



# Active School Flag

## Development Officer - Primary

### Overview

Active School Flag is a Department of Education initiative, jointly funded by Department of Health - Healthy Ireland. The programme aims to get *'more schools, more active, more often.'* This initiative includes the primary Active School Flag Programme, which is well established, and also Active School Flag Post Primary (ASFPP), which has been in development over the past number of years, in association with pilot post primary schools and a research team from the University of Limerick. ASFPP promotes *'physical activity for wellbeing, using a whole-school approach, anchored by student voice and student leadership'*. Learn more about Active School Flag [here](#).

Priority areas for the years ahead are:

1. Growth and expansion of the programme within the primary sector.
2. Completion of pilot, launch and phased roll out of Active School Flag Post Primary (ASFPP).

### Job Description & Notes

#### Active School Flag Development Officer - Primary

Duties include:

#### Supporting the Programme

- Support the Director of Mayo Education Support Centre and Active School Flag National Coordinator in progressing the growth and development of Active School Flag within the Primary Sector.
- Liaise and collaborate with other members of the team, to ensure cohesion, consistency and quality across all aspects of the programme.
- Manage and support the screening and accreditation teams including mentoring new members.
- Work with research teams and other external evaluators of the programme.
- Undertake other responsibilities as may be required from time to time in accordance with emerging needs and priorities, as assigned by the Active School Flag leadership team.

- Maintain records of all work activity and provide regular reports to relevant senior leaders.

#### Supporting Schools

- Design, facilitate and deliver information and support webinars for students, teachers and school leaders.
- Facilitate a professional learning community where schools participating in the programme can share their learning
- Provide support to schools, as required.
- Support schools to utilise student voice and student leadership in a meaningful way, to promote and increase physical activity in their school.
- Maintain and expand communication channels with schools (email updates, monthly newsletters, social media etc.)
- Identify and showcase exemplars of best practice, innovation and collaboration.

#### Initiatives, Resources and Supports

- Design and develop new resources to promote physical activity in schools.
- Design and develop new initiatives that support the integration of physical activity with teaching and learning, e.g. Run Around Europe Challenge.
- Design and develop initiatives and resources that promote student leadership in relation to physical activity.
- Utilise Student Voice in the design and development of initiatives and resources.
- Review and update existing resources and supports.
- Update current content and develop new web-based content.

#### Promotions

- Represent Active School Flag at local, national and international events, promoting, networking and showcasing on behalf of the programme.
- Promote Active School Flag with Third Level Institutions, the Education Support Centres of Ireland, Professional Networks, Parent bodies and other relevant organisations.
- Establish and strengthen links with Sports organisations including Local Sports Partnerships, National Governing Bodies and Sports Inclusion Development Officers, to support the promotion of physical activity in Schools.

## **Candidate Requirements**

Ideally, the successful candidate will have:

- In depth knowledge of the Active School Flag programme.
- Experience in implementing the Active School Flag programme and/or physical activity initiatives at whole school level.

- A range of teaching experience with a thorough knowledge of the Education system generally, of effective teaching learning and assessment strategies, and an understanding of the wide variety of school contexts in which the programme operates.
- Experience of harnessing student voice and promoting student leadership.
- Excellent understanding of the Wellbeing Policy Statement and Framework for Practice, School Self-Evaluation and other key policies and processes.
- A passion and interest in promoting a diverse range of physical activity opportunities in schools, focusing on participation and inclusion for all, grounded in relevant research where available and good practice.

Candidates should also be able to demonstrate:

- Excellent interpersonal, communication, facilitation and presentation skills.
- Excellent leadership, organisational, management and Digital Technologies skills.
- An enterprising and innovative approach to tasks.
- The ability to pro-actively organise and coordinate the work of others.
- The capacity to work independently and as part of a team.
- The capacity to collate data and to write reports.
- An understanding of the role of research to inform best practice.
- Experience of teaching through Irish, fluency in the language and willingness to work through the language of Irish will be an advantage for this post but not essential.

*Flexibility is a key feature of the role in order to meet the needs of the Active School Flag programme, and so will include a willingness to engage in travel and/or evening work as may be reasonable and necessary for the proper performance of duties subject to the limits set down in the Organisation of Working Time Act 1997.*

## **Employment Details**

### **Location**

- Successful candidates will be seconded to Mayo Education Support Centre - the administrative base for Active School Flag, and will report to the National Coordinator of the Active School Flag programme and the Director of Mayo Education Support Centre.
- It is not a requirement that the Development Officers are based in Mayo Education Support Centre. S/he will however, be required to travel there on occasions for team meetings, training days etc and to other locations as necessary.
- The successful candidate will be required have their own means of transport and to possess and retain a full driving license.
- Public service travel and subsistence rates will apply and will be calculated from your home office.

### **Eligibility**

- This post is open to all qualified teachers/school leaders who hold a recognised post in a recognised school.
- Secondments shall be in accordance with the terms of the DE Secondment Circular – presently 0029/2018.
- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period.
- The secondment is subject to an annual review by Active School Flag and also subject to the relevant school authority/Board of Management and Department of Education approval.

### **Department of Education Sanction**

- Each appointment is subject to the sanction of the Department of Education.
- No definitive offer of appointment can be made before sanction is given.

### **Contract**

- Each successful candidate will be required to sign a secondment contract, which will provide for an on-going performance and development process.

### **Other**

- Each appointment is subject to evidence of Garda Vetting clearance and evidence of a satisfactory sick leave record being provided by the successful candidate to Mayo Education Support Centre.
- Each appointment is subject to satisfactory references, including from the applicant's current employer.
- Mayo Education Support Centre, in consultation with the Department of Education, reserves the right to re-advertise the post where it considers there are an insufficient number of eligible applicants. Eligible applicants will be informed and given the option of leaving their application on file.
- The successful candidate will work exclusively for Mayo Education Support Centre/Active School Flag and may not take on other employments for the period of their contract without the appropriate approval.
- The hours of work as are necessary to carry out your functions and duties as may be reasonably required from time to time. The normal working week shall be not less than 35 hours.
- Annual Leave entitlement for the duration of your secondment will, in the main, be in line with your teaching position. However, you may be expected to participate in some project preparation or other work during the time that primary or post-primary schools are closed.

### **Salary**

For secondment the salary for an advisor is in accordance with Category 4 as provided for by the 2003 Arbitration Award in respect of teachers on secondment, subject to the conditions outlined below.

Remuneration is at all times subject to the relevant DE or Department of Public Expenditure and Reform policies and regulations. Current Department of Education Pay Circulars will apply – current Circular is 0041/2023.

**A Development Officer (pre 2011 entrant to teaching) is entitled to:**

- ✓ Her/his relevant point on the Teachers' Common Basic Scale, plus
- ✓ An honours primary degree allowance
- ✓ An honours Higher Diploma in Education allowance
- ✓ The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours HDE Allowance	Standard Secondment Allowance
4	Development Officer	As Applicable	€5,632 pa	€1,415 pa	€11,599 pa

**A Development Officer (post 01.01.11 and 01.02.12 entrant to teaching) is entitled to:**

- ✓ Her/his relevant point on the Teachers' Common Basic Scale plus,
- ✓ An honours Higher Diploma in Education allowance, if the teacher already holds such an allowance
- ✓ The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Honours HDE Allowance	Standard Secondment Allowance
4	Development Officer	As Applicable	€1,415 pa	€11,599 pa

**A Development Officer (post 1 February 2012 entrant to teaching) is entitled to:**

- ✓ Her/his relevant point on the Teachers' Common Basic Scale, plus
- ✓ The standard Category 4 secondment allowance, which is pensionable (see table below)

Seconded Category	Position	Teachers' Common Basic Scale	Standard Secondment Allowance
4	Development Officer	As Applicable	€11,599 pa

All additional qualification and post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances.

The secondment allowance is payable while on secondment and shall not be retained in any capacity beyond the secondment period.

### **Selection Procedure**

- Completed application forms should be submitted as an e-mail attachment to [recruitment@activeschoolflag.ie](mailto:recruitment@activeschoolflag.ie) by Wednesday 17<sup>th</sup> April 2024.
- Selection will be by way of competitive interview.
- 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 on the appointed date, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.
- Those called for interview will be asked to make a five-minute presentation, outlining:
  - the applicant's vision for the position.
  - the contribution that they could make to the Active School Flag Programme.
  - A proposal for a whole of school physical activity initiative, focusing on participation, inclusion and fun.
- This interview will be competency based in line with the skills outlined in Part 3 above of the job description.
- A panel may be formed from which future vacancies may be filled.
- Canvassing directly or indirectly will disqualify applications.
- Candidates will be responsible for all expenses incurred in connection with their application and interview.

### **Release from Present Post**

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned.
- Successful candidates will be expected to be available to take up appointment as soon as possible. Commitment of release from your employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer to agree to the release of the successful candidate as per application form attached to the secondment circular 0029/2018, which requires Part 3 of the application form to be signed by the School Principal and the Chairperson of the Board of Management/Chief Executive (ETB only).

### **Queries**

Any queries in relation to this document should be emailed to [recruitment@activeschoolflag.ie](mailto:recruitment@activeschoolflag.ie)