

Kilkenny and Carlow Education and Training Board

# Recruitment Policy



**kcetb**

Bord Oideachais agus Oiliúna  
Chill Chainnigh agus Cheatharlach  
*Kilkenny and Carlow  
Education and Training Board*

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### **Purpose:**

Kilkenny and Carlow Education and Training Board is committed to ensuring that the highest quality applicants are recruited for all vacancies, in an efficient, fair and consistent manner, free from any discrimination on the basis of gender, civil status, family status, age, disability, sexual orientation, race, religion or membership of the travelling community.

The policy aims to ensure consistency of treatment between applicants, adherence to best practice recruitment and selection processes as well as compliance with all relevant legislation.

### **Scope:**

This policy applies to recruitment for all vacancies.

### **Legal Framework:**

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

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

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

### **Our mission**

Kilkenny and Carlow Education and Training Board mission is to enable earners to achieve their full potential and contributes to the social, cultural and economic development of our area and of the country.

### **Our vision**

Kilkenny and Carlow ETB ambition for the future is to: Lead the development of education and training opportunities by engaging with learners and communities, creating positive learning environments and experiences for people at all stages of lifelong learning, and contributing to social and economic development.

### **Our values**

Kilkenny and Carlow ETB value learning and recognise its role in the development, cohesion and wellbeing of society. Everything we do is guided by serving the best interests of learners. We aim for excellence and are committed to continuous improvement throughout our organisation. We value relationships and working in collaboration within the education and training sector and with the wider community. As a public service organisation, KCETB has a culture of accountability, integrity, fairness, openness and respect. We adopt high standards of professionalism, honesty, objectivity and quality, which are central to serving all learners. We embrace diversity and we are open to new ideas.

## **Principles of the Recruitment Process:**

The following principles will inform all recruitment for vacancies in Kilkenny and Carlow ETB:

### *Appoint on Merit*

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

### *Best Practice Procedures*

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

### *Integrity & Consistency*

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

## **Recruitment Process:**

### *Vacancies*

Vacancies are identified by school/centre/programme line management and notified to HR. HR/CE/Director approval is required before recruitment may begin for any vacancy. The approval process is informed by staff and/or budgetary allocation received from DE/SOLAS as well as national and local redeployment processes. Sequencing of Posts where applicable will be applied prior to advertising vacancies.

### *Vacancy Information*

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

## Advertising & Application Process:

All vacancies will be advertised in line with DE requirements. Adverts are placed on the KCETB website [www.kilkennycarlow.etb.ie](http://www.kilkennycarlow.etb.ie) and websites approved by the DE. These are currently [www.educationposts.ie](http://www.educationposts.ie) or [www.educationcareers.ie](http://www.educationcareers.ie) for teachers/SNAs and [www.publicjobs.ie](http://www.publicjobs.ie) for Director, Principal and Deputy Principal and higher administrative vacancies. Further Education and Training/Administrative/Ancillary Staff/Special Needs Assistant Posts may be advertised in local/national papers also. Websites used for advertising vacancies are subject to change in line with DE guidelines. Suitable, eligible applicants should apply as per guidance on website either through our online application system/e-mail.

### Eligibility:

#### a. Qualifications & Experience

Applicants must meet any essential qualification and experience requirements as set down in the Person Specification for the vacancy advertised. Applicants who do not meet the requirements will not be shortlisted for interview.

#### b. Teaching Council of Ireland (Teaching Vacancies):

Applicants for teaching vacancies in recognised schools or relevant programmes must be currently registered with the Teaching Council of Ireland and must be able to provide a current Registration Certificate, or confirmation of Registration. Applicants who are newly qualified and

- i. whose qualifications are included on the Teaching Council's list of recognised qualifications and
- ii. can provide proof of application\* to the Teaching Council for registration, will be considered for shortlisting for advertised vacancies if they have the essential qualifications for the post.

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

No employee may take up a vacancy in which they may have contact with children or vulnerable adults without satisfactory vetting clearance. This includes all positions, teaching and non-teaching. If an applicant has not completed the vetting process to the satisfaction of Kilkenny and Carlow ETB by the time his/her employment is due to commence, the offer of employment will be withdrawn. Any person being appointed to an instruction position of any duration must also provide a child protection related Statutory Declaration and an

associated Undertaking, unless one was provided in the previous calendar year.

d. Permission to Work in Ireland

All applicants must be eligible to work in Ireland. Non-EEA nationals (unless exempted) must be in possession of a valid work permit and must provide original documentation of same.

e. Other Eligibility Requirements

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

**Assessment Methods:**

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

- Shortlisting by qualification & eligibility/competencies
- Interview – the majority of our interviews are competency based
- Presentation
- Assessment of Technical/IT Skills
- Irish language proficiency if applicable
- Other language proficiency if applicable

**Shortlisting:**

Shortlisting is the process of assessing applications against criteria for the vacancy in order to identify those applicants who best satisfy those criteria for further assessment.

Shortlisting may be conducted prior to interview based on information supplied on applications forms. There may be occasions where shortlisting member/s encounter a conflict of interest, i.e. he/she has a family, friendship, financial or other form of relationship, positive or negative, with one or more applicants for a vacancy. In order to manage this effectively, the member/s are supplied a Conflict of Interest form to complete and will excuse themselves from the shortlisting process. The applicant's shortlisting criteria and marks will be made available on request.

**Interviews:**

Interviews, will be conducted in line with DE and best practice guidelines. Kilkenny and Carlow ETB utilises a structured interview format for all interviews. No discriminatory questions will be asked of applicants, and assessment is strictly on the basis of merit.

### **On-Line Interviews:**

Kilkenny and Carlow ETB is an equal opportunities employer. In order to ensure business continuity during the COVID-19 crisis, Kilkenny and Carlow ETB may conduct interviews through Microsoft TEAMS.

### **Selection Boards:**

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

### **Selection Board:**

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

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

In order to ensure consistency of standards and integrity of the interviewing process, Selection Board members are drawn from a pool of trained interviewers. Selection Boards will have a gender mix of at least one woman and at least one man.

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

Board Members are provided with guidelines /documentation to support them in their role on shortlisting and selection Boards.

### **Assessment and Marking Schemes:**

Applicants will be assessed based on a clear marking scheme operated in tandem with a structured interview process in order to ensure consistency of standards, openness and transparency. Applicants must meet or exceed a predetermined minimum mark in order to be considered for final interview/appointment. Minimum marks for appointment will be decided by the Selection Board having regard to the requirements for the vacancy.



Applicants will be ranked in order of merit based on their marks obtained at interview. Where a final interview is required the top-ranking applicant(s) will be recommended for final interview/appointment where they reach/exceed the minimum mark. The applicants' Interview marks will be available on request once the interview process for the vacancy has been concluded.

#### **References:**

Reference checking is an important part of the assessment process as it will help to validate information already received, will give an assessment of previous performance and some indication of suitability and future potential.

#### **Offers of Employment:**

Once a Selection Board makes a recommendation for appointment to the Chief Executive, an offer of employment will be made to the successful applicant(s). Applicants who meet or exceed the cut-off point at interview may be placed on a panel and will be notified of same following interview and considered for offers of employment for vacancies in the same advertised post at equal or lesser posts.

For teaching posts, panels are formed to the individual school/centre named. Kilkenny and Carlow ETB may also take candidates from panels formed for employment in other schools/centres in KCETB as appropriate.

For Further Education and Training Posts, panels may be created from interviews which can be used across our entire Further Education and Training Centres. The terms and conditions associated with each post will be notified as part of the process of filling each vacancy. The placement on a panel does not necessarily lead to a job offer. The life of a panel will be as per outlined on the letter following interview. Offers of employment are conditional on the successful completion of a pre-employment medical, successful Vetting and the submission to the HR department of all documentation required, including original scrolls, transcripts, current teaching council registration, birth certificates etc.

#### **Employment of Retirees or Employees on Career Breaks:**

Retired teachers may not be employed except in very limited circumstances for substitution purposes in accordance with DE regulations.

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

### **Promotion Posts:**

Post of Responsibility Posts will be advertised internally in the school the vacancy arises, in accordance with Department of Education Guidelines.

### **Administrative Posts:**

Will be advertised in accordance with Department of Education guidelines.

### **Applicant Obligations:**

Individuals making application for all posts in KCETB must ensure that all information provided as part of the recruitment and selection process is true and accurate to the best of their knowledge and that there are no material omissions. Attempts to canvas or otherwise interfere with or compromise the process in any way may lead to disqualification.

Any offer of an appointment is conditional upon verification of the information supplied. Applicants give their consent to KCETB making such reasonable enquiries as it sees fit in respect of their application. Applicants accept that if they commence employment, KCETB will be entitled to terminate their contract without notice or withdraw the offer of employment if information in their application is untrue or inaccurate or if there are material omissions from it. This also applies to any medical questionnaire/forms' applicants may complete.

### **Data Protection:**

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

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

### **Retention of Records:**

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

### **Review:**

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

**KCETB POLICY NAME:**

KCETB Recruitment Policy

**POLICY CONTROL SHEET**

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