

All information provided in this form is confidential to the Shortlisting and interview selection board

**GUIDANCE NOTES FOR COMPLETION OF
National Council for Special Education APPLICATION FORM**

General

In line with GDPR, please ensure you do **not** identify third party individuals in your application form.

How to apply

Completed applications will only be accepted, in Microsoft Word format submitted via the competition application page through our Recruitment Platform, Pinpoint.

Applications posted, hand delivered or sent to individual email addresses of Recruitment staff or Recruitment Inbox will **not** be accepted.

Late applications will **not** be considered.

PART 1

Competition correspondence will issue to one email address only. The onus is on the candidate to ensure they provide an email address to which they have regular access.

PART 2

General Education

State any qualifications you have obtained. Should you be successful at interview, you may be required to produce the original certificates of any qualifications mentioned.

Further Education

State any qualifications you have obtained. Include any special skills training and any relevant evening classes. This is especially important for positions requiring a professional qualification. Should you be successful at interview, you may be required to produce the original certificates of any qualifications mentioned. Please note that the onus is on applicants to prove they have the qualifications detailed in the job specification.

Work Experience

Start with your current/most recent employment and work backwards. You should also give reasons for any gaps in your employment.

Any Other Relevant Information

Skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.

PART 3

Examples of Competencies

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An Chomhairle Náisiúnta
um Oideachas Speisialta
National Council
for Special Education

In this section, we ask you to describe some of your personal achievements to date that demonstrate certain competencies, which have been identified as necessary, for the position.

As the examples you provide in Part 3 may be used in the shortlisting assessment, please outline your examples clearly and concisely. The examples should demonstrate to the board that you have the competencies required for the role.

Please note, when providing competency examples, candidates will be disqualified if they exceed 350 words (using Microsoft Word word count).

PART 4

Declaration

You are asked to confirm that all the information you provide is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of assignment withdrawn.

Important Notes:

- Please complete this form in full in typed MS Word format
- This competition will be administered through our Recruitment Platform, Pinpoint.
- Completed application forms should be submitted on our Pinpoint Platform by 3.00pm on July 19th 2024.



Irish Sign Language (ISL) – Specialist Classroom Support Circular 014/2024
APPLICATION FORM

**NCSE Recruitment,
1-2 Mill Street Trim,
Co. Meath**

For Office Use Only
Application
Number:

Please complete this application form in TYPED FORMAT

APPLICATIONS WILL ONLY BE ACCEPTED ON THIS OFFICIAL APPLICATION FORM

PART 1

Position Applied For:	
Name:	
Contact Phone Number:	
Contact Email Address: (Competition correspondence will issue to this address, the onus is on the candidate to ensure they provide <u>one</u> email address to which they have regular access)	
Current Grade:	

Applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary. Where online tests occur, you will need to contact the service provider directly.

Do you consider that you have a disability? Yes:
(Please tick as appropriate)

If YES, please give details of the nature of your disability and your requirements, if any, to enable us to make appropriate arrangements for this competition:

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You may select one or both counties in order of preference and should only select locations where you would be prepared to work if offered an appointment.

PART 2

Location	Post	Please select preference 1, 2
Cork	Permanent Post	
Mayo	Temporary Fixed Term Post	

PARTICULARS OF EDUCATION

1. GENERAL EDUCATION

Names of Schools attended	From	To	Certificates and Distinctions Obtained

2. FURTHER EDUCATION (Academic, Professional or Trade Qualifications)

Course Studied Please state full name of course	College Attended	From	To	* Qualification Level (Please indicate by level <u>only</u> eg: 7 or 8)	Please state the awarding body and the full title of the qualification obtained	Grade obtained, e.g. 2.1, Pass, Credit, Distinction

* "Qualification Level" refers to the qualification level in the National Framework of Qualifications (NFQ) as set by the Quality and Qualifications Ireland (QQI), 26/27 Denzille Lane, Dublin 2 QQI Ph: +353 -1- 9058100.

NFQ Level must be entered, Pass / Honours is not acceptable.



PART 2 (continued)

EMPLOYMENT RECORD

3. WORK EXPERIENCE – commencing with most recent position

Employer, Address, Dates of Employment	Grade/Title and <u>BRIEF</u> Nature of Duties



PART 2 (continued)

- 4. ANY OTHER RELEVANT INFORMATION (please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work).**



PART 3

Examples of Competencies

In the following section we ask you to describe some of your personal achievements to date that demonstrate how your experience would enable you to carry out the specific role of Irish Sign Language (ISL) – Specialist Classroom Support (SCS) and how you would be suited to this role. The relevant competencies are indicated in the headings set out below.

Link your examples to the competencies, briefly describing the background/nature:

- **Situation** - What was the situation/problem?
- **Task** -What did you do?
- **Actions** - Why did you do it?
- **Result** - What was the outcome?

Please note, when providing competency examples, candidates will be disqualified if they exceed 350 words (using Microsoft Word word count).

Please do not use the same example to illustrate your answer to more than 1 question and please try to use recent examples.

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The onus is entirely on candidates to ensure that their applications are received on time by NCSE Recruitment. Please note that completed applications will only be accepted, in Microsoft Word format submitted via the competition application page through our Recruitment Platform, Pinpoint.

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1. Teamwork

- Can work as part of a team including class teacher/pupil/school to achieve agreed objectives
- Has flexibility to adapt as required as part of the team
- Has experience of being a member of a team, and of working to motivate, influence and maximise the contribution of the team as a whole
- Committed to the building and sustaining high levels of performance within a team
- Has experience of developing capability of others through participation in , feedback, coaching & creating opportunities for skills development

(Do not exceed 350 words)



2. Analysis & Decision Making

- Gathers and analyses information from relevant sources, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

(Do not exceed 350 words)



3. Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems

(Do not exceed 350 words)



4. Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing including the capacity to prepare reports
- Has excellent interpersonal and communication skills when engaging with parents, children and young people as well as with other professionals
- Is approachable and sensitive in interpersonal interactions and has the ability to establish rapport with children and young people and key adults in a school environment
- Has facilitation skills and ability to work collaboratively and as part of a team with a range of stakeholders and/or with other professionals
- Communicates effectively in Irish* and/or English

(Do not exceed 350 words)



5. Specialist Knowledge, Expertise & Self Development

- Has knowledge and expertise in ISL to convey the spirit and content of the communications occurring in the classroom to the student via ISL
- Has the skill and expertise to mediate the curriculum for any student whose communication is primarily through ISL
- Has a clear understanding of the roles and objectives of the ISL SCS and how they fit into the work of the Department of Education and the NCSE in the provision of support to students who communicate is primarily through ISL
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

(Do not exceed 350 words)



PART 4

DECLARATION

(Please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible for the competition concerned.)

I CERTIFY that all particulars in this application are true and correct, to the best of my knowledge and belief.

I authorise the National Council for Special Education to obtain information from any educational institutions it considers necessary, in order to verify my educational qualifications.

I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any appointment offered to me is dependent upon the information given herein being correct.

I am aware that false or misleading information or deliberate omissions may result in disqualification from the competition or the withdrawal of any offer of appointment.

I certify that I have used the correct application form and that I have adhered to the guidance notes for completion of the National Council for Special Education application form.

I understand candidate eligibility, for the position applied for, may be verified at any stage of the selection process.

Type Name Here: _____ Date: _____

By entering your name, you are confirming that you have read and understand the declaration as set out above.