

**PLEASE ENSURE THE FOLLOWING ESSENTIAL STEPS ARE ADHERED TO ON COMPLETION OF THE APPLICATION FORM**

1. E-mail application form to [recruitment@loetb.ie](mailto:recruitment@loetb.ie).
2. 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. John Smith ADM001.
3. Insert Correct Reference Number in subject line of Email SUB24. Please only enter the reference number in the subject line of the email as it appears on the advertisement (do not include spaces/dashes/additional words e.g. Reference).
4. Applications are only accepted by email and in PDF format. Late applications will not be considered.

Before completing this form please note the following:

* Application Form must be TYPED.
* Application is by official LOETB Application Form only. No letter of application, CV or written reference should accompany this form.
* Do not alter the application form as it may render your application invalid. Boxes may be expanded as required – please comply with maximum word count.
* All sections must be fully and accurately completed, giving as much detail as possible of your skills and experience relevant to the position advertised.
* Each person who is appointed by LOETB to a position that a necessary and regular part of which, consists mainly of the person having access to, or contact with, children or vulnerable adults must be vetted in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and receive a satisfactory disclosure from the National Vetting Bureau.
* All personal information which LOETB holds is protected by the Data Protection Acts 1988 to 2018. The Data Protection Acts apply to the keeping and processing of Personal Data, both in manual form and on computer.  LOETB is obliged to comply with data protection as set out in these Acts.
* LOETB is subject to the Freedom of Information Act, 2014 and this Act gives people a right of access to certain records held by LOETB.
* LOETB is an Equal Opportunities Employer.
* Shortlisting of candidates may take place. Canvassing will disqualify.



**SUBSTITUTE TEACHING PANEL 2023/2024**

**REF NO: SUB24**

**Teaching Council Registration: (if you are pending registration, please list your subjects in the box below)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Registration No** | **Sector(s)** | **Registration Level** | **Subject(s) through which qualified** | **Expiry Date** |
|  |  |  |  |  |

**Grades:**

|  |  |  |
| --- | --- | --- |
| **Final Honours Degree Grade, for e.g. 2.1** | **Teaching Qualification Grade, for e.g. 2.1** | **Teaching Practice Grade, for e.g. A, B, C** |
|  |  |  |

1. **Personal Details:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Eircode:** |  |
| **Telephone No:** |  |
| **E-mail:** |  |

**B.**

|  |  |  |
| --- | --- | --- |
| Are you currently on a career break? | Yes | No |
| If so, please give details: |  |  |

**C.**

|  |  |  |
| --- | --- | --- |
| Are you currently on maternity leave? | Yes | No |
| If so, please give details: |  |  |

**D. Pension History**

|  |  |  |
| --- | --- | --- |
| Are you currently in receipt of a Public Service Pension in respect of previous employment? | Yes | No |
| Are you currently in a Pension Scheme? | Yes | No |
| Are you currently in receipt of a State Pension | Yes | No |

**E. Education:**

**(i) Post Primary Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **School(s) Attended** | **From** | **To** | **Examination Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(ii) Third Level Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **College(s)** | **Full Course Title** | **Qualification(s) with Grade** | **Level on NFQ Framework** | **Year of Award** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

**(iii) Subjects taken for each year of Level 7/8 Degree Course**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(iv) Teaching Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award** | **Grade** | **College** | **Year of Award** | **Teaching Practice Grade** |
|  |  |  |  |  |

**(v) Subsequent Qualification(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award** | **Grade** | **College** | **Year of Award** | **Length of Course** |
|  |  |  |  |  |
|  |  |  |  |  |

**(vi) Professional Development**

List any other qualifications achieved and in-service courses taken (with dates) indicating duration of courses and, where appropriate, certification obtained.

|  |  |
| --- | --- |
| **Qualifications/In-Service Courses** | **Training Provider** |
|  |  |
|  |  |
|  |  |
|  |  |

**F. Experience:**

Experience since leaving full time education. Please indicate all employments, teaching and non-teaching in chronological order beginning with the most recent.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Employer / Name & Address** | **Period of Service** | | **Subject(s) taught** | **Classes and level taught i.e.**  **1st yr; 2nd yr / H/O/F)** | **Type of Contract** | **Approx hrs p.w.** |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| **Name and address of previous Employer(s)** | **Period of Service** | | **Subject(s) taught** | **Classes and level taught i.e.**  **1st yr; 2nd yr / H/O/F)** | **Type of Contract** | **Approx hrs p.w.** |
| **From** | **To** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**G. Gaps in Employment History**

**Please indicate the reason for any gaps in employment history:**

|  |
| --- |
|  |

**The Role and Function of the Teacher**

A number of key competencies have been identified as being essential for the effective performance of the role and function of the teacher.

Outline an example in the following 5 areas of how and where you have displayed each of these competencies **(no more than 200 words per competency)**

**The 5 competencies are as follows:**

1. **Professional Knowledge (Comprehension of Content & Pedagogy)**

**Teachers should;**

* 1. Know and understand the fundamental ideas, principles and structure of the disciplines they teach
  2. Understand the links to other content areas and be able to integrate learning across and between areas
  3. Know and understand and articulate a range of philosophies of learning
  4. Critically evaluate the range of teaching and learning theories and know how to apply them where appropriate

**Outline an example of how & where you have displayed this competency (no more than 200 words)**

|  |
| --- |
| **Professional Knowledge (Comprehension of Content & Pedagogy)** |

1. **Professional Practice (Instruction & Classroom Environment, Planning & Preparation)**

**Teachers should;**

* 1. Plan and communicate clear, challenging and achievable expectations for students
  2. Apply their knowledge and experience in facilitating students’ holistic development
  3. Create an environment where students’ can become active agents in the learning process and develop lifelong learning skills
  4. Establish a climate where learning is valued and fostered and effectively manage the range of behaviours and situations that can occur in the classroom
  5. Plan for learning and employ a range of strategies that support differentiated learning in a way that respects the dignity of all students
  6. Plan for learning and apply a range of assessment techniques both formative and summative and report on learning in a variety of contexts
  7. Take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare

**Outline an example of how & where you have displayed this competency (no more than 200 words)**

|  |
| --- |
| **Professional Practice (Instruction & Classroom Environment, Planning & Preparation)** |

1. **Professional Development**

**Teachers should;**

* 1. Take personal responsibility for their own professional development and continually reflect on their professional practice to ensure it is effective
  2. In a context of mutual respect, be open and responsive to constructive feedback regarding their professional practice and, if necessary, seek appropriate support, advice and guidance
  3. Demonstrate an openness and adaptability to respond effectively to a continually evolving education environment

**Outline an example of how & where you have displayed this competency (no more than 200 words)**

|  |
| --- |
| **Professional Development** |

1. **Professional Values and Relationships**

**Teachers should;**

* 1. Motivate, inspire and celebrate students’ effort and success
  2. Respect the uniqueness, individuality and specific needs of the students and promote their holistic approach
  3. Work in a collaborative manner with students, parents, school leadership, other members of staff, relevant professionals and the wider school community, as appropriate, in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students
  4. Be committed to equality and inclusion and to respecting and accommodating diversity
  5. Uphold high professional ethics with regard to their own conduct
  6. Communicate effectively with students, colleagues, parents’ school management and others in the school community, in a manner that is professional, collaborative and supportive and based on trust and respect

**Outline an example of how & where you have displayed this competency (no more than 200 words)**

|  |
| --- |
| **Professional Values and Relationships** |

1. **Contribution to the School and Community (Extra-Curricular/Other Competencies)**

**Teachers should;**

* 1. Participate in and support the work of extra-curricular programmes/activities
  2. Have an understanding of the school context within the Education and Training Board
  3. Possess a capacity to support and promote wider student endeavours and overall school development

**Outline an example of how & where you have displayed this competency (no more than 200 words)**

|  |
| --- |
| **Contribution to the School and Community (Extra-Curricular/Other Competencies)** |

**H. Supporting Statement**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for this position and outline any other knowledge, expertise and attributes which you consider pertinent to this position.

|  |
| --- |
|  |

**I. References:**

It is the policy of LOETB to seek a reference from two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made.  One should be your current or most recent employer.  [*Please note:  your referees may be contacted without further communication with you]*.

|  |  |
| --- | --- |
| **Reference Number 1** | **Reference Number 2** |
| Name: | Name: |
| Address: | Address: |
| Mobile No: | Mobile No: |
| Email Address: | Email Address: |
| Position: | Position: |

**J. Declaration:**

I certify that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any employment offered to me is dependent upon the information given here being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

In the event of my application being successful, I give LOETB permission to contact previous public sector employer(s) regarding previous service, salary details and entitlements.

**Signature of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**COMPETENCY BASED APPLICATION FORM**

PLEASE READ ALL NOTES ATTACHED TO THIS FORM PRIOR TO COMPLETING THIS COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Professional Knowledge; Professional Practice; Professional Development; Professional Values & Relationships; Contribution to the School & Community etc.)

All question areas must be completed. Incomplete application forms will NOT be considered.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you believe is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how you demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer in more than two skill areas.

PLEASE NOTE: should you be called to interview, the Board may look for additional examples of where you demonstrated the skills required for this post so, you should think of a number of examples of where you demonstrated each of the skills.

**A number of key competencies have been identified as being essential for the effective performance of the role and function of the teacher.**

The 5 competencies are as follows;

1. Professional Knowledge (Comprehension of Content & Pedagogy)
2. Professional Practice ( Instruction & Classroom Environment, Planning & Preparation)
3. Professional Development
4. Professional Values and Relationships
5. Contribution to the School and Community (Extra-Curricular/Other Competencies)

**JOB DESCRIPTION FOR CANDIDATE’S APPLYING FOR TEACHING POSTS**

**Purpose of Job**:

To be responsible for all aspects of the teaching post in LOETB including the development, implementation and co-ordination of the policies and programmes relating to the curriculum. The holder of this post will be required to liaise with the Department of Education and Skills and with such other bodies as may be required from time to time.

**Responsible to**:

Principal and also the Director of Schools/Chief Executive.

**Main Duties:**

* To teach whatever classes are assigned by LOETB. Hours of instruction to be in accordance with Memorandum V.7. In addition, it will be necessary to spend whatever time is required in the development and preparation of class materials suitable for use with students.
* To be responsible for the property and equipment of the School at all times.
* To carry out the lawful orders of LOETB and its Chief Executive, and to fulfil the rules and requirements of the Minister for Education and Skills.
* To foster positive employee relations and establish good working relations and communications within LOETB and at the School.
* To participate in all committees/groups of which s/he is a member or to which s/he is assigned.
* To undertake such other related duties as may be assigned from time to time by LOETB. The Board may require a teacher to attend teaching courses as the Minister for Education and Skills may decide from time to time.
* To comply with conditions and regulations which may be prescribed in other agreements applying to this post.
* To comply with LOETB policies and procedures.
* The above list is not exhaustive.

**PERSON SPECIFICATION FOR CANDIDATE’S APPLYING FOR TEACHING POSTS**

|  |
| --- |
| * Relevant Degree, Higher Diploma or PGDE. * Previous experience in a similar teaching post. However, candidates who are in their final year of Degree/Post Graduate Diploma which will lead to a teaching qualification, but who will not have yet completed their final exams and/or received their results, may apply for advertised posts subject to the provisions regarding Teaching Council Registration. Any offer of interview or employment is made pending the candidate’s results meeting the requirements of the post. |
| * Each appointment to LOETB is subject to receipt of a satisfactory disclosure from the National Vetting Bureau.   Characteristics/attributes should include:   * Communication Skills * Interpersonal Skills * Planning and Organisation Skills * Teamwork Skills * A willingness to plan and take part in extra-curricular activities |

**Privacy Notice**

By applying for any post, working or volunteering with, or otherwise taking up any position with Laois and Offaly Education and Training Board (LOETB), you acknowledge that your personal data (including special category personal data) shall be processed by LOETB. This Privacy Notice 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 more information, please see our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We are LOETB. Our address and contact details are Administrative Offices, Mountrath Road, Portlaoise, Co. Laois (057/8621352). We provide secondary level education, further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LOETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
2. We do not transfer your personal data to a third country or international organisation.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (eg. we retain your data even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority.
7. Right of access.
8. Right to rectification.
9. Right to be forgotten.
10. Right to restrict processing.
11. Right to data portability.
12. Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.loetb.ie](http://www.loetb.ie)/data-protection, or alternatively contact our Data Protection Officer.

8. We have appointed a Data Protection Officer (DPO). The DPO’s name and contact details are Frank Walsh, Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly (057/9349400), email: [dpo@loetb.ie](mailto:dpo@loetb.ie). If you have any queries, please consult our Data Protection Policy (available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection)) or contact our DPO at [dpo@loetb.ie](mailto:dpo@loetb.ie).