

Post Primary Job Advertiser User Guide

What is Sub Seeker?

Sub Seeker is a service within EducationPosts.ie which facilitates the short-term recruitment of Teaching Council-registered teachers by DES schools in both primary and post primary schools.

Key Features:

- Immediate sub vacancies over the next 7 days
- Automatic registration for schools that have advertised on EducationPosts.ie
- Free service to all DES schools – primary & post-primary
- Mobile compatible
- Validation of Teaching Council Registration Number
- View profile of available subs – availability, experience & qualifications
- Send offers and receive responses via the portal – emails created automatically.

How do I register for Sub Seeker? I have an EducationPosts.ie account.

On your EducationPosts.ie Advertiser Dashboard, select 'Sub Seeker' and the school (Roll Number) for which you are seeking a substitute teacher.

How do I register for Sub Seeker? I don't have an EducationPosts.ie account.

To use Sub Seeker, you must be a DES school and have an account on EducationPosts.ie.

If you have not placed an EducationPosts.ie advert previously, your account will need to be verified by the EducationPosts.ie Support Team. Job Advertisers can create an account by either selecting the 'Register as a Job Advertiser' button on the home page or by selecting 'Register' in the search bar. You can then [follow the steps](#) to create a Job Advertiser's account.

How do I search for a substitute teacher for my school?

Once you log into your [EducationPosts.ie](https://www.educationposts.ie) Advertiser Dashboard, access Sub Seeker on the right hand side of the screen. To find a substitute teacher, select 'Find a Sub' and enter the county or counties you would like to search, the relevant subjects and required dates. As Sub Seeker is designed for short-term substitute vacancies, you can select a maximum of seven days. If the substitute vacancy is longer than seven days, follow [these steps](#).



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Sub Seeker

Search History

ID	Level	Subjects	Dates	Status	Sub	
<input type="checkbox"/>	134	Post Primary	English	19 Nov	Unfilled	
<input type="checkbox"/>	133	Post Primary	English	18 Nov	Accepted	
<input type="checkbox"/>	128	Primary	19 Nov to 21 Nov	Offer Sent		
<input type="checkbox"/>	108	Post Primary	English, Ancient Greek	18 Nov	Expired	

[Find a Sub](#)

- Dashboard
- Profiles
- Billing
- My Organisation(s)
- Create an Advert
- Sub Seeker NEW
- FAQ
- Contact Us

NOW INTERVIEWING FOR SEPTEMBER 2016

Email ireland@timeplan.net
Contact +44 (0) 208 371 8072
Visit www.timeplan.com



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Sub Seeker

New Substitute Position

Organisation: Carrick-on-Shannon Community School [91496V]

County: Cork Leitrim

Level: Post Primary

Subjects: English [Show All](#)

Days:
 Nov 19: Today
 Nov 20: Tomorrow
 Nov 21: Thursday
 Nov 22: Friday
 Nov 25: Monday
 Nov 26: Tuesday

[Cancel](#) [Search for Substitutes](#)

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Complete your probation/PQE year in the UK fully recognised by the ITC

Available Subs

Job Seekers with availability and relevant experience will be displayed in the 'Available Subs' results. The Job Seekers who best match your search criteria will be displayed at the top of the list. These Job Seekers may have relevant availability or qualifications at the chosen level, or have experience teaching your chosen subjects.

If you search for a post primary level substitute teacher, any available subs will show under 'Post-Primary'. Substitute teachers that are qualified at primary level and choose to substitute at post primary level will show under 'Primary' as per the below image.

Job Seekers who select 'I am willing to sub for ANY subject' on their Sub Seeker profiles will show further down the Available Subs list than Job Seekers who enter their specific subjects. To see more information about a Job Seeker on the Available Sub results, select 'View Profile'. Where the subjects required by the school match those in a Job Seekers profile, these are shown in **bold font**.

To find out more about a particular substitute teacher and/or to 'Make an Offer', select 'View Profile' for the relevant teacher. You can then view the substitute teacher's Experience, Qualifications, Subjects and other relevant information by selecting the relevant tabs.



The screenshot shows the 'Available Subs' section of the education posts.ie website. At the top, there is a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT, along with a user name 'Tadhg Long'. The main content area is titled 'Available Subs' and is divided into two sections: 'Post-Primary (1 available)' and 'Primary (3 available)'. The 'Post-Primary' section features a profile for Deirdre Brannigan, a retired teacher from Co. Cork, with a teaching council number of 129398. Her subjects are listed as English, French, and Irish/Gaeilge. A calendar shows her availability for Tuesday, November 19, 20, and 21. A 'View Profile' button is highlighted with a red arrow. The 'Primary' section is currently empty. At the bottom of the main content area, there is a 'Modify Search' button and a 'No Suitable Subs' message. On the right side of the page, there are two advertisements: 'TEACH IN SCOTLAND OF ENGLAND' and 'NEXT STEPS I D A H O'.

I have a temporary vacancy for more than seven days. How can I find a substitute teacher for this?

To advertise substitute vacancies longer than seven days' duration, please use EducationPosts.ie.

How do I offer a substitute teaching position to a Job Seeker?

To make an offer, select 'View Profile' for the preferred Job Seeker, then select 'Send Offer Email'. The Job Seeker will be notified of your offer via Sub Seeker and also by email. The status of your offer will be updated on your Sub Seeker dashboard and you will also receive email notification when your offer has been accepted or declined.

To protect the accuracy and integrity of Sub Seeker information, it is essential that Job Advertisers send offer emails, and Job Seekers accept job offers through Sub Seeker. This also ensures Job Advertisers' search history is accurate.



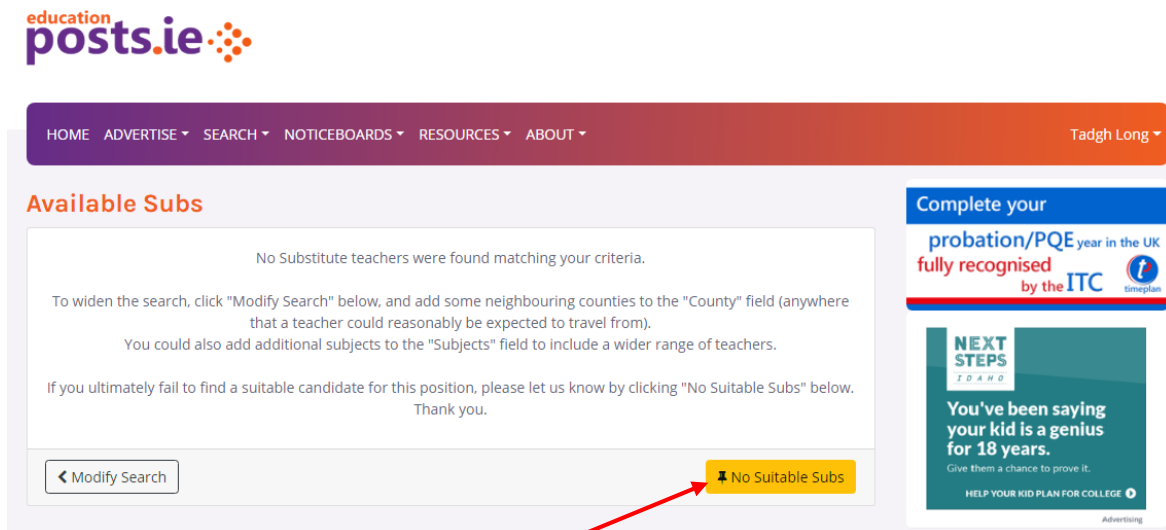
The screenshot shows the Education Posts.ie website interface. At the top, there is a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The user's name, Tadgh Long, is displayed in the top right corner. The main content area is titled 'Sub Profile' and features a profile for Deirdre Brannigan. The profile includes a 'View Number' button, a 'Send Offer Email' button (highlighted with a red arrow), and tabs for Profile, Qualifications, Experience, and Other Info. The profile details for Deirdre Brannigan are as follows:

- Teaching Council #129398
- Route 2: Post-Primary
- Competent to teach through Irish: Yes
- Retired: Yes
- Location: Glanmire Co. Cork
- Subjects: English, French, Irish/Gaeilge
- Note: This teacher has indicated that they are willing to sub for ANY subject.

Below the profile details is a calendar view showing dates from Tuesday, Nov 19 to Tuesday, Nov 26. At the bottom of the profile section, there are buttons for 'Modify Search' and 'Back to Results'. On the right side of the page, there are two advertisements: one for 'NOW INTERVIEWING FOR SEPTEMBER 2016' with contact information for timeplan.net, and another for 'NEXT STEPS IDAHO' with the text 'You've been saying your kid is a genius for 18 years.' and 'HELP YOUR KID PLAN FOR COLLEGE'.

No Suitable Sub Found

If there are no substitute teachers available for your chosen date(s), you will be notified of this and advised to widen your search options. If you fail to find a suitable Job Seeker for the position, please let us know by choosing an option from the dropdown menu under 'No Suitable Subs'.



The screenshot shows the education posts.ie website. The navigation bar includes HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The user is logged in as Tadgh Long. The main content area is titled 'Available Subs' and contains the following text:

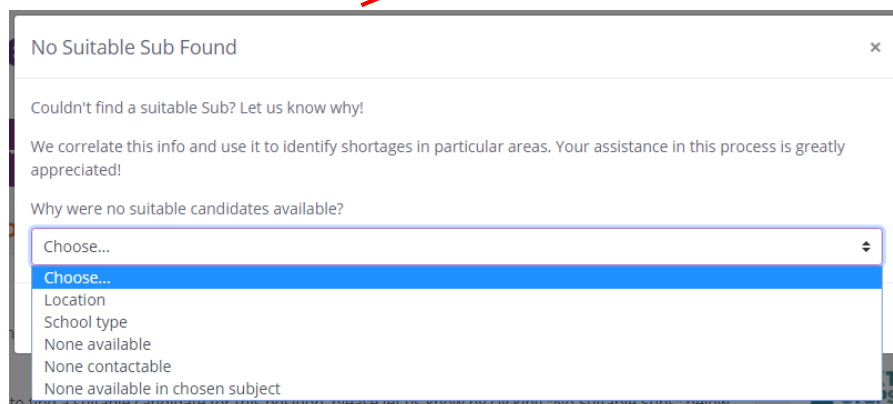
No Substitute teachers were found matching your criteria.

To widen the search, click "Modify Search" below, and add some neighbouring counties to the "County" field (anywhere that a teacher could reasonably be expected to travel from).

You could also add additional subjects to the "Subjects" field to include a wider range of teachers.

If you ultimately fail to find a suitable candidate for this position, please let us know by clicking "No Suitable Subs" below. Thank you.

At the bottom of the message box, there is a 'Modify Search' button and a 'No Suitable Subs' button. A red arrow points from the 'No Suitable Subs' button to a dropdown menu in the next screenshot.



The screenshot shows a dropdown menu titled 'No Suitable Sub Found'. The text inside the menu reads:

Couldn't find a suitable Sub? Let us know why!

We correlate this info and use it to identify shortages in particular areas. Your assistance in this process is greatly appreciated!

Why were no suitable candidates available?

Choose...

- Choose...
- Location
- School type
- None available
- None contactable
- None available in chosen subject

Is Sub Seeker available to Special Needs Assistance (SNAs)?

Phase 1 of Sub Seeker is designed for substitute teachers at primary and post primary levels. Once Garda vetting arrangements for SNAs have been resolved such that vetting is valid across all schools, Phase 2 will extend Sub Seeker to SNAs. SNAs and schools will be notified when that functionality is available.

How do I get assistance with Sub Seeker?

Sub Seeker is an online service with online support. To contact the Sub Seeker Support Team, email subs@educationposts.ie. Please note, queries are answered in order of receipt during working hours – Monday to Friday, 9am to 5pm (excluding Bank Holidays and when otherwise notified).