



RECRUITMENT POLICY

Purpose:

It is the policy of Cork ETB to ensure that the highest quality applicants are recruited for all vacancies, in an efficient, fair and consistent manner, free from any discrimination on the basis of sex, marital or family status, age, disability, sexual orientation, race, religion or membership of the travelling community. The policy aims to ensure consistency of treatment between applicants, adherence to best practice recruitment and selection processes as well as compliance with all relevant legislation.

Scope:

This policy applies to recruitment for all vacancies.

Legal Framework:

This policy is informed by the following legislation, procedures and Codes of Practice:

- (a) Education and Training Boards Act 2013
- (b) Further Education and Training Act 2013
- (c) Qualifications and Quality Assurance (Education and Training Act) 2012
- (d) Education (Amendment) Act 2012
- (e) Education (Miscellaneous Provisions) Act 2007
- (f) Education for Persons with Special Educational Needs Act 2006
- (g) Teaching Council (Amendment) Act 2006
- (h) The Equal Status Acts 2000-2004
- (i) The Education for Persons with Disabilities Bill, 2002.
- (j) Teaching Council Act, 2001
- (k) The Education (Welfare) Act, 2000
- (l) Qualifications (Education and Training) Act, 1999
- (m) The Education Act, 1998
- (n) Department of Education and Science Circular Letters, Policies and Guidelines
- (o) Policies and Procedures as adopted by Cork ETB
- (p) Schools Policies and Guidelines
- (q) Statutory Codes of Practice

This list is not exhaustive. A full listing of all educational legislation and relevant circular letters is available on the Department of Education and Skills (DES) website.

Guiding Principles and Cork ETB Values:

Cork ETB will always act in the best interests of learners. The following principles underpin our strategic thinking, planning, decision making and our everyday actions as we strive to deliver our services through the recruitment of the highest quality employees for all vacancies.

- Prioritising the needs of learners
- Delivering a high quality service
- Acting with professional integrity
- Doing the right thing
- Treating people with dignity and respect
- Being fair, open and accountable
- Ensuring value for money
- Operating to the highest ethical, professional, moral and legal standards.

Values:

- *Brave – We put our learners needs first and are not afraid to make the hard decisions required to deliver the best possible service*
- *Committed – We have a clear vision and purpose with which we are fully engaged and on which we are determined to deliver.*
- *Positive – We are optimistic and confident about our opportunities and challenges and believe we can make a positive difference to the lives of the people we serve.*
- *Leading – We expect our people to be leaders – to have a clear vision, take the initiative, and to inspire and motivate learners and colleagues through their example.*
- *Innovative – We are focused on constant improvement and being at the forefront of change and innovation in education and training.*
- *Caring – We adopt an inclusive and respectful approach to our learners and staff and strive to ensure that each person using our services reaches his/her potential.*

Principles of the Recruitment Process:

The following principles will inform all recruitment for instruction vacancies in Cork ETB:

Appoint on Merit

Cork ETB is committed to employing the very best employees in its schools, centres and offices. This means that applicants will be assessed in the most objective way possible on criteria such as qualifications, skills, competencies and ability to perform the role.

Best Practice Procedures

Cork ETB aims to recruit employees in the most efficient and effective manner possible, including cost-effectiveness. Its recruitment processes will be informed by best practice at all stages, with a view to providing applicants with a positive experience of the process, whether or not their applications are successful.

Integrity & Consistency

Cork ETB aims to ensure that the standards utilised throughout the organisation in the procedures to appoint employees are fair, equitable, consistent and transparent, and will provide training to all staff and interviewers to ensure same.

Recruitment Process

1. Vacancies

Vacancies are identified by school/centre/line management and notified to HR. HR approval is required before recruitment may begin for any vacancy. The approval process is informed by teaching and/or budgetary allocation received from DES as well as national and local redeployment processes.

2. Vacancy Information:

Vacancy information, including job descriptions and person specifications, exist for all vacancies and are supplied as part of recruitment process. These documents outline the key duties and responsibilities of the vacancy, as well as qualification and eligibility requirements and knowledge and skills required.

3. Advertising & Application Process:

All vacancies will be advertised in line with DES requirements. In particular, all teaching vacancies in excess of 24 weeks duration and/or 150 hours will be advertised nationally. Adverts are placed on the Cork ETB online recruitment portal, accessible through Cork ETB website www.corketb.ie and websites approved by DES. These are currently www.educationposts.ie for teachers and www.publicjobs.ie for Principal and Deputy Principal vacancies. Websites used for advertising vacancies are subject to change in line with DES guidelines. Suitable, eligible applicants should apply via the online application system. Paper based applications or applications submitted via email will not be eligible, nor will applications be accepted after the closing date. All supporting documentation must be supplied, or applications may not be processed.

4. Eligibility:

a. Qualifications & Experience

Applicants must meet the qualification and experience requirements as set down in the Person Specification for the vacancy advertised. Applicants who do not meet the requirements will not be eligible to be interviewed for the vacancy.

b. Teaching Council of Ireland (Teaching Vacancies):

Applicants for teaching vacancies in recognised schools must be currently registered with the Teaching Council of Ireland and must be able to provide a current Registration Certificate, or confirmation of Registration. Applicants who are newly qualified and (i) whose qualifications are included on the Teaching Council's list of recognized qualifications and (ii) can provide proof of application* to the Teaching Council for registration, will be considered for shortlisting for advertised vacancies.

- c. Garda Vetting/Statutory Declaration (All vacancies which may have contact with children or vulnerable adults):

No employee may take up a vacancy in which they may have contact with children or vulnerable adults without satisfactory Garda Vetting clearance. This includes all positions, teaching and non-teaching based in schools and education centres. If an applicant has not completed the Garda Vetting process to the satisfaction of the ETB by the time his/her employment is due to commence, the offer of employment will be withdrawn. Any person being appointed to an instruction 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.

- d. 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.

- e. Other Eligibility Requirements

From time to time, other eligibility requirements may be set down for vacancies where they are deemed necessary to the role. Any such eligibility requirements will be clearly set out in the Person Specification, including whether such requirements are essential or desirable.

5. *Assessment Methods:*

The following assessment methods may be used by Cork ETB in selecting applicants:

- Shortlisting by qualification & eligibility
- Interview
- Presentation
- Sample lesson/lesson demonstration
- Assessment of Technical Skills
- Irish language proficiency if applicable
- Other language proficiency if applicable

6. *Shortlisting:*

Shortlisting is the process of assessing applications against criteria for the vacancy in order to identify those applicants who best satisfy those criteria for further assessment. Shortlisting may be conducted prior to interview based on information supplied on applications forms and/or may also be done by means of preliminary interview. Shortlisting may be done on a regional basis where multiple vacancies exist in the same subject, with more than one school/centre involved in such shortlisting.

7. Interviews:

Interviews, whether preliminary or final, will be conducted in line with DES and best practice guidelines. Cork ETB utilises a structured interview format for all interviews. Applicants are assessed objectively against pre-established criteria, and marks awarded. No discriminatory questions will be asked of applicants, and assessment is strictly on the basis of merit. Interview through Irish is compulsory where fluent Irish is an essential requirement for the vacancy e.g. Gaeltacht schools.

8. Selection Boards:

All interviews for teaching vacancies will be conducted by Selection Boards established in line with regulations set down by DES and Model Agreements. The function of the Selection Board is to assess each applicant based on his/her merits against the criteria for the vacancy, and to recommend applicant(s) for appointment for the vacancy(s) where they meet the standards required.

Composition:

The composition of selection boards may vary depending on the following factors:

1. The nature of the interview (preliminary or final)
2. The category of the school (vocational/community college/community school)
3. The size of the school
4. The Model Agreement for the school, where relevant

Cork ETB will ensure that all members of Selection Boards are provided with training in relation to the following essential areas:

- Interview procedures and process
- Roles and expectations of Selection Board members
- Employment Equality and other relevant legislation
- Interviewing skills and techniques
- Assessment and standards

In order to ensure consistency of standards and integrity of the interviewing process, Selection Board members are drawn from a pool of trained interviewers.

There may be occasions where Selection Board members encounter a Conflict of Interest, i.e. he/she has a family, friendship, financial or other form of relationship, positive or negative, with one or more applicants for a vacancy. In order to manage this effectively, Selection Board members are supplied with applicant details in advance of the interview and must ensure that in the event of a Conflict of Interest, they recuse themselves from the process. For each set of interviews conducted, Selection Board members are asked to certify that no Conflict of Interest exists, in order to participate on the Selection Board.

9. Assessment and Marking Schemes

Applicants will be assessed based on a clear marking scheme operated in tandem with a structured interview process in order to ensure consistency of standards, openness and transparency. Applicants must meet or exceed a predetermined minimum mark in order to be considered for final interview/appointment. Minimum marks for appointment will be decided by the Selection Board having regard to the requirements for the vacancy. Applicants will be ranked in order of merit based on their marks obtained at interview and the top ranking applicant(s) will be recommended for final interview/appointment where they reach/exceed the minimum mark. Interview marks will be available to applicants on request, once the interview process for the vacancy has been concluded.

10. References

Cork ETB will seek references from applicants invited to final interview for vacancies. Applicants are required to supply referee details when submitting application forms and referees will be contacted without further communication with applicants. Two work related references are required. References form part of the assessment process at final interview.

11. Offers of Employment

Once a Selection Board makes a recommendation for appointment to the Chief Executive, an offer of employment will be made to the successful applicant(s). Applicants who meet or exceed the cut-off point at interview will be considered for offers of employment for PRPT vacancies in the same subject which may arise during the course of that academic year. Any such vacancies will be offered in order of interview ranking. Offers of employment are conditional on the successful completion of a pre-employment medical, successful Garda Vetting and the submission to the HR department of all documentation required, including original scrolls, transcripts, birth certificates etc.

Employment of Retirees or Employees on Career Breaks

Retired teachers may not be employed except in very limited circumstances for substitution purposes in accordance with DES regulations. Cork ETB has a Retirement Age Policy. Applicants who are at the maximum retirement age as set out in this policy will not be eligible for consideration for appointment.

An employee who is on Career Break from another public sector employer may apply for vacancies with Cork ETB. If his/her application is successful, he/she must resign from his/her other post in order to take up employment with Cork ETB, in accordance with the DES regulations governing Career Breaks.

Applicant Obligations

Individuals making application for teaching posts in Cork ETB must ensure that all information provided as part of the recruitment and selection process is true and accurate to the best of their knowledge and that there are no material omissions. Attempts to canvas or otherwise interfere with or compromise the process in any way may lead to disqualification. Any offer of an appointment is conditional upon verification of the information supplied. Applicants give their consent to Cork ETB making such reasonable enquiries as it sees fit in respect of my application. Applicants accept that if they commence employment, Cork ETB will be entitled to terminate their contract without notice or withdraw the offer of employment

if information in their application is untrue or inaccurate or if there are material omissions from it. This also applies to any medical questionnaire/forms applicants may complete.

Data Protection

Information provided in the course of the recruitment and selection process is required for the purposes of assessing your application for appointment. Your personal data will be processed in accordance with the Data Protection Acts 1988-2003.

Cork ETB will keep and process the information supplied by applicants in a secure and fair manner and in compliance with our obligations under the Data Protection legislation. It will be used only for purposes associated with the administration of their job application and shared with third parties only when necessary for the processing of their applications, for audit purposes or where we are required to do so by operation of law.

Retention of Records

All records relating to recruitment and selection will be held by the Human Resources (HR) department in Head Office, following the completion of the recruitment process at local level. Records relating to the recruitment process including those of unsuccessful applicants will be held for 18 months, after which they will be confidentially destroyed. Unsolicited applications will be returned to the applicant as all posts are publicly advertised. Records for successful applicants for teaching posts will be retained for the duration of employment plus 7 years after which they will be confidentially destroyed. All records relating to recruitment and selection will be held securely with access limited to HR staff.

Review

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.



Signed: _____

Date: 3rd June 2015

Timothy Owens

Chief Executive