



etbi
Education & Training
Boards Ireland
*Boird Oideachais &
Oiliúna Éireann*

**INFORMATION BOOKLET
PLEASE READ CAREFULLY**

Open Competition for the purpose of recommending person(s) for appointment to the position of:

**DIRECTOR OF SCHOOLS (ETBI)
FIXED TERM SPECIFIC PURPOSE CONTRACT**

Ref: DirSch2020

Closing Date: 12 noon March 16th, 2020

It is anticipated that interviews will take place the week commencing March 24th, 2020

ETBI is committed to a policy of equal opportunity.

Director of Schools

Introduction

This document outlines the main roles associated with the position of Director of Schools within the ETBI structure.

Overview of main functions carried out by Education and Training Boards Ireland

Under the Education and Training Boards Act 2013, Education and Training Boards Ireland (ETBI) is defined as: “An association established to collectively represent education and training boards and promote their interests, which is recognised by the Minister for the purposes of this Act.”

Under the Act the Minister may request ETBI to:

- Make representations on behalf of an ETB in respect of its functions.
- Conduct surveys in respect of information sought by the Minister in respect of the performance of functions by ETBs.
- Give such assistance to an ETB as the Minister considers necessary for the effective discharge of its functions.
- Assist two or more ETBs in the joint performance by them of any of their functions.
- Assist an ETB that has entered into an arrangement with an education or training provider for the joint performance of any of the functions of the Board.

Education and Training Boards Ireland (ETBI) was established on 1 July 2013.

The principal objective of ETBI is to promote the development of education, training and youthwork in Ireland.

ETBI therefore:

- Represents, negotiates and advocates on behalf of member ETBs.
- Consults and negotiates at national level on behalf of ETB members with Government Departments, Trade Unions and with a range of other relevant bodies and authorities.
- Promotes the development and implementation of appropriate education and training policies, procedures and guidance for member ETB.
- Conducts research, devises and delivers education and training programmes targeted at the general ETB membership.

ETBI head office services to its members include:

- Education Policy
- HR, IR and Legal Support
- Procurement
- Training
- Corporate Services

ETB schools are multi-denominational state funded, co-educational and underpinned by the core values of:

- Excellence in Education
- Care
- Quality
- Community
- Respect

Role Description:

The Director of Schools will report to the General Secretary of ETBI and will be responsible for supporting ETBs in four principal areas of responsibility:

1. Leadership of teaching and learning
2. Governance and management
3. Workforce planning and performance management in schools
4. Leading and managing the Post-Primary School Directorate Team

Key Responsibilities

For each of these areas, the Director of Schools will support the Director of Schools in each ETB, to include (but not limited to) the following areas:

1. Leadership of Teaching and Learning

- Actively collaborate with the Department of Education and Skills and its agencies, and other external Bodies as appropriate
- Contribute to national discussion on policy pertaining to teaching, learning and assessment on behalf of the sector.
- To keep up to date with developments in the education & training sector environment.
- Gather data and prepare submissions pertaining to educational matters to facilitate the voice of the sector in educational discourse.
- Support the work of the ETB Directors of Schools by offering guidance and assistance.
- Support ETBs in the implementation of policy in relation to teaching, learning and assessment.
- Identify and develop opportunities for innovation in teaching and learning.
- Support education leaders in promoting excellence in teaching, learning and assessment through targeted programmes of CPD.
- Co-ordinate sectoral examples of best practice to be share across the ETB sector and promote a culture of continuous improvement.
- Support ETBs in becoming the patron of schools at Post Primary level where the patronage of such schools is to be determined.

2. Governance and Management

- Ensure that the administration functions are managed effectively and in line with the requirements set out in the Code of Governance for ETBs.

- Support governance of ETB schools, including Boards of Management, through the Directors of Schools, to ensure the effective implementation of policies and legislation as appropriate.
- Support the implementation of the Department of Education and Skills Code of Governance for ETBs.
- Be responsible for the ongoing organisation and support of the Director of Schools Forum, which will require the following actions;
 - o Coordinate meetings
 - o Prepare documentation
 - o Offer guidance and advice
 - o Conduct research and prepare reports
 - o Liaise with other Director Forums, as required
- Liaise with the Director of Schools (CNS And ETB Patronage)

2. Workforce Planning and Performance Management

- Devise professional development programmes, including CPD for practitioners in schools, to support the development of leadership, management and organisational competences.
- Support the Directors of Schools in the implementation of National Policies.

4. Leading and Managing the Post-Primary School Directorate Team

- Develop and support the progression of ETBI Strategic priorities as identified on a yearly basis.
- Contribute to the effective performance of the ETBI's executive functions as a member of the executive leadership team, including.
- Lead and manage the post-primary directorate team conducting performance reviews with individual staff at regular intervals.
- Lead and support the post-primary directorate team in the implementation of the ETBI Strategic Plan and associated Policies.
- Lead and support the Directorate team in the implementation of National Policies.
- Provide a directorate quarterly work plan and update report to the General Secretary.
- Perform such functions as are assigned or delegated by the General Secretary pursuant to section 16 of the Education and Training Boards Act 2013.

Please note: The job specification above is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Experience and Qualifications:

The successful candidate will:

1. Possess teaching qualification/s or third level educational qualification/s in a relevant discipline/s commensurate with this role.
2. Have management experience, including leading teams and managing resources.

3. Demonstrate the capacity to work as part of a team, developing and implementing strategic plans and organisational policies and procedures and ensuring the appropriate management of risk within the organisation.
4. Demonstrate the ability to be innovative, to manage and lead change and to implement reform within an organisation in a rapidly changing environment.
5. Possess excellent interpersonal and collaborative skills including the ability to work effectively with a broad range of internal and external stakeholders and to represent the ETBI on external bodies as required.
6. Demonstrate their skills in the areas of:
 - Education Leadership
 - Strategic Planning
 - Communications and Relationship Building
 - Leading and Developing Others
 - Organisational Management and Administrative Skills
 - Self-Awareness and Self-Management Skills

See Appendix 1 for more detail on these competencies.

NOTE: Qualifications/eligibility may not be verified by ETBI until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed;
- Are available to undertake, and fully capable of undertaking the duties attached to the position.

Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

CONDITIONS OF SERVICE

Terms of Appointment

This appointment will be for a fixed term specific purpose period of two years. The appointment is subject to the continued funding by the Department of Education and Skills. The appointment will be subject to a nine-month probationary period. If at any time during this period, it appears that the appointee would not be suitable for final appointment the contract will be terminated. Secondment from the education sector may be considered for the filling of the position.

Reporting Structure

The Director of Schools Post-Primary will report to the General Secretary.

Remuneration

The ETB Director of Schools salary scale with effect from 1st September 2019 is as follows: €70,089 - €108,577.

Subject to the Director of Schools satisfactorily completing his/her first year in the post, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Director of Schools;

(a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally

(b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting Salary

Candidates should note that the starting salary will be at the minimum of the appropriate pay-scale and will not be subject to negotiation.

Subject to the above, where the successful candidate is currently a serving civil or public servant immediately prior to accepting this post the normal rules on pay and remuneration will apply.

Prior to taking up duty, an appointee seconded to the post will be required to provide a comprehensive statement to ETBI from his/her substantive employer confirming salary and pension details.

Probationary Period

For the first 9 months the Director of Schools will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post

Annual Leave

The appointee will be entitled to 30 working days holidays in each year (in addition to the usual Public and Bank Holidays) to be taken at a time or times convenient to the ETBI. The appointee will be required to take annual leave for the period of the Christmas closure of ETBI.

Prior to taking up duty, an appointee seconded to the post will be required to provide their annual leave record to ETBI from his/her substantive employer.

Rest Periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Pension Scheme/Superannuation

The Director of Schools will be eligible to join the ETBI's pension scheme after 6 months service. If the Director of Schools is seconded to the post, the rules of the superannuation scheme applicable to their substantive grade will apply.

Location

The place of work for the Director of Schools will be ETBI office in Naas or such other office location within ETBI as determined by the General Secretary. The Director of Schools may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

Maternity / Adoptive / Carers / Parental / Force Majeure Leave

Maternity / Adoptive / Carers / Parental Leave will be granted to the Director of Schools in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick Leave

Sick Leave will be in accordance with established procedures and conditions for ETBI staff generally. If the Director of Schools is seconded to the post, the rules of the sick leave scheme applicable to their substantive grade will apply

Other Statutory Leave

Prior to taking up duty, an appointee seconded to the post will be required to provide to ETBI a record from his/her substantive employer of any other leave taken (such as force majeure leave).

Termination

The appointment will be terminated by two months' notice in writing on either side.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

SELECTION PROCESS

How to Apply

Applications should be made by completing the online application form and submitting by online to jobvacancies@etbi.ie All sections of the application form must be fully completed. Applications must be marked in the email subject heading as 'DirSch2020'.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETBI is satisfied that such person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of ETBI. Therefore, candidates are strongly advised to submit applications well before the **12noon** deadline on the specified closing date.

Closing Date and Time:

Your application must be submitted online to jobvacancies@etbi.ie not later than **12 noon on Monday March 16th**. **Applications will not be accepted after this date and time.**

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc. Candidates should make themselves available on the date(s) specified by ETBI.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview

The Selection Process will include a:

- A Presentation
- Competitive Interview
- Reference Checking
- Completion of a satisfactory pre-employment assessment

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. If the numbers applying for the position are such that it would not be practical to interview everyone, ETBI may decide to employ a short-listing process to select a candidates for interview who, based on an examination of the documents provided by candidates, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short-listing exercise that may be employed, ETBI examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application

GENERAL INFORMATION

Security Clearance:

ETBI is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other Important Information

ETBI will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETBI is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position ETBI will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, ETBI may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by ETBI or who do not, when requested, furnish such evidence as the ETBI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

ETBI process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request.

Latest date for receipt of completed applications for the above post online to jobvacancies@etbi.ie is: 12 noon Monday March 16th, 2020.

- **LATE APPLICATIONS WILL NOT BE ACCEPTED**
- **CVs WILL NOT BE CONSIDERED**

- **SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER

APPENDIX 1:

Key Competences Required for the Role

The competencies for this role reflect the changing and more complex environment in which those at Director of Schools level operate, with limited resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.

The person appointed to the post will be required to demonstrate competence in the following areas, as related to the job description.

Leadership and Strategic Planning

- Facilitate the planning, development, implementation, review and evaluation of the ETBI's School Directorate plans and policies and be accountable for achievement of targets.
- Have a proven track record of developing and leading a strategic plan and be able to indicate how such a plan would be implemented in conjunction with the Board and relevant stakeholders
- Have the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning and learner achievement.
- Demonstrate a capacity to support excellence in teaching and learning and cultivate communities of practice
- Take a lead role in ensuring effective communication and collaboration between ETBs to develop and support a good learning environment underpinned as appropriate through research and evidence-based actions
- Develop teaching and learning strategies for the future and think through the consequences of actions taken
- Develop and support a culture of self-evaluation throughout the ETBI's organisation support and development services.

Communications and Relationship Building

Establish effective communication strategies to ensure that open, transparent and positive internal and external communications are in place within ETBI.

- Develop and maintain positive and effective relations with ETBI staff, Board, the Department of Education and Skills and other external agencies.
- Have the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups.
- Have a proven track record of building good working relationships with others and using these to persuade, convince, or gain support in order to achieve positive outcomes for ETBI.

Leading and Developing Others

Recognise and harness the many and varied skills and talents of staff in ETBI.

- Demonstrate a capacity for distributive leadership through appropriate delegation and support.
- Have a proven track record of leading, encouraging, inspiring and supporting others to develop confidence and be able to help them realise their full potential.

- Demonstrate the ability to be clear with others about what has to be achieved, to what standard, within timeframe/budget and make clear their accountability for delivery.

Organisational Management and Administrative Skills

- Use information and communication technology effectively to organise and keep track of information and meet requirements of the job.
- Allocate relevant decision-making and other responsibilities to the appropriate staff and provide the necessary support to delegate effectively.
- Have the capacity to anticipate issues and potential obstacles and take necessary action.

Self-Awareness and Self-Management Skills

- Respond to work-related pressures in a positive way.
- Have the necessary level of confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.