

**Schools Development Officer  
Fixed Term Contract  
Ref: SDO26**

Expression of interest are invited for the above fixed term position from existing post primary teaching council registered academic staff currently employed by City of Dublin ETB.

<b>Expression of Interest open to</b>	Existing post primary teaching council registered academic staff currently employed in City of Dublin ETB
<b>Proposed Timeline</b>	Shortlisting will commence: 22 <sup>nd</sup> May 2026. Interviews will commence week beginning: 25 <sup>th</sup> May 2026. <i>*All dates are subject to change and are for guidance only</i>
<b>Duration of Position</b>	This is a fixed term position for one academic year, which will commence in late August 2026.
<b>Salary</b>	Will be paid at the successful applicants current point of the Class III on the salary scale.
<b>Hours of work</b>	35 hours per week with occasional weekend and evening work involved. A time in lieu system will operate as necessary.
<b>Location</b>	The position will be based in a City of Dublin ETB location (to be determined).
<b>Summary of Position</b>	Expressions of Interest are being sought from post primary teaching council registered teaching staff from within our Community Colleges who would be interested in taking up an exciting role as a Development Officer within City of Dublin ETB. This role would suit an organised and dynamic educator with an ability to plan in line with the City of Dublin ETB strategic objectives and ethos.  The role requires enthusiasm, knowledge, a range of competencies and commitment in the provision of support of teaching and learning in our Community Colleges, Community National Schools, Community Special Schools and Community Hospital Schools.  The Development Officer will report to the Director of Schools.
<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Be currently employed within City of Dublin ETB in a Community College</li> <li>• Must be Teaching Council registered under Route 2 (Post Primary).</li> <li>• Must currently hold a CID</li> <li>• Must have a minimum of 3 years relevant teaching experience.</li> <li>• Strong digital skills</li> <li>• Strong communication skills in presenting</li> <li>• Report writing skills.</li> </ul>
<b>Job Requirements</b>	Key competencies for the role include Leadership, Analysis and Decision Making, Interpersonal and Communications, Delivery of Results, Specialist Knowledge and Expertise skills. They relate to the pillars and strategic goals of the City of Dublin ETB <a href="#">Strategy Statement 2026-2030</a> .  <b>Pillar 1: A Leading Digital Public Service</b> <ul style="list-style-type: none"> <li>• Explore creative digital strategies to enhance teaching and learning → (Pillar 1 / Goals 1.1, 1.4)</li> <li>• Supporting schools in implementing City of Dublin ETB Digital Strategy 2026-2030 → (Pillar 1 / Goals 1.1, 1.2, 1.3)</li> <li>• Supporting schools in implementing the Digital Strategy for Schools to 2027 → (Pillar 1 / Goals 1.1, 1.4)</li> </ul>

- Assisting schools with challenges and opportunities of Artificial Intelligence (AI)  
→ (Pillar 1 / Goals 1.1, 1.4)
- Leading and delivering workshops on Technology Enhanced Learning  
→ (Pillar 1 / Goal 1.4), (Pillar 4 / Goal 4.1)
- Establish and maintain Communities of Practice (CoP) for Digital Leaders  
→ (Pillar 1 / Goal 1.2), (Pillar 4 / Goal 4.2)
- Supporting Community National Schools, Community Special Schools and Community Hospital Schools in their digital journey  
→ (Pillar 1 / Goals 1.1, 1.3), (Pillar 2 / Goal 2.3)
- Work collaboratively with IT Department and strategic partners  
→ (Pillar 1 / Goal 1.2), (Pillar 3 / Goal 3.3), (Pillar 4 / Goal 4.2)

***Pillar 2: Transforming Lives through Learner Voice and Quality Services***

- Develop and implement a Teaching and Learning Strategy  
→ (Pillar 2 / Goals 2.1, 2.4), (Pillar 4 / Goal 4.1)
- Work to support Inspectorate recommendations  
→ (Pillar 2 / Goals 2.1, 2.3)
- Promote Student Voice  
→ (Pillar 2 / Goal 2.4)
- Research, develop and coordinate training/initiatives  
→ (Pillar 2 / Goal 2.1), (Pillar 4 / Goal 4.1)
- Support of the Patron's Curriculum  
→ (Pillar 2 / Goals 2.1, 2.2)
- Support best practice in Child Protection and Safeguarding  
→ (Pillar 2 / Goal 2.3), (Pillar 4 / Goal 4.3)

***Pillar 3: The Education Partner of First Choice***

- Collaborate with PLNs and establish networks  
→ (Pillar 3 / Goal 3.3), (Pillar 4 / Goal 4.2)
- Promote collaboration and progression routes with City of Dublin ETB FET College  
→ (Pillar 3 / Goals 3.3), (Pillar 2 / Goal 2.2)
- Work collaboratively with the Professional Development Team, Ethos Coordination Committee, RISE Coordinator, AEN Coordinators and strategic partners  
→ (Pillar 3 / Goal 3.3), (Pillar 1 / Goal 1.2), (Pillar 4 / Goal 4.2)
- Contribute updates to Principals and Deputy Principals network meetings  
→ (Pillar 3 / Goal 3.3), (Pillar 4 / Goal 4.2)
- Lead and support patronage development, stakeholder engagement and promotional initiatives that strengthen City of Dublin ETB's position as the Education Partner of First Choice  
→ (Pillar 3 / Goals 3.1, 3.2, 3.3), (Pillar 4 / Goal 4.2)

***Pillar 4: A Great Place to Work***

- Coordinate Induction, Emerging Leaders and Middle Leaders programmes  
→ (Pillar 4 / Goals 4.1, 4.4)
- Develop and deliver professional development sessions  
→ (Pillar 4 / Goal 4.1)
- Research, develop and coordinate training/initiatives  
→ (Pillar 4 / Goal 4.1), (Pillar 2 / Goal 2.1)
- Establish and maintain Communities of Practice (CoP)  
→ (Pillar 4 / Goal 4.2), (Pillar 1 / Goal 1.2)
- Work collaboratively with internal departments, teams and other partners  
→ (Pillar 4 / Goal 4.2), (Pillar 3 / Goal 3.3)
- Ensure adherence to governance standards  
→ (Pillar 4 / Goal 4.3)

<b>Duties</b>	<p>Duties associated with this role, but not limited to, are as follows:</p> <ul style="list-style-type: none"> <li>• Establish and support Professional Learning Networks and Communities of Practice to enhance collaboration and innovation.</li> <li>• Support schools, DEIS teams, RISE teams and AEN coordinators in achieving outcomes and embedding inclusive, high-quality practices.</li> <li>• Collaborate with internal teams, leadership networks and external partners.</li> <li>• Promote and support best practice in Child Protection, Safeguarding, inclusion and student voice across all schools.</li> <li>• Coordinate Induction, Emerging Leaders and Middle Leaders programmes to support staff development and leadership capacity.</li> <li>• Support patronage development, professional networks, and collaborative partnerships that enhance learner progression, organisational ethos, and City of Dublin ETB's role as the Education Partner of First Choice.</li> <li>• Develop, coordinate and support initiatives that promote innovative and digitally enhanced teaching and learning practices aligned with organisational and national digital strategies.</li> <li>• Support schools in implementing Digital Strategy initiatives, including Technology Enhanced Learning and the effective, ethical use of Artificial Intelligence (AI).</li> <li>• Develop and implement educational policies across Community National, Special, Hospital Schools and Community Colleges in line with best practice and organisational priorities.</li> <li>• Coordinate key initiatives (e.g. Gaeltacht Scholarship Programme) and support progression pathways in collaboration with FET College.</li> <li>• Support the overall work of the Director of Schools.</li> </ul>
<b>Other related key documents include:</b>	<p><a href="#">City of Dublin ETB Digital Strategy 2026-2030</a>  <a href="#">ETBI Patrons' Framework on Ethos</a></p>
<b>Other relevant information:</b>	<ul style="list-style-type: none"> <li>• Shortlisting may apply.</li> <li>• Candidates who have been called for interview will be required to deliver a presentation.</li> </ul>

To apply please upload your Letter of Application, and CV, as one attachment, on The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVH2HX8AAP8>

**Important Note:** Please ensure that your letter of application and CV clearly evidence the essential requirements and desirable requirements where applicable.

**Latest date for receipt of completed online applications is: 12 noon Friday 22<sup>nd</sup> May 2026.**

**Important Notes:**

- **Please ensure that your Letter of Application and CV clearly evidence the essential requirements.**
- **Applicants must create a profile in order to apply for positions via our online system, which can be done through the application link.**
- **Creating a profile is NOT applying for a position.**
- **After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.**
- **Candidates with queries should contact [applications@cdetb.ie](mailto:applications@cdetb.ie) for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.**
- **Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the**

*responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.*

- *Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.*
- *Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.*
- *Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.*

***Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.  
City of Dublin ETB is an equal opportunities employer.***

**Dr. Christy Duffy,  
Chief Executive.**