

## **Teaching Posts 2021/2022** **Fixed-Term/Fixed-Purpose** **Information Note and CV Template**

Hansfield ETSS is under the patronage of Educate Together. It opened in 2014 and will have circa 820 students in 2021/2022 (includes 2 Special Classes). Student numbers are expected to grow to 1000 students by 2023. Vacancies in teacher positions that now arise and the expected status and hours available are set out below. However, the final employment status and number of hours offered will depend on the final teacher allocation approved by the Department of Education and the qualifications and subject combination of the successful candidate. The hours offered may include hours in one or more main subject and learning support.

<b>Code</b>	<b>Subject</b>	<b>Status / No. of Hours</b>
<b>SEN x 2</b>	<b>Special Education</b> (any subject but a qualification in and/or experience in special education desirable)	Fixed-Team 22 hours
<b>Technology x1</b>	<b>Any combination of Technology Subjects</b>	Fixed -Term 22 hours

- Experience of the following will be an advantage:
  - working with students with different abilities
  - working with students who have special and additional educational needs
  - working with students for whom English is a second language
  - working on developing curriculum initiatives e.g. intercultural initiatives, language development programmes, theme-based learning which is not guided by a national specification or framework
  - working on or leading guidance initiatives and/or behaviour support initiatives.
  
- Successful candidates will be required to commit to the following:
  - exploring innovative teaching and learning, including collaborative practice, team teaching, learning through discovery (experiential learning) and using ICT as a primary teaching and learning tool
  - mediating the curriculum through integrated and theme-based learning initiatives focussing on experiential learning
  - promoting school wide ethical education, ethical practice and development education
  - supporting positive behaviour focussing on the principles of restorative practice
  - building the school ethos and culture as framed by the Patron Body - Educate Together.
  
- Applicants should visit the school website [www.hansfieldsecondary.ie](http://www.hansfieldsecondary.ie). Applicants are also advised to visit the Educate Together website ([www.educatetogether.ie](http://www.educatetogether.ie)) and read the *Educate Together*

*Charter, A Blueprint for Educate Together Second-Level Schools* and documents on Ethos Development to become familiar with the school ethos and priorities. Other documents on the websites are also relevant.

- Applications should be made by submitting by CV - a separate CV must be submitted for each position being applied for. **All Sections and Questions set out below should be addressed in the sequence advised.** If a question is not relevant to you insert 'Not Applicable'. Information other than the completed CV and written references **should not** be provided.
- Two written references should be submitted, if possible, and contact details for referees included.
- Guidance on the word count should be observed. The code and subject you are applying for should be clearly shown on the CV and in the subject line of the email. Applications should be submitted by email **only** to recruitment [@hetss.ie](mailto:info@hetss.ie). The closing date is **Monday, 9<sup>th</sup> August 2021**.
- Hansfield ETSS is an equal opportunities employer. Canvassing will disqualify. Shortlisting will apply. Shortlisted applicants will be interviewed as soon as possible after the closing date. Applicants not shortlisted for interview should be advised by email within 6 weeks of the closing date for application. Please feel welcome to email [info@hetss.ie](mailto:info@hetss.ie) for clarification, if you wish.
- Information provided by you (CV and references) will be handled and stored in accordance with current Data Protection legislation. Except for successful candidates, all records from the recruitment process will be permanently destroyed once the recruitment process is completed.
- You should be registered with the Teaching Council for secondary schools in the subjects listed in your application in order to be appointed to a teaching position. Appointments are subject to Board of Management approval and in most instances' final approval by the Department of Education.

*(Please see Template for details to be submitted in the CV submitted below).*

***Bernie Judge, Principal (July, 2021).***

**TEACHING POSITION -TEMPLATE FOR COMPLETING CURRICULUM VITAE (CV).  
Please follow the sequence advised below.**

- 1. PERSONAL DETAILS:** Name, postal and email addresses, phone number
- 2. TEACHING POSITION/SUBJECT BEING APPLIED FOR** - Indicate the code clearly on the CV and email subject line and indicate subjects registered with the Teaching Council
- 3. EDUCATIONAL DETAILS**
  - a) *Post-Primary* - provide dates, name of school attended and a summary of Leaving Certificate results
  - b) *Third Level (Undergraduate and Post Graduate)* - provide dates, institutions attended, type and level of qualifications awarded and details of subjects
  - c) *Continuous Professional Development* - list in-service and/or other professional or training courses you have attended, giving details of dates, duration and the organisation that delivered the course
  - d) Indicate how the continuous professional development set out at (c) above will support your suitability for a teaching position at Hansfield ETSS. (100 words max).
- 4. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS/NETWORKS** - give details of membership of any professional associations /networks in which you are or were involved indicating dates as appropriate and explain its relevance
- 5. TEACHING AND OTHER RELEVANT EXPERIENCE**
  - a) List details of all relevant teaching experience (start with the most recent) giving details of dates and employer, indicating whether the position is or was Permanent Whole-time (PWT), Contract of Indefinite Duration (CID) or Fixed-term Part-Time (FT) or Casual Hours (Cas).
  - b) List, in brief, other relevant work experience, if applicable – e.g. dates, employer, role and duties
- 6. HANSFIELD ETSS**
  - a) Describe how your personal approach to teaching and learning, classroom management and whole-school development will support the Educate Together and Hansfield ETSS ethos (500 words max).
  - b) Briefly outline your approach to behaviour management and give examples (200 words max).
- 7. EXTRA-CURRICULAR ACTIVITIES**
  - a) List, with outline dates, key hobbies, interests and extra-curricular activities (social, leisure or community) in which you have been involved and explain their relevance to Hansfield ETSS
  - b) What extra-curricular activities will you support at Hansfield ETSS, if appointed?
- 8. ADDITIONAL RELEVANT INFORMATION** (that you deem relevant - 250 words max)
- 9. REFEREES** - include two written references (professional) with this application and provide their contact details below. One referee should be linked to your current work and/or most recent teaching experience. We reserve the right to contact referees in advance.

**10. DECLARATIONS** - please include the following declarations and circle **Yes or No** as applicable.  
If these are not fully completed and signed your application may not be considered.

- a) I have read the *Information Note/Guidelines* for applying **Yes / No**
- b) I understand that it is my responsibility to keep proof of application and to contact the school if confirmation of receipt is not received within 1 month of closing date. **Yes / No**

### **10.1 Child Protection**

- a) Have you ever been investigated by the Gardaí, HSE or an employer in relation to substantiated complaints made concerning your treatment of children? **Yes / No**
- c) Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor? **Yes / No**
- d) Are you aware of any material circumstance in respect of your own conduct which has had a negative impact or could touch on the welfare of a minor? **Yes / No**

***In the event of you being offered a position the Board of Management is obliged to comply with the terms of current child protection legislation and procedures. All newly appointed teachers will be vetted and approved in accordance with the school's vetting policy.***

### **10.2 Teaching Council Registration**

- a) Indicate if you will you be registered with the Teaching Council by September 2020? **Yes / No**
- b) Provide Registration Number, if available: \_\_\_\_\_.

(If appointed, you will be requested to produce a letter of professional standing from the Teaching Council as well as original parchments in respect of your qualifications).

### **10.3 Hansfield ETSS Ethos**

- a) Having read the Educate Together Charter and the Blueprint for second-level schools (available at [www.educatetogether.ie](http://www.educatetogether.ie)) I understand and will whole-heartedly support the school's distinctive ethos. **Yes / No**

### **10.4 Authenticity of this application**

- a) I certify that the information provided herewith is true and correct. **Yes / No**
- b) I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to disqualify this application or withdraw any offer of employment made. I also note that if the Board finds in the future, that I have made an incomplete or inaccurate disclosure, I may face disciplinary action, up to and including dismissal. **Yes / No**

**Signature of Applicant:** \_\_\_\_\_

***The CV must be signed by the applicant. If sending by email the email address will suffice provided it is the applicant's email address.***

***End.***