strategy.maynoothuniversity.ie/?lang=ga

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during the month of August 2025.
- The appointment is expected to be effective from as soon as possible thereafter.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University Equality and Diversity Policy / Polasaí Comhionannais agus Éagsúlachta, our policy on the Employment of People with Disabilities, and our Gender Equality Action Plan 2023-2026. We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Terms and Conditions

Tenure	This a full-time, permanent post.
Salary	University Tutor (2025) €44,605 – €56,780 p.a. (1-7 points) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 37-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions. **Former Irish Public Service employees - Certain Restrictions on Eligibility** Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected: • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

	Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: https://www.maynoothuniversity.ie/data-protection

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday, 29th June 2025**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

https://www.maynoothuniversity.ie/human-resources/vacancies

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University