



Job Description & Specification

- Post:** Grade VII – REALT (Regional Education and Language Teams Coordinator)
- The initial appointment will be to the Director of Schools however, the area of responsibility may change in line with the needs of LOETB
- Nature of Post:** Specific Purpose Contract until 31/12/2026 - 35 hours per week (Monday – Friday)
- Reporting:** The Grade VII reports to the CE/Director of Schools/Relevant Head of Department
- Place of Work:** LOETB, Administrative Offices, Mountrath Road, Portlaoise, Co. Laois. However, LOETB reserves the right to assign a staff member to any location as the service exigencies require
- Salary Scale:** €61,216 - €79,582

Role Description:

Each of the 16 ETBs will have a Regional Education and Language Teams (REALT) Coordinators and the primary role will be to provide education support structures and related services for Ukrainian, Non-Ukrainian children and their families and assist them in securing school places.

The REALT Coordinators will support schools in the area to meet the needs of these children as they emerge, to advise and support the Department in developing new capacity where required, and to co-ordinate the provision of education services to schools and families. The REALT Co-ordinators must comply with all of the requirements of the Department of Education as well as their local ETB requirements.

Please note the job description is not intended to be a comprehensive list of all duties involved and there will be a requirement to perform other duties as appropriate to the post from time to time.



Person Specification

Requirements and Eligibility for the post

The ideal candidate will have:

- A proven track record of working in complex environments, creating and leading teams to achieve results
- In-depth knowledge of the Irish Education system including national and regional support structures and ideally understand how schools operate at primary and / or post-primary
- Strong communication skills and experience of dealing with complex issues at pace and under time pressure
- Experience of dealing with the public and on items of public interest
- Proven ability to exercise sound judgement, excellent critical and analytical thinking as well as problem solving/decision making skills
- Strong personal drive, commitment, resilience, flexibility and an ability to cope with competing demands and challenges
- Ability to work flexibly as part of a multidisciplinary team and to work independently as necessary
- Experience of data gathering and reporting using digital and other relevant methods.
- Willingness to work in a fast-paced environment as part of a focused team.
- A clear knowledge of the difficulties facing children/families arriving to Ireland under International Protection or capacity to acquire same.
- Efficient record keeping.
- Experience of supporting and implementing Department Of Education policy.
- Ability to provide clear and accurate information both written and oral.
- Proven ability to make appropriate decisions quickly, work to deadlines and work collaboratively within a team.

Essential requirements:

The successful candidate will:

- Experience of working in the Irish Education System
- Excellent communication, interpersonal and ICT skills
- Full driving licence is essential

In addition

- Quality and Qualifications Ireland (QQI) Level 7 (or higher) major academic award (or equivalent qualification recognised and accredited in Ireland) in health, education, arts, humanities, psychology, social science, youth and community areas or a relevant business qualification

Or

- Have appropriate relevant experience which encompasses equivalent skills and expertise.

Desirable requirements:

- Excellent analytical and organisational skills
- Proven ability to use their own initiative
- Strong teamwork and collaboration ethic
- Good communication and stakeholder management skill
- Strong problem solving skills with an analytical thought process needed to resolve issues in a variety of complex situations, without supervision
- Strong negotiation skills
- Strategically aware with proven track record in managing risk
- Very focused on results and impact
- Excellent report writing skills

Competencies required:

The appointee to the Grade VII post will be required to show evidence of the following competencies:

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise.
- Provides clear information and advice as to what is required of the team.
- Strives to develop and implement new ways of working effectively to meet objectives.
- Leads the team by example, coaching and supporting individuals as required.
- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions.
- Uses previous knowledge and experience in order to guide decisions.
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these.
- Puts forward solutions to address problems.

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully manages a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Delegates work effectively, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Acts as an effective link between staff and senior management.
- Encourages open and constructive discussions around work issues.
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Collaborates and supports colleagues to achieve organisational goals.

Specialist Knowledge, Expertise and Staff Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity.