

# Induction Session for Newly Appointed Teachers

September 30<sup>th</sup> 2015



**cetb**

Bord Oideachais agus  
Oiliúnaíochtaí  
*Celtic Education and  
Training Board*

# Agenda

- Cork ETB Vision & Values
- Cork ETB Organisational Structure
- Patrons and Co-Patrons
- Boards of Management
- Human Resources Information
- Data Protection and Freedom of Information
- Protected Disclosures
- Child Protection

# Vision and Values

# Cork ETB Vision & Values



## Vision:

Cork Education and Training Board is a driving force of education and training in Cork, providing high quality services which are innovative, responsive and inclusive. Through Cork ETB there is a pathway for every learner.

# Vision, Mission, Guiding Principles & Values



## Mission

Cork Education and Training Board (CETB) plans, provides, supports and coordinates education, training and youth services in Cork which are recognised internationally as a model of excellence.

# Vision, Mission, Guiding Principles & Values

## Guiding Principles

- 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.
  - 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.

# Vision, Mission, Guiding Principles & Values



## 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.

# Vision, Mission, Guiding Principles & Values



## Values

- **Leading** - 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.
- **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.



# Organisational Structure

# CETB – Organization and Structure

- 25 Post Primary Schools
- 3 Standalone dedicated PLC Colleges
- 2 Community National Schools
- 12 Youthreach centers
- Cork ETB School of Music
- Cork Prison Education Service
- Youth Services

# CETB – Organization and Structure

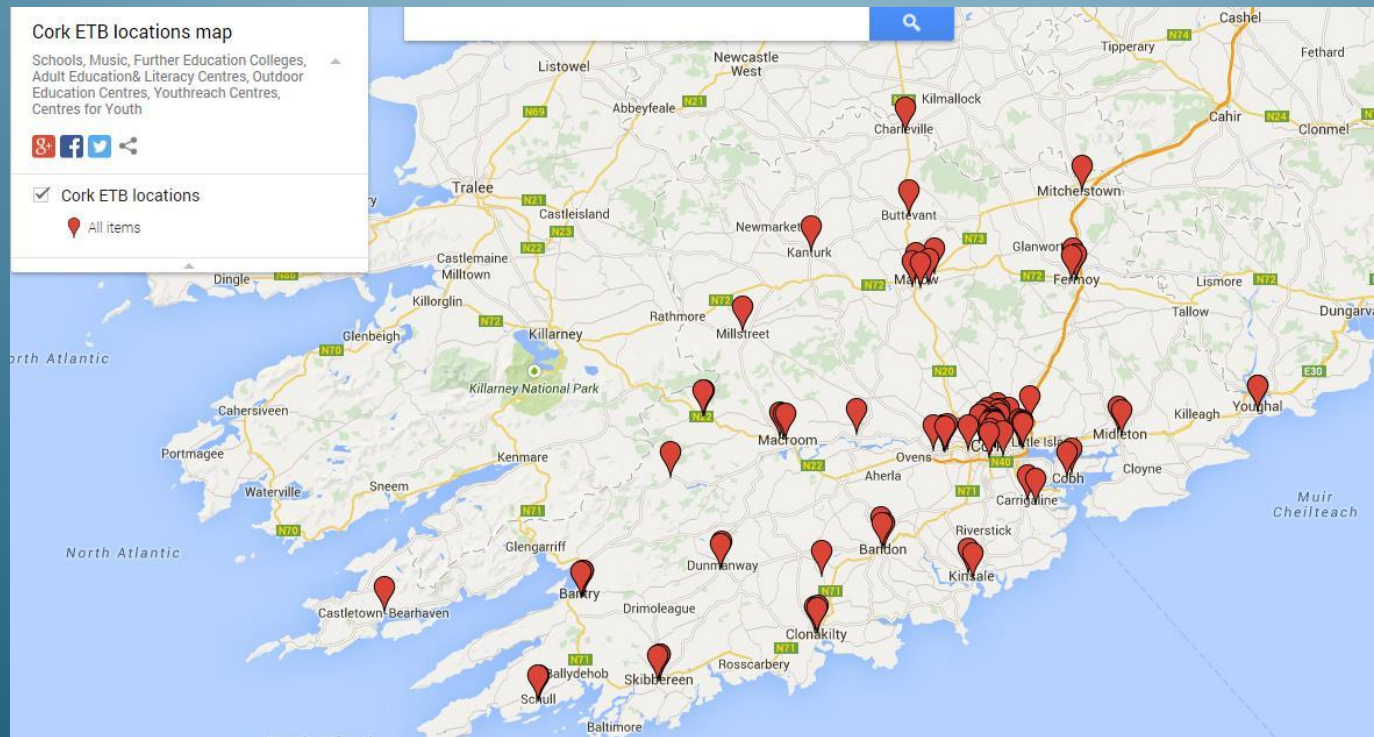
- Cork Training Centre, Rossa Avenue
- Carrigaline Training Centre
- Contracted Training Services
- Apprentice Education
- Adult Education Night Classes
- Adult Basic Education Services
- Adult Guidance Service
- 2 Outdoor Education Centers

# CETB – Organization and Structure

- Over 11,000 Post Primary students
- Over 5,000 PLC students
- 15,000 training participants
- Over 25,000 participants on adult education programmes

# CETB – Organization and Structure

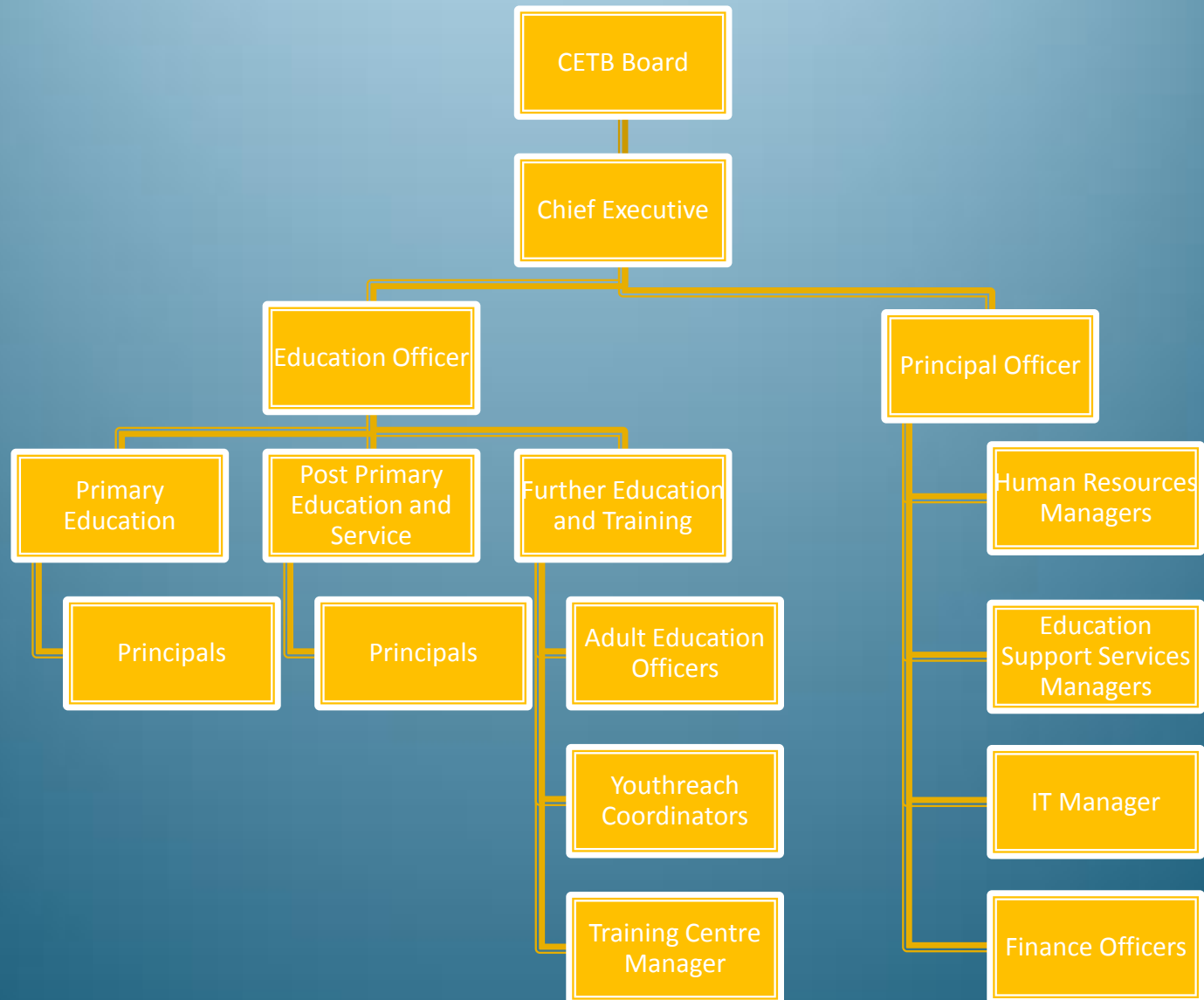
● 3,800 employees



# CETB – Organization and Structure

- The Board -
- 21 members comprising:
  - 12 local authority representatives
  - 2 staff representatives
  - 2 parents' representatives
  - 5 members from bodies representing community/business interests.

# CETB – Organization and Structure



# Patrons and Co-Patrons



# Patrons and Co-Patrons

## ● CETB is responsible for 11 Designated Community Colleges:

- Clonakilty Community College
  - Coachford College
  - Colaiste Choilm
  - Colaiste Ghobnatan
  - Colaiste Phobail Bheanntraí
  - Glanmire Community College
  - Maria Immaculata Community College
  - Nagle Community College
  - Schull Community College
  - St Aidans Community College
- (Terrence MacSwiney and St Colman's Community Colleges are non-designated )

# Patrons and Co-Patrons

- Designated Community Colleges operate under Articles of Management referred to as “Model Agreements”
- The Model Agreement sets out the responsibilities and obligations of the Co-Patrons and these are legally binding agreements
- First Community College established was Clonakilty in 1991

# Patrons and Co-Patrons

- Cork ETB's Co-Patrons in respect of the designated Community Colleges are:
  - The Catholic Diocese of Cork and Ross
  - The Catholic Diocese of Cloyne
- The Co-Patrons are responsible for determining "*the policy and philosophy*" i.e. the ethos, of the colleges and supporting the realization of that ethos throughout the college in conjunction with the Board of Management

# Patrons and Co-Patrons



- Cork ETB is also involved as a Co-Patron or Co-Trustee with the two Catholic Dioceses and the Church of Ireland Diocese of Cork Ross and Cloyne in 12 Community Schools across the county

# Boards of Management

# Boards Of Management

- Every school or college is required to have a Board of Management under the provisions of the Education Act 1998
- Boards for ETB schools and colleges are Committees of the Board
- The composition of the Board varies slightly between non-designated schools and the Designated Community Colleges

# Boards Of Management

- Section 15 (1) of the Education Act (1998) states that:
  - *‘It shall be the duty of a board to manage the school/college on behalf of and in cooperation with the patron and for the benefit of the students and their parents and to provide or cause to be provided an appropriate education for each student at the school/college for which that board has responsibility.’*
- Section 44(18) of the Education and Training Boards Act 2013 states that:
  - *‘the acts of every committee established under this section ... shall be subject to confirmation by the education and training board that established it, save where the Minister otherwise directs.’*

# Boards Of Management

- An ETB board of management has all the functions, powers, and responsibilities of a board of management in the other school sectors other than that the ETB, as the corporate body, has ultimate responsibility for HR matters and is the accountable body.
- An ETB school/college board of management, while providing support to the principal and/or the school/college, its primary role is one of management and governance.



# Boards Of Management

- A board of a school/college shall consist of not more than 12 members nominated or elected as below:
  - **School:** three/four members nominated by the ETB. Nominees can be persons who are not serving members of the ETB.
  - **College:** three members shall be nominated by the ETB.
  - **College:** three members nominated by the Co-Patron
  - **College:** other Religious representation may be considered by the ETB where requests for representation are received.
  - Two parents, one female, one male, of students who are currently enrolled in the school
  - In stand-alone PLC colleges, two adult students (one male and one female) may be nominated by the student body to sit on the board of management.
  - Two members, one female, one male, of the school's teaching staff
  - On the occasion of the setting up of a new board or at a subsequent date, additional places may, with ETB approval on the nomination of the board of management, be filled to facilitate relevant partnership and inclusive representation to support the educational remit of a particular school.
  - **College:** on the occasion of the setting up of a new board, or at a subsequent date, a board may nominate a representative from primary schools within the college's catchment area, or from local associations/organisations, or industry/commerce, or from students over the age of 18 years who are currently enrolled in the college, to fill with ETB approval one additional place on a board.

# Human Resources

- Policies & Procedures
- Contracts
- Pay
- Core Employee Self Service Portal

# Policies & Procedures

- Policies and procedures are developed based on:
  - Relevant legislation
  - Circular Letters of the Department of Education and Skills
  - National agreements between various interest groups, e.g. DES, ETBI (management body) and Unions
- Circular Letters govern the conditions of employment within the sector
- Policies and procedures are available on the “Policies” section of Cork ETB website
- Relevant links and circular letters are included

# Policies & Procedures

- Cork ETB HR Policies Page:

<http://cork.etb.ie/policies/human-resources/>

- Structured by function, and then by area, e.g. Leave, Recruitment & Selection etc
- Each section contains any applicable policies, application forms etc.
- Relevant links and circular letters are also included
- Updated as new policies/procedures are approved or new CLs issued



## Policies

This is a repository of information, policies & procedures for Cork ETB Staff

## Corporate Governance

[Please click here to view content](#)

## HR Information & Communication

[Please click here to view content](#)

## Corporate Governance

## Human Resources

## New Appointments

## Recruitment & Appointments

## Working Conditions

Leave

## Welfare

## Professional Development

## Retirement & Resignation

## Organisational Development & Communication

HR Systems Documents & User Guides

# Leave

For any queries in relation to Leave please contact: [leavereturns@corketb.ie](mailto:leavereturns@corketb.ie)

[Annual Leave](#)

[Sick Leave Policies](#)

[Maternity & Adoptive Leave](#)

[Parental Leave](#)

[Paternity Leave](#)

[Carer's Leave](#)

[Marriage & Civil Partnership Leave](#)

[Force Majeure, Bereavement & Compassionate Leave](#)

[Workshare, Job Share etc.](#)

[Shorter Working Year Scheme](#)

[Career Break](#)

[Secondment](#)

[Other Types of Leave](#)

[Corporate Governance](#)

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[Retirement & Resignation](#)

[Organisational Development & Communication](#)

[HR Systems Documents & User Guides](#)

[Post-Primary Schools & Colleges](#)

[Further Education Colleges & Cork](#)

# Sick Leave Policies

For any queries in relation to Sick Leave Policies please contact: [leavereturns@corketb.ie](mailto:leavereturns@corketb.ie)

## *Cork ETB Documentation*

- [Cork ETB Managing Attendance and Sick Leave Policy](#)
- [Cork ETB New Sick Leave Regulations Summary August 2014](#)
- [Cork ETB Critical Illness Protocol Application form](#)

## *DES Circular Letters*

- [CL 0063 2014 Sick Leave All Staff other than Teachers and SNAs](#)
- [CL 0060 2014 Sick Leave SNAs](#)
- [CL 0059 2014 Sick Leave Teachers](#)
- [CL 0041 2012 Self Certified Sick Leave Non Academic Staff](#)
- [DES Information Note Revised Sick Leave Teachers 2014](#)
- [DES Information Note Revised Sick Leave SNAs 2014](#)
- [DES Information Note Critical Illness Protocol Transitional Arrangements](#)

## *Other links*

- [Medmark website](#)
- [Cork ETB Vacancies page](#)

Corporate Governance

Human Resources

New Appointments

Recruitment & Appointments

Working Conditions

Leave

Welfare

Professional Development

Retirement & Resignation

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Post-Primary Schools & Colleges

Further Education  
Colleges & Cork  
Training Centre

# Policies & Procedures

- Key policies all new staff should familiarise themselves with:
  - Bullying & Harassment Prevention Policy
  - Sexual Harassment Prevention Policy
  - Grievance Procedure
  - Disciplinary Procedure
  - Code of Conduct for Staff
  - Code of Ethics
  - Code of Practice for Staff Interaction with Students
  - Documentation in the “New Appointments” section of the Policies page



# Contracts

- Contract Types:

- Permanent Whole Time (PWT)
- Contract of Indefinite Duration (CID)
- Fixed Term/Purpose – Pro Rata Part Time (PRPT)
- Fixed Term/Purpose – Casual/Non Casual (part time) hours

# Fixed Term / Purpose (PRPT)

- Contract is for full academic session from September 1 or date of taking up duty if later, to August 31
- Teachers are appointed to the Scheme and assigned to a school or centre
- Hours may be changed up to October 31
- Contracts issued after November 1 setting hours for the academic session, payment is an annual salary on a pro-rata basis
- Typically less than 22 hours across academic year e.g. replacing staff on career break and/or secondment, paid an annual salary to August 31
- Contracts are issued in hard copy directly from Head Office

# Fixed Term / Purpose (PRPT)

- Under CL 23/2015 (Ward circular), all posts must be re-advertised after 1 year.
- This means that if you are in the first year of your employment under a PRPT contract, your post will be re-advertised at the end of the academic year (assuming post is continuing).
- For teachers who have been appointed to their 2<sup>nd</sup> PRPT contract, if post continues into 3<sup>rd</sup> year, you are eligible for a Contract of Indefinite duration after 2 years of service
- If PRPT contract hours are all linked to job-sharing, there is no entitlement to CID and hours will continue on PRPT basis if available

# Fixed Term / Purpose (C/NC)

- Usually awarded where hours become available after 1 November
- Mainly used for absences of short duration such as sick leave
- Casual / Non Casual contract – hours are variable with a standard rate applying to the first 150 hours, hours after 150 attract a personal rate
- Casual/Non Casual contracts (in addition to PRPT contracts) are issued electronically on the PTT system and can be viewed through this system
- Login details will be supplied as contracts are issued (currently being rolled out)

# Contracts of Indefinite Duration (CID)

- A teacher employed on a CID holds an employment status that is equal to that of a permanent teacher
- To receive a CID you must have 2 years successive service and post must continue into 3<sup>rd</sup> year, contract is awarded on commencement of 3<sup>rd</sup> year (excluding Job Share cover)
- The hours awarded are those in the year immediately preceding the CID
- Where hours are less than 22 hours, all entitlements are on a pro rata basis

# Contractual Obligations

- Every teacher commencing employment must receive as soon as practical a written contract of employment and/or Statement of Terms and Conditions of Employment
- Each statement of terms governing the employment must contain the objective condition determining the contract i.e. finishing by reference to date, task or event

# Identification & Advertisement of Vacancies

- Principals assess the Curricular Needs of the School/College/Centre in light of the allocation received each year from DES.
- When there is sufficient allocation but not the capacity within existing staff to fulfil curricular needs, vacancies are approved.
- Advertisement is placed on Cork ETB website  
Employees can also see vacancies through Core Portal without having to go through website
- Internal appointments only advertised through Portal.
- Employees may apply for internal transfers also.

# Payment – PRPT Teachers

- Payment can only be made once HR Department has received all relevant documentation
- Payslips are issued electronically through Core Portal.
- Teachers on PRPT contracts are currently paid monthly, with a mid-month payment (24 payments per year).
- From 13<sup>th</sup> November 2015, PRPT teachers will be paid fortnightly (26 payments per year)
- Fortnightly pay gives salary/26.09 equal payments and ensures all staff paid for each day worked and incorporates payment of leap year. (monthly = salary/12 irrespective of number of days in the year)



# Payment to Non Casual/Casual Teachers

- Casual / Non-Casual staff are paid on an hourly basis for class contact hours
- No payments in respect of school/college closures
- Payment is made fortnightly in arrears on receipt of electronic timesheets (returned by school through PTT system)
- All additional hours by PRPT teachers (in excess of PRPT contract) worked after November 1 must be returned by timesheet as they are not governed by a PRPT contract
- Electronic payslips issued through Core Portal – no paper payslips.
- Holiday pay is paid separately – schedule of payments will be notified once agreed

# Leave

- Different types of leave available in Cork ETB including statutory and non-statutory – full details available on Cork ETB site - policies page
- Leave to be applied for through CORE ESS System (Core Portal) – e.g. Maternity Leave, Career Break etc – with supporting documentation to be forwarded to HR department.
- Annual deadlines in place for applications for certain types of leave – e.g. Career Break, Job Share. These dates are circulated to schools and centres.

# Core Portal

- Employee Self Service module to access the following:
  - Payslips and P60's available on line and to print
  - Leave entitlements and balances (please note that sick leave balances under the revised procedures will not be available for some time)
  - Leave request submissions for all types of leave and confirmation of approvals
  - Pension calculator (approximations only at this time)
  - My Recruit – this area will allow you view details of vacancies that have been advertised by Cork ETB and to apply on line via ESS if you wish to be considered.
- Accounts are being created and login details will be issued shortly to new employees

# Information Sources

- Notice Boards
- Email
- Cork ETB Website [www.cork.etb.ie](http://www.cork.etb.ie)
- CORE Employee Self Service
- Staff Employee Handbook (available later this year)
- Staff meetings

# Contact Details

[Home](#)[About Cork ETB](#)[Schools](#)[Further Education and Training](#)[Youth Services](#)[Policies](#)[News](#)[Contact Us](#)

[Home](#) / [Contact Us](#) / [Head Office Contacts](#)

## Head Office Contacts

### Education Support Services

|                           | Email       | Address     |
|---------------------------|-------------|-------------|
| Maintenance Grant queries | grants      | @corketb.ie |
| Procurement queries       | procurement | @corketb.ie |
| Tender queries            | tenders     | @corketb.ie |

### Finance

|                          | Email    | Address     |
|--------------------------|----------|-------------|
| Accounts Payable queries | accounts | @corketb.ie |
| Payroll queries          | payroll  | @corketb.ie |
| Receipts queries         | receipts | @corketb.ie |
| Sub-Contractor queries   | rct      | @corketb.ie |

[Useful Links](#)[FAQs](#)[Accessibility Officer](#)[Head Office Contacts](#)[Cookie Policy](#)

**Further Education  
Colleges & Cork  
Training Centre**

**Post-Primary Schools &  
Colleges**

# Data Protection & Freedom of Information

# Record-keeping and Information Management

- Cork ETB – Public Body
- Records subject to public scrutiny
- Need for careful management of records to ensure compliance with legal obligations
- Main message: Be aware of this when creating new records

- Main pieces of legislation:
  - Data Protection Acts 1988 – 2003
  - Freedom of Information Act 2014
- Data Protection Acts – obligation to safeguard all *personal* information we hold:
- Fundamental Principles:
  - Collect and Process data fairly and with the consent of the data owner;
  - Keep it safe and secure;
  - Keep only what is required for the stated purpose and only for as long as required;



- Ensure that data is up-to-date; and
  - Provide a copy to the owner on request.
- 
- Personal Data: Name & Address; PPSN; DoB; Images of a person including CCTV footage.
- 
- Sensitive Personal Data: Racial/ethnic origin; Religious beliefs; health details; court proceedings.

- Sharing data with third-parties:
  - Need to know basis
  - Egs. DES, HSE, TUSLA, An Garda Síochána
- Cork ETB Data Protection Policy – available on [www.corketb.ie](http://www.corketb.ie)
- Includes: Records Retention Schedule and guidelines on dealing with data access requests from individuals.
- Further information available at: [www.dataprotectionschools.ie](http://www.dataprotectionschools.ie)

- Annual Training Workshops for Schools
- Queries to Data Protection Officer in HQ –  
[liz.donnelly@corketb.ie](mailto:liz.donnelly@corketb.ie)

- Freedom of Information Act 2014
- Cork ETB's records are regarded as public records with some exemptions applying eg.
  - Legal privilege, commercial sensitivity, confidentiality, personal data of third party.
- Members of the public can apply for access to both personal and non-personal records.
- Partially exempt body – league tables.
- All queries should be referred to [foi@corketb.ie](mailto:foi@corketb.ie)
- FOI Officer – Liz Donnelly

# Protected Disclosures

- Protected Disclosures Act 2014 – mechanism for workers to report wrongdoings in the organisation.
- Wrongdoings (examples): commission of offence, misuse of public funds, concealment of information.
- Cork ETB's PD Policy on [www.corketb.ie](http://www.corketb.ie) aims to
- Encourage and enable staff to make protected disclosures without fear of penalisation by means of a safe and confidential process.
- Queries to: [liz.donnelly@corketb.ie](mailto:liz.donnelly@corketb.ie).

# Child Protection

# Child Protection

- Child Protection in schools is governed by:
  - **Children First:** National Guidance for the Protection and Welfare of Children
  - The HSE has a statutory duty and responsibility in respect of Child Protection
- Schools and Colleges under the guidelines, are required to nominate a Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL), to whom all concerns relating to suspected child abuse and neglect should be reported



# Child Protection

- Concerns under the guidelines are categorised as:
  - Neglect
  - Emotional Abuse
  - Physical abuse
  - Sexual Abuse
  - Concerns may arise from observation over a period of time, or by way of disclosure from the child
- In any circumstance where a child reveals to a staff member that they have been subjected to neglect or abuse, the staff member must make it absolutely clear that while the matter will be dealt with sensitively and respectfully, they have a duty and responsibility to report this

# Child Protection

- As a teacher in a school college, if you have concerns regarding a child/young person/vulnerable adult, those concerns must be reported to the DLP/DDLP
- The DLP/DDLP will report the concerns and liaise with the HSE in the first instance, and in exceptional circumstances, the Gardaí
- Full training in Child Protection and the role of teachers will be undertaken at individual school level.