

**Project Maths Development Team: ASSOCIATE POSITIONS**

to promote and support local networks of teachers of Mathematics

**AUTUMN 2015 RECRUITMENT**

**Job Description and General Notes**

The main function of the Project Maths Development Team is the provision of continuing professional development (CPD) support for mathematics teachers as they plan and implement strategies and practices in implementing Project Maths in their schools. Drumcondra Education Centre is now recruiting Associates with particular responsibility in the areas of promoting and supporting local networks of teachers of mathematics.

*The following notes will be of assistance to applicants:*

# Introduction

The Project Maths Development Team (PMDT) is a CPD support service directed by the Department of Education and Skills (DES) which offers professional development support to post-primary mathematics.

This year PMDT will provide support to schools by making personnel and resources available to facilitate half-day school visits, programmes of development. Additional support will be provided by teams of locally-based Associates under the management of the National Coordinator and local Regional Development Officer.

Workshops to promote and support local networks of mathematics will be provided in education centres. These will be provided by our team of advisors, under the direction of our Regional Development Officers, and in collaboration with teams of current associates.

Project Maths 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/teachers to respond to their identified needs. The Education Centre Network will play a key role in the work of the service.

PMDT have to date supported teachers through 10 workshops, seminars, modular courses on all five strands, school visits and National Conferences:

* interpreting and implementing strategies in the context Project Maths
* implementing effective classroom practices to improve learning and teaching
* On-line resources such as Teaching and Learning Plans, Handbooks and Tutorials
* Problem Solving
* Exploring connections and reasoning
* Choosing different approaches for teaching and learning
* 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 full-time post in a recognised post-primary school, or have maintained their registration with the Teaching Council if retired. Associates will provide local, regional and national professional development and support for teachers of mathematics in priority educational areas.

# 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, 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.

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

Associates, in collaboration with Regional Development Officers, will design and facilitate CPD sessions to promote and support local networks of teachers in a range of areas identified by teachers.

A significant focus of those recruited will be to facilitate and promote local networks of teachers to lead their own CPD in a systemic way into the future.

A PMDT Associate will typically promote and support local networks of teachers. This will involve:

* working with teachers and demonstrating exemplars of effective learning, teaching and assessment strategies, approaches and methodologies. This will include the following:
* school-based collaborative continuing professional development in adopting whole-school, group and individual such as:

1. Planning, implementing, debriefing and keeping records of each session
2. Develop important students learning goals – desired forms of students learning, thinking and engagement with mathematics
3. Facilitate teachers in designing a lesson advising on merits of different types of class activities, exercises and so forth
4. Guide teachers on how to observe and gather evidence of student learning for the lesson to be taught
5. Plan the teaching and observation of the lesson
6. Organise debriefing after the lesson and facilitate the discussion and analysis of the lesson
7. Document the work to contribute to a pedagogical knowledge base for other teachers.
8. Provide advice, support and facilitate teachers’ professional development using a range of delivery modes (evening workshops, online/phone/email support, as required)

* participate in regional and other meetings and in PMDT 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 PMDT Associates will be the provision of CPD to whole-staff and teacher groups.

# 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 mathematics at post-primary level (including Junior and Senior Cycle Higher Level Mathematics)
* experience and expertise in the use of Project Maths active learning methodologies which foster student engagement with the curriculum and the development of literacy skills, including digital literacy and numeracy skills
* 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 and communication skills
* excellent organisational, management and ICT skills
* an enterprising approach to tasks
* knowledge and awareness of current developments in curriculum and assessment in post-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.

# Competition

Appointment to the role will be effective for the 2015/2016 school year, or as determined by the National Coordinator of PMDT. Persons appointed will be required for release from their school for a maximum of 20 full days per school year. Substitution is provided.

# Selection Procedure

Applications should be made by submission of a completed electronic application form to [grainneh@ecdrumcondra.ie](mailto:grainneh@ecdrumcondra.ie)

Closing date for receipt of completed applications is 8th May 2015 at 5pm.

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. Interviews will take place in Dublin.

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

# 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 PMDT for up to 20 days per year during the school year.