



**NCCA**

An Chomhairle Náisiúnta  
Curáclam agus Measúnachta  
National Council for  
Curriculum and Assessment

# **Open Competition for the appointment of Education Officers**

## **History (Primary)**

### **Information Booklet**

Closing Date: 06/03/2026

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# Education Officers in the National Council for Curriculum and Assessment

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## 1. The Appointments

The National Council for Curriculum and Assessment is the statutory body which advises the Minister for Education and Youth on curriculum and assessment for early childhood education and for primary and post-primary schools. Further details about the NCCA and its work is available at [www.ncca.ie](http://www.ncca.ie).

The Council wishes to appoint an Education Officer in support of its work in the Primary School Curriculum, in the area of:

- History (Primary)

The person appointed will also be expected to be familiar with the key issues at all sectors of the education system relevant to the remit of the NCCA.

The post is for a full-time position contracted/seconded up to **31st August 2028**.

Education Officers assist the executive in carrying out the brief of Council as defined in the Education Act, 1998, in relation to specific aspects of its work. Education Officers report to the Chief Executive or his/her nominee. In day-to-day operations, they report to a Deputy Chief Executive or Director, Curriculum and Assessment.

In addition to working with Education Officers on other curriculum and assessment projects, they will also work with the corporate services team and with researchers, consultants and experts as needed. They will also respond to queries and requests from across the education sector, and from the public and the media as they arise on social media and through more traditional channels. Most Education Officers also engage with national and international networks relevant to their area(s) of work.

The working week of an Education Officer can include meetings of development groups or boards, meetings with colleagues, researching and drafting papers, working on multi-media artefacts for online publication, presenting at conferences, working with groups of teachers or schools – the work is highly varied and requires flexibility and initiative as well as creativity, resilience and imagination.

The work of NCCA in reviewing and redeveloping the Primary School Curriculum reaches significant milestones with the publication of the [Primary Curriculum Framework](#) in March 2023 and the [curriculum specifications](#) for each of the five curriculum areas in September 2025. The framework:

- builds on the successes and strengths of previous curricula while recognising and responding to challenges, changing needs, and priorities
- provides agency and flexibility in schools
- makes connections with what and how children learn in preschool, primary, special, and post-primary schools
- identifies and responds to emerging priorities for children's learning
- changes how the curriculum is structured and presented
- supports a variety of pedagogical approaches and strategies with assessment central to learning and teaching.

You can find out more by visiting: <https://ncca.ie/en/primary/primary-developments/primary-curriculum-review-and-redevelopment/>.

### **Education Officer for History (Primary)**

The [Social and Environmental Education specification](#) sets out learning for Social and Environmental Education (integrated History and Geography) in Stages 1 and 2 (Junior Infants to Second Class) moving to more distinct subjects of History and Geography in Stages 3 and 4 (Third to Sixth Class).

The Education Officer appointed for History (Primary) will be responsible for and involved in the following key areas of work:

- contributing to the enactment of the specification for the curriculum area Social and Environmental Education for Stages 1 and 2 (Junior Infants to Second Class) and the subject of History incorporating learning related to Religions, Beliefs and Worldviews in Stages 3 and 4 (Third to Sixth Class)
- collaborating with colleagues, experts and other professionals with expertise in History and learning related to Religion, Beliefs and Worldviews (RBW)
- engaging with relevant research and literature to inform developments
- supporting continuity between developments in early childhood education and in post-primary curricula
- collaborating with teachers, school leaders, children and parents to gather and develop quality-assured examples of children's learning in the Social and Environmental Education area
- developing support materials to assist schools in their work
- publishing materials, and maintaining and updating content on webpages on NCCA websites
- contributing more broadly to the work of the NCCA in the area of History education
- contributing to the development of wider supports, guidance and tools for the redeveloped Primary School Curriculum
- contributing to broader areas of work, as required, related to developments at early childhood, primary, junior and senior cycle (post-primary).

As part of the recruitment process, the Council intends to establish a panel of Education Officers to support the redeveloped Primary School Curriculum. The panel will remain in place until August 2028.

## **2. Requirements**

Applicants must (on the latest date for receipt of completed applications):

- hold a relevant recognised degree or equivalent professional or teaching qualification
- have experience, as leader or participant, in curriculum and/or assessment developments in the respective curriculum area in an educational setting
- have knowledge of current thinking and research in the respective curriculum area
- have comprehensive knowledge of the Irish education system, and of current curriculum and assessment issues in the primary sector

- have excellent communication and presentation skills and the ability to write to a very high standard
- have excellent inter-personal skills, and a well-developed ability to work collaboratively as part of a team
- have excellent organisational skills
- have research skills including data gathering and recording, analysing, summarising and report writing
- have good digital media skills.

#### **Desirable**

- hold a post-graduate qualification in the field or a cognate area
- proficiency to work through the medium of Irish
- access to professional networks associated with History / Social and Environmental Education
- have skills and experience working with websites and digital media
- have project management skills.

### **3. General Responsibilities**

The education officer will:

- assist the NCCA executive in carrying out its brief in relation to curriculum and assessment, working within and across NCCA teams
- support the work of NCCA Boards and Development Groups to which they may be assigned
- prepare working papers, discussion documents, draft reports and other such documentation in relation to curriculum and assessment matters
- engage with researchers and their work
- develop and support NCCA networks in schools and work effectively with teachers, school leaders and early childhood professionals
- assist in disseminating information on curriculum and assessment at all levels of the education system
- attend and/or address meetings of Council at the direction of the Chief Executive or his/her nominee or meet with other groups and individuals on behalf of Council
- work effectively with others both as a team member and a team leader as requested by the Chief Executive or his/her nominee
- carry out administrative tasks directly associated with his/her work
- carry out further related work at the request of the Chief Executive or his/her nominee.

### **4. Remuneration**

The Education Officer salary scales are as follows:

#### **Non-Personal Pension Contribution (Non-PPC)**

This rate will apply where the appointee is not required under law to make a Personal Pension Contribution.

€62,598.00	€66,581.00	€69,410.00	€72,367.00	€75,309.00	€78,222.00	€81,891.00
€86,195.00	€91,294.00	€96,463.00	€100,663.00	€103,917.00	€107,164.00	
			NMAX	LSI1	LSI2	

PPC

€65,783.00	€69,971.00	€72,952.00	€76,055.00	€79,152.00	€82,216.00	€84,795.00
€90,736.00	€96,098.00	€101,544.00	€105,966.00	€109,379.00	€112,803.00	
			NMAX	LSI1	LSI2	

This rate will apply where the appointee is a civil or public servant first recruited on or after 1 Jan 2011.

\* After three years satisfactory service at the maximum,

\*\* After six years satisfactory service at the maximum.

In respect of new entrants to the public service, Government policy dictates that all posts be filled at the first point of the scale. However, a person appointed on secondment from within the education sector who has higher earnings than the first point of the Education Officer scale may be placed on an appropriate point on the relevant scale. Please note allowances and their application are the subject of ongoing review by the Department of Public Expenditure and Reform and may be subject to change. In addition, please note that the rate of remuneration may be adjusted from time to time in line with Government pay policy and that the salary is subject to all statutory deductions including Pension-Related Deductions.

## 5. Annual Leave

The annual leave allowance will be 27 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

## 6. Location

The NCCA is currently based at Smithfield Hall, Dublin 7 and Portlaoise, Co. Laois. The NCCA has a number of regional hubs across the country to support colleagues in other locations.

## 7. Equal Opportunities

The National Council for Curriculum and Assessment is an equal opportunities employer.

## 8. Format of the Competition

NCCA reserves the right to **shortlist** applicants.

Selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointments and the responsibilities of the posts. Candidates shortlisted for interview will be asked to provide details of three current referees. Candidates will be contacted before referees are consulted.

Applicants may be set a **task** which will require them to offer a written analysis of a policy issue relevant to the work of the NCCA. This short, written report produced on a PC will be made available to the interview board to assist them in making a final decision on the application.

Applicants may also be asked to prepare and present a micro-presentation on their vision for the curriculum area/subject they are applying for.

Further details of the tasks, including the scheduled dates for completion, will issue to shortlisted candidates where relevant.

## 9. Completing the application form

Applicants must complete an official application form for the Education Officer post being applied for, available at <https://ncca.ie/en/about-ncca/corporate-information/careers/>.

The completed official application form should then be attached and emailed to [eocompetition@ncca.ie](mailto:eocompetition@ncca.ie). The application form is in word document format. Please answer all questions included in the form. Please do not forward any certificates or references with the application form. The onus is on candidates to establish eligibility on the application form.

When submitting your application form please name the document as follows, depending on the role that you are applying for:

- Education Officer\_HISTORY\_YOUR NAME

It is essential that you note the name of the post that you are applying for in the email subject line.

## 10. Closing Date

The application form must be completed and emailed to reach [eocompetition@ncca.ie](mailto:eocompetition@ncca.ie) not later than **12 noon, Friday, 6<sup>th</sup> March 2026**.

All applications are acknowledged. Change of address and/or email address should be notified to us immediately.

## 11. Eligibility

To be eligible, you will need to meet **certain requirements** by the date of the position offer:

You must be:

- (d) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (d) A citizen of the United Kingdom (UK); **or**

- (d) a citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who has a Stamp 4\* or a Stamp 5 permission.

\* Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Meet the criteria regarding Public and Civil Service Redundancy/Ill Health Retirement Schemes ([CLICK HERE](#) for further information).

*It is important that you list any previous civil or public service employment, if you have availed of a voluntary redundancy or retirement scheme and/or are in receipt of an ill-health retirement pension. Failure to do so could lead to disciplinary action.*

## 12. Confidentiality and Data Protection

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

### Data Protection

The NCCA, as a statutory body of the Department of Education, advises the Minister on curriculum and assessment for early childhood education, primary and post-primary schools (Education, 1998, Article 41). The Council undertakes the recruitment, assessment and selection of suitable candidates for appointment according to the Recruitment and Appointments Act (2004). The NCCA uses external board members for shortlisting and interviewing. These members receive applicants' data in order to assist in the assessment and selection processes. They have a duty to keep such information confidential and secure, and to delete following the completion of the processes.

In the case of applicants taking up posts in the NCCA, their data is added to their HR files. Data of applicants on panels is held until the relevant panel elapses after which the data is deleted. Data of unsuccessful applicants is deleted within an appropriate interval following the conclusion of the recruitment process. All data gathered for the purpose of recruitment is stored in a confidential and secure manner.

## 13. Attendance at interview

Calls to interview for the Education Officer posts will be made within two weeks of the closing date. It is most likely that the interviews will take place in March 2026. Interviews will be held in Dublin on specific dates shortly thereafter.

The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. The NCCA will not be responsible for expenses incurred by applicants.

## 14. Deeming of candidature to be withdrawn

Applicants who-

- (a) do not, when requested, furnish such evidence as the NCCA requires in regard to any matter relevant to their candidature;

- (b) or do not attend the obligatory test(s) at the time(s) and place(s) appointed,
- (c) or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless the NCCA in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

## **15. Queries**

If you have any queries relating to the process or the role, please contact [recruitment@ncca.ie](mailto:recruitment@ncca.ie)



