

Post of Responsibility Appeal Board Secretariat for the ETB Sector

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Leadership and Management in Post-Primary Schools Advice Note for completing the Teacher Appeal Form

Issued by the Appeal Board Secretariat for the ETB Sector – 16 January 2018

Instructions

Please read these instructions in full, before commencing to complete the teacher appeal form. If you are submitting scanned documents in support of your appeal, please have these ready to attach to the email referenced at point 7 below.

1. You can only submit the appeal form using the electronic PDF teacher appeal form. No paper copies of the form should be submitted. Appeal forms not received by the appeal date will not be processed.
2. You are limited to 1,000 words in total by way of your appeal response. A separate appeal form should be used in the event of more than one competition.
3. Please note you should **open** the teacher appeal form in **Internet Explorer or Chrome Browser**. Other search engines may not work.
4. **Download** the form to your own PC.
5. Complete the form on your PC.
 - The form may be completed in stages or in one sitting.
 - If you choose to complete in stages, you will need to save each draft at intervals.
 - You can print the form at any point during its completion.
6. When you have entirely completed the form, click on the button at the end of the form called **“Save and Send”**.
7. An **email will generate**, and your completed form will attach as a PDF to this email.
8. The email generated will contain a number of email addresses:
 - **Your own email address** – you should receive a copy of the email when you hit Save and Send. If you don't you may need to revisit your steps.
 - **An email address for the ETB** – this is a generic email address which goes to the person in the ETB responsible for administering appeals
 - **The Appeal Board Secretariat email address** – this is porappeals@etbi.ie
 - Do **not** email the form until you have completed **all** the sections.
 - Once completed it is recommended that you retain a copy of the form and the email sent for your own records.
9. Ideally, where you intend to attach documents (e.g. scanned documents) to support your appeal, you must attach these separately in the email generated. If you intend to submit documents in hard copy – you must submit these by post to the ETB by the 'Appeal Date'. You are recommended to state in the email generated whether supporting documentation will be sent by hard copy before the appeal date.
10. The Appeal Board Secretariat will commence the appeal process on receipt of your email.

Finally, some useful explanatory information is supplied below which you should read. This will help answer questions which you may have on the various fields of the form.

Information about various fields and other useful information about the Teacher Appeal Form

On the form you will see reference to:

Section A – Personal Details

Email ID – is the appellant’s email address

Verify Email ID – re-insert the appellant’s email address

Sector – Select ETB sector

ETB – Select the ETB where you are an employee

School Email ID – This is the ETB’s email address and goes to the person in the ETB responsible for receiving the appeal form

Section B – Notice of Appeal

The dialogue box requires you to identify **which post** is the subject of the appeal e.g. Assistant Principal I.

You are required to indicate whether you are a member of ASTI, TUI or non-union.

Section C - Grounds for Appeal

You are limited to a total of 1,000 words in Section C.

You must tick **each** appeal ground on which you wish to base your appeal. When a box is ticked, a dialogue box will open to allow you substantiate the appeal ground selected with a supporting rationale/defence.

If no supporting evidence is provided the appeal ground selected will be automatically deleted once the appeal document has been sent by email.

The Appeal Board will only consider an appeal ground that is ticked and is supported by text in the dialogue box. Where nothing is provided by way of rationale/defence the appeal ground will be discounted.

Appeals shall not include observations or disparaging remarks of a personal nature including personalised comments about individuals.