

NOTES OF GUIDANCE FOR TEACHING POSTS

IMPORTANT INFORMATION

The following guidance notes should be read carefully before completion and submission of an application for appointment:

GENERAL

Job Description

The job description is enclosed to provide you with information on the purpose, duties and responsibilities of the post. It describes what the postholder will be required to do.

Personnel Specification

The personnel specification, which forms part of the job documentation, is also enclosed for your information. The personnel specification groups the criteria into those which are essential and those which are desirable.

Application Form

Applicants must complete all parts/sections of the application form and sign as appropriate; It is essential that your correct National Insurance Number, GTCNI Registration Number and Postcode are provided;

Applicants must include as much information as they can to support their application matching their qualifications, experience, knowledge and skills and personal qualities to the criteria outlined in the advertisement (both essential and desirable).

- **Disability**

If you have a disability which prevents you from completing this application form, please contact the Recruitment Team (Teaching Staff) in Human Resources for alternative arrangements to be made.

- **Downloaded Application Forms**

Unfortunately, at present application forms cannot be completed on-line.

- **CVs and Additional Information**

Applicants must not submit a Curriculum Vitae, inspector's reports or extracts from them, or additional pages. Any additional submissions will be returned.

Any alterations made to the application form will invalidate your application.

- **Closing Date for Applications**

Completed application forms and Equal Opportunities Monitoring Questionnaires must be returned in the envelope provided or in an envelope marked **PRIVATE AND CONFIDENTIAL** addressed to the **Equal Opportunities Unit, Southern Education and Library Board, 3 Charlemont Place, The Mall, Armagh BT61 9AX.**

Application forms received after the closing date and time will not be accepted. Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Recruitment Service. No application will be accepted where the Board is asked to pay any shortfall in postage.

Faxed, e-mailed or late applications will not be accepted.

Equal Opportunities Monitoring Questionnaire

The Equal Opportunities Monitoring Questionnaire must be completed and returned with your application form in the envelope provided or in an envelope as detailed above. Please note that the monitoring information will **not** be made available to the selection panel. While the Board will seek to maintain the confidentiality of all monitoring information, disclosure of such information may be required in accordance with the provisions of the equal opportunities legislation applicable in Northern Ireland.

THE APPLICATION FORM

Section 1 – Personal Details

This part of the application form deals with general information about yourself.

Section 2 – Qualifications

All applicants should be qualified Teachers as recognised by the Department of Education, Northern Ireland. Applicants must ensure that full and accurate details of their degree including level, postgraduate qualifications, and year obtained are provided.

Section 3 and 4 – Present/Previous Employment/Experience including Gaps in Employment

When listing your current and previous employment, please ensure that dates are correct and in date order with the most recent first. Remember to explain gaps in your employment history.

NOTE: Applicants for all positions including 'regulated positions' will be asked to explain any gaps in their employment during the interview process (see Section 6 for further information).

Section 5 – Relevant Information

You should detail any relevant information you consider may support your application for this post. The requirements of this post are detailed in the personnel specification.

Section 6 – Child Protection

Posts involving work in educational establishments are subject to the provisions for the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

As such, if the post for which you are applying is deemed to be a 'regulated position' you are required to provide information regarding your suitability to work with children/young people. Any person whose name is on List 99 (Teachers whose eligibility to teach has been withdrawn) or the DHSSPS List (which is known as Disqualification from Working with Children List [DWC (NI) List]) is prohibited from working with children/young people in an educational setting.

The Board considers a post based in a school or any Board post where the duties require the postholder to regularly visit schools to be a 'regulated position'.

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral identity card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Candidates for posts in regulated positions ie posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

The Board will be required to carry out pre-employment vetting on all posts deemed to be a 'regulated position'. Successful candidates will be required to complete an AccessNI Disclosure Certificate Application Form (DCAF) at the time of appointment.

Section 7 – References

You are asked to provide the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and your professional ability. Prior consent of referees must be obtained. References must not be submitted with this form. You should note that while it is not essential to nominate your present employer as a referee at this time, in the event of you being offered a post the Board/Board of Governors will seek references from your present/most recent employer. By signing Section 9 of the application form you will be indicating agreement to this reference being sought.

An applicant has the same freedom to approach the Principal of a school to obtain information about a teaching vacancy whether that Principal is or is not a member of the Southern Education and Library Board and the Principal's right to participate in the making of the appointment will not be affected thereby.

If a member of the Southern Education and Library Board (whether or not a Principal) is requested to act as a referee in connection with a teaching post and if he/she:

- (a) is not a member of either the Board of Governors or the Appointing Committee concerned, he/she shall be free to act as a referee; or
- (b) is a member of either the Board of Governors or the Teaching Appointments Committee concerned, he/she shall be free to act as a referee but, if he/she does he/she should withdraw from that part of each meeting at which the appointment is under consideration.

The same rule at (b) will apply in the case of all members of Board of Governors and Principals who are members of the Teaching Appointments Committee.

If a Principal decides to act as a referee on behalf of an applicant for a post in the school of which he/she is Principal, he/she shall not attend any meeting or the relevant part of the Board

of Governors where the appointment is under consideration and shall take no part in the appointment process.

Section 8 – Disability

The Board is an Equal Opportunities Employer and welcomes applications from people with disabilities.

Section 9 – Declaration

It is important that you read, understand and sign Section 9.

- **Canvassing**

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a member or officer of the Board or any member of the Board of Governors of a school involved in the recruitment of the post for which you are applying which could be deemed or perceived to be for the purpose of advancing your application.

Any applicant who is found to have knowingly approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

A personal or written request to the Principal for information regarding a post will not be regarded as canvassing.

- **Rehabilitation of Offenders**

The majority of Board posts are exempt from the provision of the Rehabilitation of Offenders (Northern Ireland) Order 1979. This means that information about convictions, cautions or bindover which for other purposes are considered spent including road traffic and motoring offences are declared. Accordingly, the Board will carry out a criminal record check on successful candidates to such posts.

- **Data Protection/References**

Please ensure that the details given on the application form are correct. The data provided by you will be processed in accordance with the Data Protection Act 1998. The information is being used to:

- Process your application for appointment;
- Form the basis of a computerised record of the recruitment process and equal opportunities monitoring;
- Form the basis of a manual job file with other application forms used for the Recruitment and Selection process; and
- Form the basis of a manual and computerised employment record if appointed.

By signing the declaration this is deemed to be authorisation to approach your current/most recent employer for a reference in the event of your being recommended for appointment.

All application forms and associated documentation will be treated in the strictest of confidence. However, in the case of an applicant taking legal action against the Board, it may be necessary to disclose information to the parties involved.

The documents may also be disclosed to the Equality Commission as part of their investigations resulting from claims of discrimination.

SELECTION PROCESS

Shortlisting

The advertised qualifications and/or experience are the minimum requirements for the post. Selection Panels are often unable to interview all candidates holding minimum requirements. In these circumstances the Panel is likely to raise the level of qualifications/experience/skills required, inviting only those meeting the higher standard to interview. To ensure that all candidates are treated fairly this enhanced criteria will be agreed at shortlisting prior to examination of application forms. It is your responsibility to indicate clearly on the application form how you meet each element of the criteria contained in the Personnel Specification.

Interviews

Shortlisted candidates will be notified of the date and time of interview. Candidates will be required to bring photographic proof of identity to interview, ie passport, driving licence or electoral identity card, a photocopy is not acceptable. In the event that a shortlisted candidate attends interview without the necessary photographic proof of identity they will be interviewed and provided with the opportunity to bring the identification to the school/location within one working day of the interview. Failure to provide such proof of identification will render the shortlisted candidate unsuitable for appointment.

If an applicant is unable to attend the interview at the date and time specified, or wishes to withdraw from the selection process, it is essential that he/she contacts the Board/Principal at the earliest opportunity either by telephone or in writing.

A request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of the Board/Board of Governors.

If you have a disability and wish the Board to make any special arrangements to enable you to attend for interview, please contact Human Resources/School as appropriate.

Notification of Successful Applicants

Applicants should note that selection panels recommend candidates for appointment only. A recommendation is **not** an offer of employment and must not be treated as such. Recommended candidates should not take any action to give notice in respect of their current employment until receipt of a confirmed offer of appointment.

A confirmed offer of appointment will only be issued following all procedural and pre-employment checks.

Any recommendation for employment may be conditional on the following:

- Registration with the GTCNI by the agreed date of taking up duty;
- Proof of identity, ie passport, driving licence or electoral identity card;
- Completion and clearance of a Health Declaration Form. Upon receipt of the completed form the Board may, at its discretion, require a candidate to attend for a medical examination by the Board's Occupational Health Adviser/Consultant.
- Completion of a criminal background check;
- Submission of a work permit to work in Northern Ireland, where candidates are ordinarily resident or coming from outside the EC;
- Receipt of satisfactory references;
- Approval by the Teaching Appointments Committee of the SELB.

Unsuccessful Candidates

All unsuccessful applicants will be notified as soon as possible following a recommendation for appointment.

Travel Expenses

Assistance with travel expenses incurred in attending for interview is a matter for determination by the appropriate school management authority, taking account of the Board's recommendations that *interviewees pay their own travelling expenses if resident in Northern Ireland or the Republic of Ireland and that a maximum of £50 be paid against the expenses incurred by those travelling from outside either Northern Ireland or the Republic of Ireland.*