etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

TEACHING APPOINTMENTS GUIDANCE FOR APPLICANTS

Thank you for your interest in working with Kilkenny and Carlow ETB.

Teaching and learning is the core focus of Kilkenny and Carlow ETB and we are committed to recruiting high quality teachers with appropriate qualifications, expertise and experience.

The following information is intended to help you complete the job application form.

Essential Qualifications and Eligibility Criteria for Appointment

The following are the essential qualifications and eligibility criteria for appointment to teaching positions within Kilkenny and Carlow ETB:

Qualifications

- Applicants must meet the general and special requirements as set out from time to time by the Teaching Council of Ireland for the advertised subject(s). Further details and a full list of recognised qualifications are available on www.teachingcouncil.ie.

- Applicants who are in their final year of degree/postgraduate diploma which will lead to a teaching qualification, but who have not yet completed their final exams and/or received their results, may apply for advertised vacancies, subject to the provisions regarding Teaching Council registration set out below. Any offer of interview or employment is made pending the applicant's results meeting the requirements of the vacancy.

Registration with the Teaching Council of Ireland (Essential)

- Applicants must be currently registered with the Teaching Council of Ireland.

- Applicants shall provide a current Registration Certificate, or confirmation of Registration with their Application Form for a Teaching position.

Newly Qualified Teachers

- Applicants who are newly qualified and (i) whose qualifications are included on the Teaching Council's list of recognised qualifications and (ii) can provide proof of application to the Teaching Council for registration will be considered for shortlisting for advertised vacancies.
- Only written or email confirmation from the Teaching Council of receipt of an applicant's application for registration will be accepted as proof of application. **The letter confirming Garda Vetting issued by the Teaching Council is not sufficient proof of application.**

Pay

As per salary scales laid down by the Department of Education. In certain circumstances an applicant may be allowed to enter on the salary scale at a point above the minimum and they must submit a Statement of Service from their previous employer. This is subject to approval by Department of Education.

Health

Successful applicants must be medically fit for teaching and undergo medical fitness assessment by the Occupational Health Service (OHS). Completion of the medical questionnaire is imperative as successful candidates cannot take up duty until Medmark (Occupational Health Service providers) have confirmed your fitness for appointment to KCETB.

Equality

Kilkenny and Carlow ETB is an equal opportunities employer. Kilkenny and Carlow ETB will not tolerate discrimination on the grounds of gender, civil status, family status, age, religion, sexual orientation, race or nationality, disability or membership of the travelling community. We are committed to ensuring that every effort is made to provide appropriate facilities so that staff with disabilities or specific health conditions can fully participate in employment.

References

Your appointment is subject to satisfactory references. Successful candidates will be required to submit two written references following the offer of appointment and cannot take up appointment until these are received. Referees may be contacted prior to interview.

Garda Vetting

Applicants are advised to make application to the Teaching Council at least three months in advance of seeking employment in order to ensure that their Garda Vetting can be arranged in a timely manner.

- No teacher may take up a vacancy without satisfactory Garda Vetting clearance. If an applicant has not achieved Garda Vetting clearance by the time his/her vacancy is due to commence, the offer of employment will be withdrawn.

- Any person being appointed to a teaching position of any duration must also provide a child protection related Statutory Declaration and an associated Undertaking, unless one was provided in the previous calendar year.

Permission to Work in Ireland

- All applicants must be eligible to work in Ireland. Non EEA nationals (unless exempted) must be in possession of a valid work permit, and must provide original documentation of same.

Superannuation and Retirement Age

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in Kilkenny and Carlow ETB at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on member of the Single Public Service Pension Scheme.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The compulsory retirement age for public servants is 70 as set out in The Public Service Superannuation (Age of Retirement) Act 2018.

Exclusions

Candidates should note that persons who have taken part in public service early retirement schemes are not eligible to take part in this competition. If you retired under one of the other schemes, you should contact your pension provider and ensure that you are eligible to work in the public sector. Please note that you are required to inform their pension provider due to pension abatement rules.

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment. If you have partaken in any of the above scheme please contact the organisation you were employed with regarding any implications of taking up employment in the Public Sector again.

General Guidelines on submitting an application

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full and typed. Please note that handwritten forms will not be accepted. The form will expand to accommodate the text you enter.
- All information must be set out on the official application form. ADDITIONAL CVs WILL NOT BE ACCEPTED.
- Take note of the closing date and time for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms will only be accepted electronically and should be signed and returned by emailing: recruitment@kcetb.ie
- Please ensure that the completed Application Form is saved as a **PDF** document with your own name and the job reference number, for e.g. Ann Jones 2021APR123
- Attach a copy of confirmation of current registration from the Teaching Council with details of subjects registered to teach.
- **A separate email and application form needs to be submitted for each job being applied for to ensure that your applications will be considered.**
- **Insert Kilkenny and Carlow ETB Reference Number in subject line of Email** – e.g. 2021APR123
- Please only enter the job reference number in the subject line of the email
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
- It is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of KCETB.

Candidates must also ensure that the contact details provided are accurate and that both the telephone number and email address submitted on the application are actively monitored.

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.

- During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

- Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific teaching position advertised. Accordingly, scores may differ from competition to competition.

Data Protection

By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

Teaching Competences

Persons appointed to teaching positions within Kilkenny and Carlow ETB will be required to show evidence of the following key competences:

- Professional Knowledge
- Professional Practice
- Communication and relationship building
- Self-awareness and self-management skills

Candidates will be required to describe in no more than 300 words per competency some of their personal achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.

Professional Knowledge

Demonstrate in-depth knowledge, comprehension and understanding of both the subject discipline and pedagogy

Indicators including:

- Has a strong knowledge of subject matter.
- Has an awareness and understanding of specific requirements of course/syllabus/specifications.
- Keeps up to date with subject matter/course syllabus changes and developments in the education system.
- Understands the cross-curricular links to other content areas and is able to integrate learning across and between content areas (e.g. literacy, numeracy, critical thinking).
- Knows, understands and critically evaluates the range of teaching and learning philosophies / theories and knows how to apply them appropriately within their subject (s).
- Is aware of the range of supports available to support curriculum development and implementation.
- Participates in and contributes to educational planning and development within the school. eg lesson planning, subject department planning, etc.

Professional Practice

Understands the nature of high quality teaching and learning and demonstrates the skills and competencies to illustrate these.

Indicators including:

Planning and Preparation

- Plans and communicates clear, challenging, appropriate and achievable expectations for students.
- Shows knowledge and understanding of how to structure and schedule schemes of work, class plans, subject department plans etc.
- Knows and understands the relationship between the planning, implementation and evaluation of the curriculum.
- Selects, creates and pitches class materials which respond to the needs of students.

Teaching and Learning

- Understands the factors that contribute to a stimulating learning environment and the role of the teacher in supporting this environment.
- Understands the practices that underpin effective classroom teaching and meet the learning styles of a diverse range of students eg differentiation, learning intentions, group work, etc.
- Establishes standards of behaviour that enable all students to learn and deals with inappropriate behaviour in the context of school policies.
- Demonstrates in-depth knowledge and understanding of classroom management techniques and skills.
- Effectively manages the range of behaviours/situations that can occur in the classroom in line with School Code of Behaviour maintaining good order and discipline among students.
- Effectively uses a variety of teaching materials and technologies to actively engage students in the learning process eg collaboration, technology enhanced teaching and learning.

Assessment

- Focuses on assessment for learning by monitoring student progress, giving constructive feedback and helping students to reflect on and improve their learning eg formative and summative assessment.
- Selects from a range of assessment strategies to evaluate student learning, and uses this information in their planning to help make their teaching more effective.
- Assesses the levels of student attainment against relevant benchmarking data and understands the relationship between student assessment and target setting.
- Liaises orally and in written reports in an effective manner with parents/guardians on student progress and achievement.

Communication and relationship building

Establishes effective communication and engagement to ensure positive and effective working relationships with management, colleagues, students, parents and the wider school community.

Indicators including:

- Seeks to foster positive relationships with students, colleagues, parents, school management and the wider school community in a professional, collaborative, supportive and respectful manner.
- Communicates and contributes effectively and collaboratively within the school team environment.
- Shows the capacity and skills to relate to and communicate effectively with students, parents, colleagues, school management and the wider school community.
- Supports conflict resolution in all aspects of teaching role.
- Motivates, inspires and celebrates student effort and success.
- Is committed to equality and inclusion and to respecting and accommodating diversity.
- Understands how to exercise a duty of care to students.
- Participates in and supports the extra-curricular programmes/activities of the school.
- Contributes positively to the school community.

Self-awareness and self-management skills

Is self-aware and has the capacity to self-manage and develop personally and professionally.

Indicators including:

- Engages in reflective practice of their own work and consistently reviews it in order to ensure it is of the highest possible standard and responsive to changing teaching demands.
- Maintains a strong focus on personal and professional growth including continual professional development, participation in professional learning communities, group reflection and practice.
- Has the confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.
- Is open and responsive to constructive feedback regarding their professional practice and, if necessary, seeks appropriate support, advice and guidance.
- Is aware of the Professional Code of Conduct for Teachers and is familiar with its professional requirements.
- Practices within the statutory framework and regulations pertaining to education, including child protection and health and safety guidelines.
- Upholds professional integrity for example discretion, confidentiality, loyalty and trust, empathy etc in all aspects of their professional role as a teacher.
- Is aware of the broader student context and their requirement to model best practice in all aspect of their role and relationships in the school community.