



Education Quality Manager Role Description

iScoil, a registered charity, is an accredited online education service for young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from Tusla's Educational Welfare Service.

iScoil is at the forefront in designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based practice. We believe that digital technologies bring real opportunity to redesign approaches to learning. iScoil has a committed and energetic team with a proven track record in delivering flexible, personalised education programmes.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer certification opportunities
- Support progression to further education and employment

Purpose

The Education Quality Manager will foster innovation and academic excellence, provide academic leadership by coordinating curriculum development, manage a tutor team, and ensure implementation of quality assurance (QA) to meet Quality and Qualifications Ireland (QQI) requirements.

Responsible to: Director of Education

Key working relationships: Head of Experience and Development, Instructional Designer, Learning Technologist, Programme Manager, Mentors and Tutors

Responsibilities

Quality Assurance (QA)

- Implement and maintain iScoil's QA system
- Coordinate the QQI validation process
- Manage the internal verification, external authentication, and results approval processes
- Identify and provide solutions for gaps in programme quality
- Approve programme content and ensure that all published information is up-to-date and accurate
- Membership of the Academic Sub-committee and Results Approval Panel

Curriculum Management

- Lead the ongoing development and enhancement of the curriculum, including the development of new education initiatives
- Monitor and review courses, and the learner experience
- Manage course development, including assessment, implementation, and evaluation
- Source and make available innovative learning resources to meet student and tutor needs
- Promote iScoil's model of learning and represent the organisation at formal meetings and conferences

Managing a remote team

- Lead and support tutors in the delivery of a high-quality education programme that meets learner needs
- Identify training needs and coordinate regular training and Continued Professional Development (CPD) to tutors and mentors

Experience and qualifications

Essential:

- A qualification at level 8 (or equivalent) on the NFQ in a relevant area
- Minimum three years' experience in a similar role

Desirable:

- Knowledge of QQI assessment and validation procedures, including familiarity with QQI policies and guidelines
- Experience developing, implementing, and monitoring a QA system

- Knowledge and experience in online learning, particularly in curriculum development
- Proficient in the use of Google Workspace or other productivity software.
- Experience of using a virtual learning environment (VLE) and customer relationship management (CRM) system
- Knowledge and experience of educational disadvantage and the factors associated with educational disengagement

Skills and competencies

- Strong digital skills, experience with e-learning environments, and an understanding of technology-enhanced teaching, learning, and assessment
- Strong project management skills including planning, implementation, monitoring, risk management, and review
- Excellent teamwork and interpersonal skills, including the ability to build and maintain relationships with stakeholders and partners
- Strong line management skills and the ability to promote a culture of quality and innovation
- Ability to work independently and manage workload in a team environment, with excellent written communication skills

Terms and Conditions

Contract: This role is full-time. The appointment is subject to Garda vetting and reference checks

Location: This is a hybrid role with an office base at iScoil's office in Acorn Centre, Blackpitts, Dublin 8

Deadline for application: Tuesday, 17th June at 5pm

Interviews will take place on Tuesday, 24th June in iScoil

Applications: By CV and cover letter to recruitment@iscoil.ie with Education Quality Manager in the subject line

iScoil is an equal opportunities employer