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Public Appointments Service

CANDIDATES INFORMATIONBOOKLET

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Open Competition for appointment to the position of:

**Primary District Inspector
in the**

Department of Education & Skills

Closing Date: 3.00pm on Thursday 30th May 2019

CID: 19104210

The Public Appointments Service is committed to a policy of equal opportunity.

The Public Appointments Service will run this campaign in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA).

Codes of practice are published by the CPSA and are available on www.cpsa.ie

Contact: Derek Kelly

PROFESSIONAL & TECHNICAL RECRUITMENT 1

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Primary District Inspector Department of Education & Skills

Introduction

The role of the Inspectorate under Section 13 of the Education Act 1998 and other legislation provide the statutory basis for the role of the Inspectorate. This legislation provides that the Inspectorate, under the leadership of the Chief Inspector, is responsible for the evaluation of primary and post-primary schools and centres for education and for the provision of advice to the educational system generally, and specifically to the Minister for Education and Skills and officials of the Department. Under a number of formal agreements, the Inspectorate provides inspection and advisory services in the early years' sector and other areas.

The Inspectorate is a division of the Department of Education and Skills. The Inspectorate works to improve the learning experiences and learning outcomes of children and young people in Irish early years settings, schools and centres for education, and to support the development of the Irish educational system through providing high quality evaluation, analysis, support and advice in relation to educational provision.

The work of the Inspectorate can be categorised broadly as:

- Providing an assurance of quality and public accountability in the educational system (through evaluating and reporting on the quality of educational provision that learners experience in early years' settings, schools, centres for education and other settings: this is the core work of the Inspectorate);
- Promoting highly effective practice and continuing improvement in early years' settings, schools, centres for education and other settings (mainly through advising practitioners, teachers, principals and the management of early years' settings, schools and centres for education in the context of its evaluation activities; through promoting the use of school self-evaluation; and through publishing and disseminating good practice);
- Informing the development of national educational policy through providing professional advice to Ministers and the Department (on areas such as early years' education policy, teacher education policy, curriculum and assessment policy, school improvement, special education policy, and social inclusion policy);
- Supporting and promoting the Irish language;
- Developing evaluation and advisory practice and carrying out research for these purposes.

Current evaluation priorities

The way in which the Inspectorate carries out its evaluative and advisory roles has changed substantially in recent years and is continuing to evolve. New inspection models have been developed and introduced so as to improve how the work of schools and other settings is evaluated and reported upon. These new approaches concentrate on the quality of teaching, learning, assessment and leadership and play an important role in helping schools and other settings to quality assure their own work and to improve their practice and the outcomes for learners.

The Inspectorate plays a key role in the quality assurance of early years' provision through providing education inspections in early years' settings on behalf of the Department of Children and Youth Affairs and the Department of Education and Skills.

The Inspectorate has also been charged with leading a number of priority Department actions: the development of strong self-evaluation practices in schools as a way of enabling school communities to review and improve the service they offer to students and parents; the roll out of the Department's Policy on Gaeltacht Education; and the establishment of the Schools Excellence Fund – DEIS and Step-Up - to promote innovative and collaborative practice among teachers and in schools and clusters of schools.

Working with other divisions of the Department

The Inspectorate draws upon its knowledge and experience of the educational system to help the development of educational policy. It has a strong research capability and nominated inspectors work closely with policy makers within the Department and in relevant national statutory bodies and agencies in areas such as early years, curriculum and assessment, special education, social inclusion, teacher education and teacher professional development. The Inspectorate also cooperates with other divisions of the Department to contribute to the work of strategically important national, North-South and international bodies.

Current areas of work include assisting in the development and implementation of curriculum change at primary and post-primary levels; school leadership; the allocation and use of additional resources to support children with special education needs; and the implementation of national strategies such as the *Strategy for Foreign Languages in Education 2017-2026*, the *STEM Educational Policy Statement 2017-2026*, the *Creative Ireland Programme 2017-2022*, the *Digital Strategy for Schools 2015-2020*, the *National Strategy on Education for Sustainable Development 2014-2020*, the *DEIS Plan 2017*, and the *Policy on Gaeltacht Education 2017-2022*.

Relevant policy documents that relate to the role of the Inspectorate include:

- *Chief Inspector's Report January 2013 – July 2016* (Department of Education and Skills, 2018)
- *Looking at Our School 2016, A Quality Framework for Primary Schools* (Department of Education and Skills, 2016)
- *School Self-Evaluation: Guidelines for Primary Schools 2016-2020* (Department of Education and Skills, 2016)
- *National Strategy: Literacy and Numeracy for Learning and Life 2011-2020: Interim Review 2011-2016 and New Targets 2017-2020* (Department of Education and Skills, 2017)
- *Policy on Gaeltacht Education 2017-2022* (Department of Education and Skills, 2016)
- The *Code of Practice for the Inspectorate 2015* and a range of guides relating to its inspection work are available at www.education.ie

The Structure of the Inspectorate

The Inspectorate is led by the Chief Inspector and a management team consisting of two Deputy Chief Inspectors and nine Assistant Chief Inspectors. At present, over 140 inspectors and ten administrative staff work in the Inspectorate. Recruitment is ongoing and further staff are to join the organisation in 2019.

Staff in the Inspectorate are organised in nine business units at present:

- five regional units in which most inspectors are deployed and which provide inspection & advisory services to schools, centres for education and other settings throughout the country;
- a business unit which is responsible for early years' inspection and for the management of the Inspectorate's involvement in early years policy advice;
- a business unit that manages the Inspectorate's involvement in policy advice on teacher education, teacher professional development, special education and social inclusion;
- a business unit that manages the Inspectorate's involvement in curriculum and assessment policy advice, including advice on policy concerning the Irish language;
- the Inspectorate's Evaluation Support and Research Unit (ESRU) which is responsible for the development of inspection models and materials, the provision of planning and support services to inspectors to enable inspection and advisory work to take place, school improvement initiatives, including the promotion of school self-evaluation, and conducting research, primarily to inform the Inspectorate's evaluation and advisory activities.

Member of a small team

You will work as a member of a small team within a larger regional team. Your work will include a well-organised combination of team and individual responsibilities and a working environment within which you will have responsibility for day-to-day time and work management within the context of the regionally-determined inspection plan.

You will have an individual business plan which will set out objectives and targets for your work in line with the overall business plan for the Inspectorate and the statutory responsibilities of the organisation. Certain work will be carried out within specific timeframes and deadlines. Your business plan will also include provision for your professional development.

You will report to a line manager, normally a more senior inspector, who will provide advice, guidance and professional support for your work and your development within the organisation. You and your manager will communicate frequently and meet regularly, often with other colleagues in your region. Your annual business plan will be developed in consultation with your manager and reviewed with him/her regularly through the Department's Performance Management and Development System (PMDS).

Most of your evaluative and advisory work will be completed, as appropriate, in early years' settings, schools, and centres for education and other settings in the region to which you are assigned and this may require you to be away from home for periods of time. You will also have opportunities, from time to time, to contribute to a range of other tasks that support the Inspectorate's work in developing evaluation practice and in contributing to research and policy development.

Professional Development

You will benefit from a comprehensive programme of continuing professional development in the Inspectorate. This will include:

- A four-to-five month induction programme on all aspects of your work. During this time, you will be required to attend at the Department's headquarters in Marlborough Street, Dublin 1, and to travel to the various regional business units for the purpose of work shadowing. These activities may require you to be away from home for periods of time.
- Reviews of work targets, performance and development needs through the Department's Performance Management and Development System (PMDS) twice yearly
- Participation in the ongoing professional development programme for inspectors, including the annual conference of the Inspectorate
- Opportunities for IT-based learning
- Regular dissemination of information to inspectors
- Opportunities to undertake post-graduate study relevant to the work of the Inspectorate, as supported by the Department's Staff Training and Development Unit
- Support for self-initiated study, professional development and participation in one or more professional networks in the Inspectorate.

Opportunities for Promotion

Following the satisfactory completion of a probationary period and a minimum of a further two years' satisfactory service within the Inspectorate, Primary District Inspectors are eligible to apply for promotion to the grade of Divisional Inspector, Assistant Chief Inspector and other senior posts as vacancies arise at these levels. Primary District Inspectors may be eligible to apply for promotion to promoted grades throughout the Department of Education and Skills.

The Role

As an inspector, your core work will be:

- Evaluating and reporting on the work of early years' settings, schools and centres for education, as appropriate, and, as required, individual teachers. Most of inspectors' time is spent on this evaluation work in schools and other settings;
- Evaluating the effectiveness of school curricula and of specific educational programmes;
- Advising teachers, in-school management and school boards of management on the promotion and achievement of excellence in school leadership and management, teaching and learning, and effective engagement in school self-evaluation, mainly in the context of feedback after evaluations and in the course of advisory visits.

From time to time, you may also be involved in:

- Participating in the conduct of surveys of curricular attainment and in-depth studies on aspects of the educational system;
- Participating in curriculum development and review and advising the Minister on curriculum and assessment issues generally, including the development and implementation of strategic national priorities such as the Government's national literacy and numeracy strategy, *Literacy and Numeracy for Learning and Life*, the *DEIS Plan 2017 - Delivering Equality of Opportunity in Schools*, and curriculum reform at primary level
- Advising the Minister on the development and implementation of educational policy, particularly in areas such as school improvement, school leadership and management, teacher education, special education and social inclusion issues
- Contributing to the ongoing development and evolution of the evaluative and advisory work of the Inspectorate.

Location

The Inspectorate has five regional business units each of which is responsible for the planning and delivery of inspection and advisory services to early years' settings, schools and centres for education in a specific geographical region. On appointment, inspectors are assigned to a regional business unit. Normally, they work within that geographical region. From time to time, inspectors are required to work in other regions. Further details regarding the regions and how candidates should indicate their preferences for locations are given below.

QUALIFICATIONS AND EXPERIENCE

Essential requirements

You must, on or before **30th May 2019**, satisfy each of the following five conditions:

1. Hold a recognised, relevant first or second class honours primary degree (minimum Level 8, National Qualifications Framework) *or* a qualification acceptable to the Public Appointments Service as being equivalent;
2. Hold a recognised teacher education qualification relevant to the primary sector (minimum Level 8 National Qualifications Framework) gained through a concurrent or consecutive route;
3. Satisfy one of the following conditions (a) or (b):
 - (a) Be fully registered (without conditions) with the Teaching Council of Ireland under Regulation 2 (Primary) of the Teaching Council [Registration] Regulations 2009 or Route 1 (Primary) of the Revised Teaching Council [Registration] Regulations 2016;

or

- (b) Satisfy the Public Appointments Service that you are eligible for full registration (without conditions) with the Teaching Council of Ireland as a teacher under Route 1 (Primary) of the Teaching Council [Registration] Regulations 2016;
4. Have at least five years' satisfactory service as a teacher at primary level subsequent to the granting of full registration or being eligible to be granted full registration under the primary route with the Teaching Council of Ireland (or with an equivalent body in another jurisdiction), at least two years of which must be continuous service in one recognised primary school in Ireland or in a primary level school in another jurisdiction.
5. Possess a current full driver's licence (Category B) and be insurable to drive a car, or have access to a car.

You must be able to demonstrate that you:

- Have a comprehensive knowledge and understanding of the primary school system in Ireland;
- Have a high level of professional expertise and experience in relevant areas such as primary curriculum and assessment, pedagogy, education policy, and leadership and school management issues;
- Have substantial experience of teaching at primary level;
- Have excellent interpersonal and communication skills and an ability to communicate effectively in both English and Irish, and sufficient linguistic competence to conduct evaluations in English-medium and Irish-medium schools;
- Are approachable and sensitive in interpersonal interactions and have the ability to establish rapport with others;
- Are positive, open and transparent and take a calm and rational approach in dealing with others;
- Can build effective working relationships with others and will be able to do so within the Inspectorate and the wider Department and externally;
- Are aware of and understand the perspective of others, and consult and share knowledge and ideas;
- Are able to lead and co-ordinate a team as and when necessary;
- Are able to communicate clearly and effectively in a range of settings from informal one-to-one interactions to making formal presentations and chairing meetings;
- Are able to negotiate with and influence others and gain their co-operation;
- Have the ability to listen carefully to others to ensure that you understand what is being said;
- Are able to analyse complex information to identify key issues and draw sound conclusions;
- Have an ability to make sound judgements;
- Are able to write clearly and concisely in a logical and factual manner using an appropriate style of writing for the audience;
- Can use ICT hardware and software effectively in report writing, communicating and presenting information.

Desirable skills and competences

The following are desirable but not essential:

- Post-graduate qualifications and/or experience in one or more of the following areas: early years' education; school leadership; school self-evaluation; the teaching and assessment of literacy and numeracy; assessment of student learning outcomes; ICTs in teaching and learning; initial and continuing professional development of teachers; and school management issues;
- Experience of having served in a leadership or management role in a primary or special school or centre for education (for example as principal or deputy principal);
- Satisfactory knowledge of the Irish educational system in general;
- Personal innovation in early years and/or primary education.

Career Breaks and Secondments

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a career break (provided their career break conforms to the provisions of Department of Finance Circular 18/98), or on secondment arrangements. Staff who are on career break under the Incentivised Career Break Scheme 2009 are not eligible to apply.

Key Competencies for effective performance at Primary District Inspector Level

Work Effectively with Individuals and Groups

- Strong evidence that s/he deals with others effectively in a sensitive manner.
- Strong evidence that s/he is able to engender respect in others and is respectful towards others.
- Clear evidence of getting involved in working in teams and working effectively in a team.
- A capacity to build effective relationships with others working in their field to facilitate meeting objectives.
- Evidence of consulting with others to make collective decisions.
- Evidence of supporting colleagues/being concerned with helping others develop their skills.
- That s/he is approachable to others and can develop rapport with others, relating easily and comfortably.
- Strong evidence of being honest and open in dealing with others.
- Strong evidence of sharing knowledge, perspectives and ideas with others and understands others' point of view.
- Co-operates with colleagues and learns/gains support from others.
- Deals with others in a non-antagonistic manner by being rational, calm and patient.
- Can effectively give negative feedback by confronting aspects of practice rather than people.

Commitment to on-going Development of Relevant Knowledge and Skills

- Strong evidence that s/he takes steps to develop own skills and teaching practice in primary education.
- Evidence that s/he takes steps to keep own subject knowledge up-to-date.
- Makes efforts to keep abreast of developments in primary education.
- Contributes to making real improvements to the quality of education provision in primary education.
- Good evidence that s/he conveys enthusiasm, motivation and commitment in his/her work and takes a positive approach.
- Evidence of being willing to take responsibility for own work and decisions and use own initiative.
- Strong motivation to learn and develop own skills on a continual basis in primary education.
- Has a genuine desire to improve the quality of education provision in primary education.

Evaluating and Making Recommendations for Improvement

- Thorough and systematic in collecting information on problems and issues to build a complete and accurate picture.
- Evidence that s/he has evaluated some aspect of educational provision.
- Evidence that s/he has an appreciation of the complementary nature of external and internal school evaluation.
- Willingness to make and clear evidence of making definite decisions and recommendations.
- An ability to make judgements concerning complex issues/situations.
- Objective and consistent in decision-making and can clearly defend and justify decisions when required.
- Strong evidence of being able to analyse situations quickly and evaluate alternative courses of action.
- Can systematically analyse a large volume of information to identify relevant issues and clear themes.
- Strong evidence of having the ability to source relevant information to facilitate accurate evaluation.
- Knowledge and understanding of the factors that influence effective evaluation and research.

Managing and Organising Work Effectively

- Evidence of dealing with a range of tasks at one time, balancing on-going work with tasks that require immediate attention.
- Evidence of being task-oriented and having achieved results.
- Strong evidence of being focused on and meeting specific work targets.
- Some evidence of effective project management.
- Evidence that s/he can effectively manage information from a range of sources.
- Strong evidence of effective record keeping and data management in a school context.
- Good evidence of managing own work effectively within the constraints of set guidelines.
- Evidence of considering resources available when planning and prioritising work.

Professional Knowledge and Expertise

- Evidence of thorough knowledge of the educational system as it relates to primary education.
- Evidence of comprehensive, expert knowledge of primary education and current curriculum, assessment and leadership issues in relation to this area.
- Evidence of excellent understanding of the skills, methods and practices involved in effective teaching.
- Evidence of effectiveness, innovation and creativity as a teacher.
- Evidence of a capacity to engage in reflective practice and to learn from experience.
- Evidence of having an understanding of teaching methodologies, ways to support teachers, ways of developing professional practice, and school self-evaluation.
- Evidence of understanding quality assurance issues and quality leadership and management in the school system.
- Evidence of reading in areas of expertise and interest.
- Evidence of personal innovation and adopting creative approaches in primary level education and in early learning and care.

ELIGIBILITY TO APPLY AND CERTAIN RESTRICTIONS ON ELIGIBILITY

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer**

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. 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.

Principal Conditions of Service

General

The appointment is to an established post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service. **Note: Please see the IMPORTANT note below about different conditions applicable in certain cases**

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Salary Scale

The salary scale for the position is as follows:

Personal Pension Contribution (PPC) Scale effective from 1 October 2018

€53,157, €56,540, €58,951, €61,456, €63,961, €66,437, €68,491, €73,112, €81,518, €84,955, €87,610 (LSI1), €90,273 (LSI2).

This rate applies to new entrants and will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who **is not required** to make a Personal Pension Contribution.

Subject to satisfactory performance increments may be payable in line with current Government Policy. Long Service Increments may be payable after 3 years (LSI1) and 6 years (LSI2) satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line will current Government Policy.

Statutory deductions from salary will be made as appropriate by the Department of Education and Skills. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure & Probation

The appointment is to an established position on a probationary contract in the Civil Service. The probationary contract will be for a period of one year from the date of appointment. Notwithstanding this paragraph, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) have performed in a satisfactory manner,
- (ii) have been satisfactory in general conduct, and
- (iii) are suitable from the point of view of health with particular regard to sick leave.

Prior to completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956-2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by your employing Department and you will be given a copy of Department of Finance guidelines on probation.

In the event that you are not considered as suitable to the position of Primary District Inspector having been assessed against stated criteria, you will be notified in writing of the action to be taken prior to the expiry of this contract and any extensions thereof.

Notwithstanding the paragraphs above, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended where an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with a continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may in these circumstances make application to the employer for an extension to the contract period.

Annual Leave

Annual Leave will be 30 working days a year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.

Organisation of Inspectorate regions

On appointment, inspectors are assigned to one of five regional business units. Each of these units is responsible for the planning and delivery of inspection and advisory services in schools and centres for education in the geographical area covered by the region. The regions are:

- Region 1: North and Dublin North Region**
Serving counties Dublin (Fingal), Cavan, Donegal, Leitrim, Louth, Meath, Monaghan, and Dublin City (North)
- Region 2: South East and Dublin South Region**
Serving counties Dublin (South), Dun Laoghaire-Rathdown, Carlow, Kilkenny, Waterford (East), Wexford, Wicklow, and Dublin City (South)
- Region 3: Midlands and Dublin West Region**
Serving Dublin City (West and South West) and counties Kildare, Laois, Longford, Offaly and Westmeath
- Region 4: South Region**
Serving Cork City and County, and counties Kerry, Limerick, Tipperary (South) and Waterford (West)
- Region 5: West and Mid-West Region**
Serving Limerick City and counties Clare, Galway, Mayo, Roscommon, Sligo and Tipperary (North)

Each inspector is assigned to a geographical region and to an office base. Normally, he/she works within the region to which he/she is assigned but from time to time, inspectors are required to work in other regions. If not involved in inspection or advisory work in schools or in carrying out assigned tasks outside the region, inspectors are expected to work in their assigned offices.

Travelling to schools and other locations is an essential part of an inspector's work. At times, it may be necessary to spend overnight(s) away from home. This is especially the case during the induction period.

Location of Positions and Panels for Appointment

This competition will result in the creation of panels from which appointment(s) will be made as vacancies and needs arise within the Inspectorate. The panels will remain valid for a period of two years from the date of publication of the panels, or until such time as the panels have been cleared, whichever is the sooner.

Separate panels will be created for each of the Inspectorate regions above as follows:

- PANEL (A):** position(s) based within Region 1: North & Dublin North Region
- PANEL (B):** position(s) based within Region 2: South East and Dublin South Region
- PANEL (C):** position(s) based within Region 3: Midlands and Dublin West Region
- PANEL (D):** position(s) based within Region 4: South Region
- PANEL (E):** position(s) based within Region 5: West and Mid-West Region

Candidates are required to specify on the application form (tick boxes) the regions/panel(s) on which they are willing to be placed. Successful candidates will be informed of their placing on all relevant panels. **Candidates can only select a maximum of 3 regions.**

Appointment Process from Panels

Offers of appointment must be accepted within a maximum period of five working days from date of offer; otherwise the offer will be considered as having been refused. If a person refuses, or is deemed to have refused, the post will be offered to the next candidate on the panel in order of merit.

If a candidate:

- accepts an offer, then he/she will be removed from all other panels
- rejects an offer arising from a particular panel, he/she will be removed from that panel and will not during the lifetime of the panel be offered a post from that panel, but will remain on the panels in respect of all other regions.

Inspectors appointed to a region will be expected to work there for the duration of the full working week other than when assigned to specific tasks outside of the region. They should expect to be based in the region to which they are appointed for a minimum of two years subsequent to the satisfactory completion of the probationary period. An application for transfer to another region will only be considered in the context of the business needs of the Inspectorate.

Duties

The appointee will be required to perform any duties appropriate to the position, which may be assigned from time to time.

Unfair Dismissals Acts 1977-2005

The Unfair Dismissals Acts 1977–2005 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Hours of attendance

Hours of Attendance will be fixed from time to time but will amount, on average, to not less than 43.25 hours gross or 37 hours net per week.

Please note that in order to meet with the terms of the Organisation of Working Time Act the Department may in the future introduce a working hours recording system and it would be a condition of your employment that you would comply with the operation of this system.

No additional payment will be made for extra attendance (over and above 43.25 hours gross or 37 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

Headquarters

An officer's headquarters will be such as may be designated from time to time by the Head of the Department; when absent from home and headquarters on duty, an officer will be paid appropriate travelling expenses and subsistence allowances.

Outside Employment

The position is whole-time and the appointee may not engage in private practice or be connected with any outside business that would interfere, or be in congruent, with the performance of his/her official duties. Clarification must be sought from management where any doubt arises.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provision of the sick leave circulars.

The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Department of Education and Skills. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Official Secrecy and Integrity

The appointee will be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Acts 1997 and 2003. The appointee will agree not to disclose to third parties any confidential information especially that with commercial potential either during or subsequent to the period of employment in accordance with the provisions of the Act.

Civil Service Code of Standards and Behaviour

Appointees will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Act

The Ethics in Public Office Act will apply, where appropriate, to this employment.

Prior Approval of Publications

The appointee will agree not to publish material related to his or her official duties without prior approval by the Head of the Department or by another appropriate authorised officer.

Political Activity

During the term of employment, the officer will be subject to the rules governing Civil Servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following web site www.circulars.gov.ie

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service 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 membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

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.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI)

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

III-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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 employment contract to be agreed with the successful candidate(s).

COMPETITION PROCESS

How to Apply

Applications should be made **online** through www.publicjobs.ie All sections of the form must be fully completed.

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a **'New User'** to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via 'My Applications'. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a publicjobs e-mail has been blocked.

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted on the Public jobs website not later than **3.00pm Thursday 30th May 2019**. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Derek Kelly** (01) 858 7661 or derek.kelly@publicjobs.ie

The interviews for these posts are likely to be held in June/July 2019.

You are advised to check your message board on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS). The PAS accept no responsibility for communication not accessed or received by an applicant. Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- Shortlisting of candidates on the basis of the information contained in their application
- A competitive preliminary interview
- Remote interviewing
- Completion of online questionnaire(s)
- An Oral Irish interview
- A written exercise
- Presentation or other exercises
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate
- A final competitive interview

Shortlisting

The number of applications received for a position generally exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to the next stage of the selection process. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Language ability

To be considered eligible for the competition, candidates must satisfy the Public Appointments Service that they are proficient in English and Irish. Your ability to communicate effectively in English will be assessed at interview. Your ability to communicate effectively in Irish will be assessed during an oral Irish language test which will be arranged by the Public Appointments Service in advance of the final interview stage. A pass in the oral examination is required to be eligible for appointment.

Additional optional Irish language test

The Department is particularly interested in appointing inspectors who have a higher competence in Irish. It will be open to candidates to participate in an optional written competency test to establish that they have a higher level of competence in written Irish. Additional marks in the appointment competition will be awarded for satisfactory performance in this test.

References

It would be helpful if you would start considering names of people who you feel would be suitable referees that we might consult (3 names and contact details). Normally, your referees should include the principal (or if you are a serving principal, the chairperson of the board of management) of the school in which you are currently employed. This referee should be able to speak knowledgeably and from direct personal experience about your ability and track record as a teacher and employee. If your period of service in your current school is less than two years, then your referees should include the principal (or if you were the serving principal, the chairperson of the board of management) of a previous school in which you were recently employed.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Security Clearance

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided/studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Other important information

The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the Public Appointments Service are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the Public Appointments Service 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 if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

A panel may be formed from which future vacancies may be filled from this campaign.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Should similar type vacancies arise elsewhere in the Civil Service candidates may be drawn from this competition.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.

On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the PAS to suspend an appointment process while it considers a request for a review.

Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

Candidates' Obligations

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Contravention of Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004. In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate;
And
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria

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 fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

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

Candidates are expected to provide all requested documentation to PAS, including all forms issued by PAS for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie