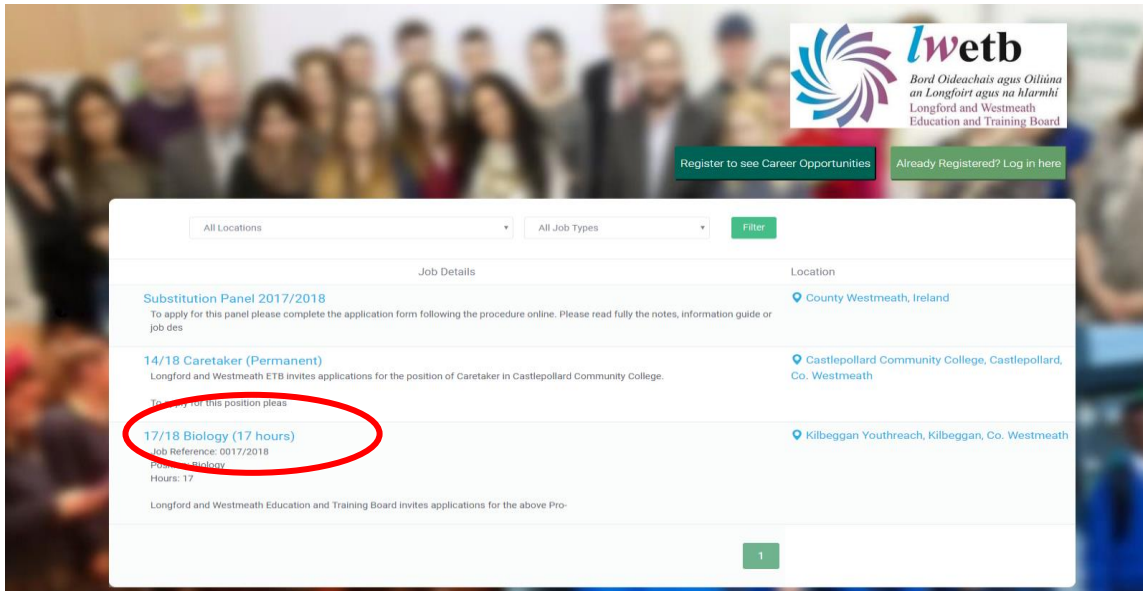


etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with www.etbvacancies.ie before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

Job Summary

 **Already a member of our Talent Pool?**

[Login here to Apply](#)

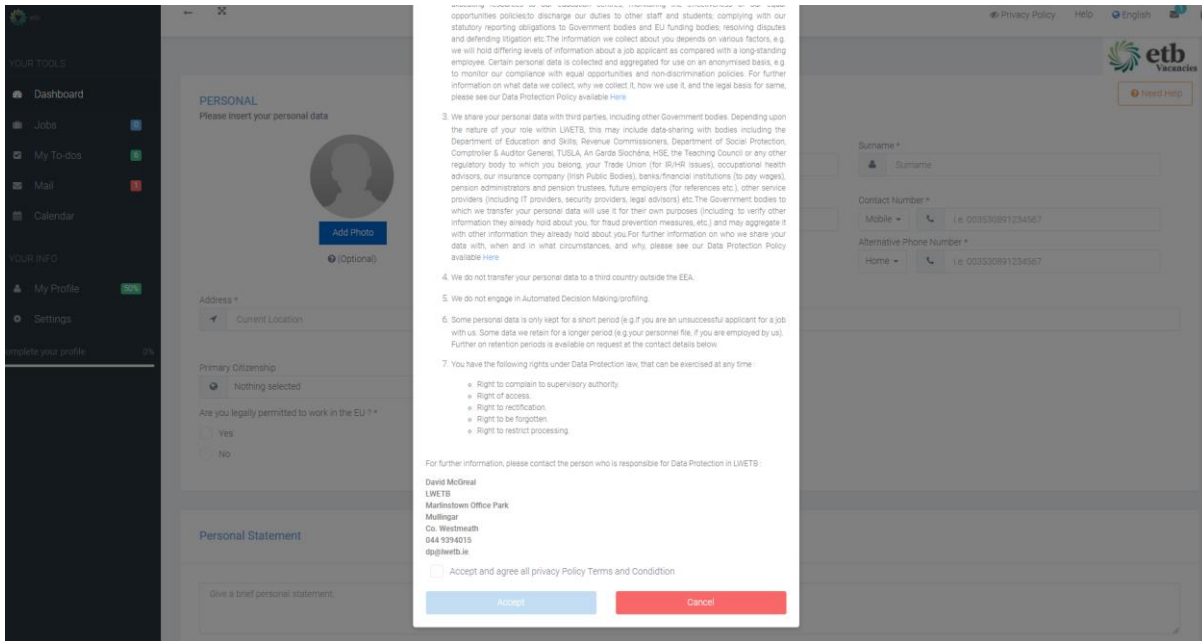
[Forgot password?](#)

 **Join our Talent Pool + submit your**

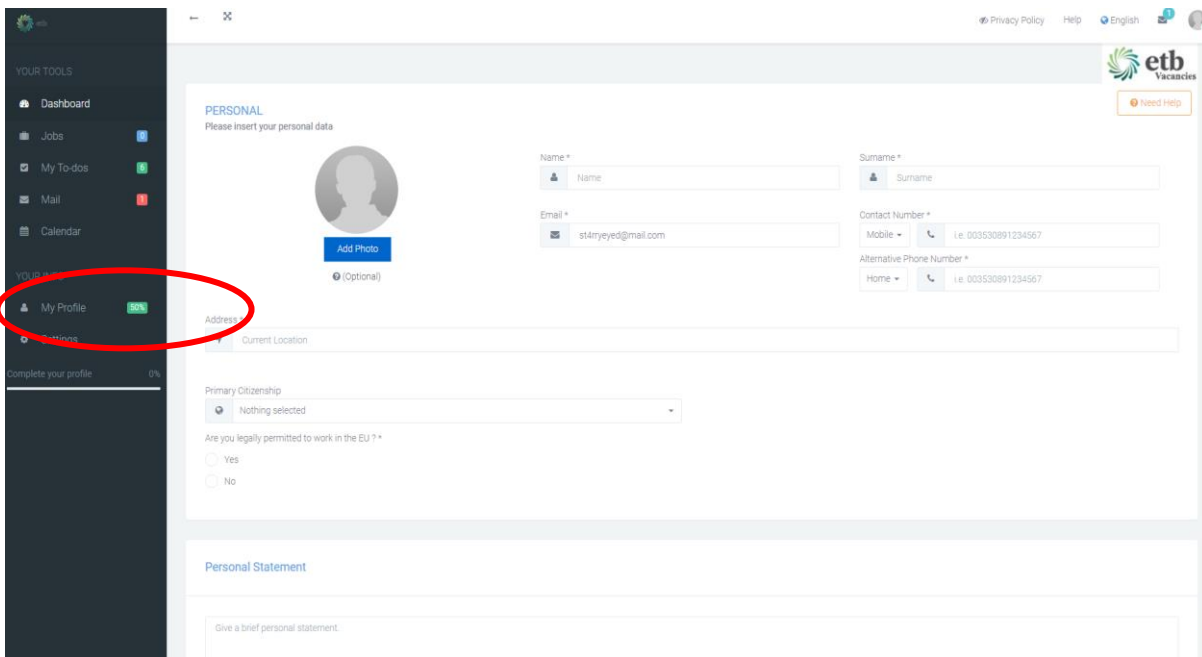
application

I agree to the [Terms of use](#)

When successfully logged in, a Privacy Notice will appear, and once read you must click ‘Agree’ to proceed with your registration or ‘Cancel’ to leave the site:-



On clicking 'Agree' you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.** Profile completion can be monitored at the bottom of your dashboard:-



Some points to note:

- It is advisable to use Google Chrome when using www.etbvacancies.ie
- In the case of answering the competency questions we recommend that you create your answers in a Word document or equivalent first and then transfer your answers to www.etbvacancies.ie. This will allow you to amend as appropriate and avoid losing information during the application process.
- The system times out after 2 hours. It is recommended that you save your information regularly in the event of any unforeseen issues.

- Please ensure that all fields are complete, with the required information, before submitting. It is the responsibility of the candidate to ensure that their application is complete. Incomplete applications cannot be considered.
- Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email recruitment@lwebt.ie.
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.

Tips for completing the form accurately:

Teaching experience/Employment record:

Please ensure that you give all your employment details from the start of your career to date (most recent first). If you have taken any Career Breaks etc please give details in the any other information section near the end of the application process.

Education:

Please give as much details as possible in this section starting with your most recent qualification first.

In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

Other Accredited/Non-accredited Third Level Professional Development Skills Training or Courses Attended:

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

Courses and other training:

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

Personal Declaration

If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389.

Once all fields are complete you can click on 'Save as Draft' to return to your profile at a later time and make changes or you can 'Preview your profile and Application'

Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Longford and Westmeath Education and Training Board is obliged to comply with the terms of current Department of Education and Skills Circular Letters. Longford and Westmeath Education and Training Board's policy is that all newly appointed principals, deputy principals, teachers and support staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the ETB's vetting policy.

Have you been investigated by the Gardai, HSE or your employer in relation to substantiated complaints made concerning your treatment of children or vulnerable adults? *

YES NO

Are you aware of any material circumstances in respect of your own conduct in relation to the welfare of a minor? *

YES NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor? *

YES NO

Have you current Garda Vetting from the National Vetting Bureau? *

YES NO

I declare that the particulars given are correct, in every respect. I understand and accept that LWETB reserves the right to verify any element(s) of particulars furnished for this application form and that the furnishing by me of any incorrect or inaccurate particulars will render me liable to disqualification from the application process/appointment. *

I agree

[Save as draft](#) [Preview your profile & Application](#)

© 2018

When you click on 'Preview your profile and Application' you will be brought to a screen where you can review all information before submission. When you are happy to proceed you can click on the 'Submit' button at the top of the page. By clicking this button, you are submitting your profile and application to the specific position.

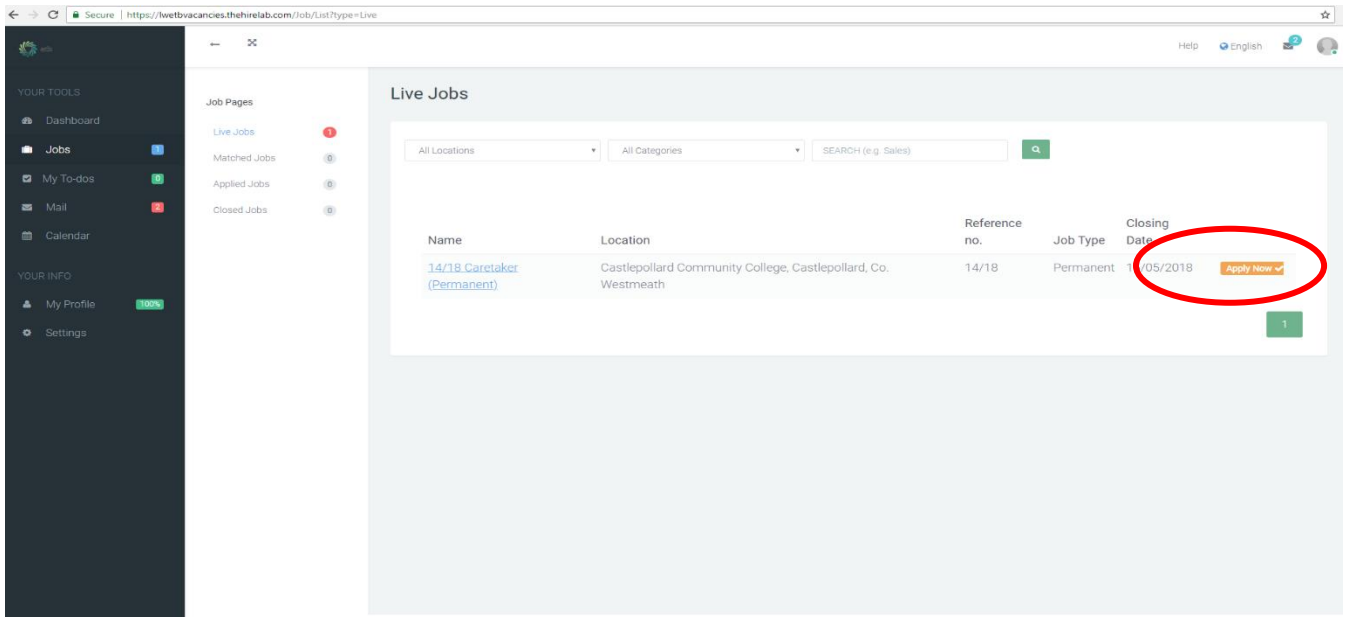
When applying for future vacancies:

If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.

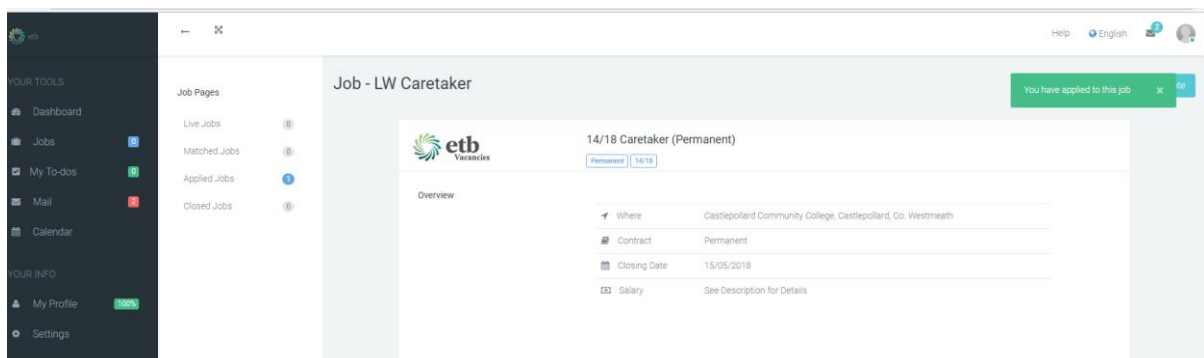
Live Jobs [View All](#)

- 25/19 Special Needs Assistant (2 posts)** (closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in [Ardscioil Padraig, Churchquarter, Granard, County Longford, Ireland](#)
- 26/19 Special Needs Assistant (1 post)** (closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in [Castlepollard Community College, Castlepollard, County Westmeath, Ireland](#)
- 27/19 Special Needs Assistant (2.5 posts)** (closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in [Columba College, Killucan, County Westmeath, Ireland](#)
- 28/19 Special Needs Assistant (1 post)** (closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in [Mullingar Community College, Millmount Road, Mullingar, County Westmeath, Ireland](#)
- 29/19 Special Needs Assistant (3 posts)** (closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in [Templemichael College, Templemichael Glebe, Longford, Ireland](#)

If you wish to apply for a position in the live jobs box, click on the 'Apply now' button on the right hand side of the relevant position.



You should then see a small message appear on the top right hand corner indicating that you have applied.



Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on www.ebvacancies.ie as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal.

You also have the option to download your profile as a pdf, which enables you to read over the information you provided and change it if necessary. Please follow the steps below:

- Upon logging in you will see a black sidebar on the left hand side of your page titled "Your Tools"
- Click on "Jobs" and then into applied jobs which will be displayed in a white sidebar titled "Jobs Pages"
- Under the applied jobs you will see a yellow "download profile button" which will allow you to review your application.

If you have any queries regarding the application process you can contact recruitment@lwetb.ie

POST PRIMARY TEACHER COMPETENCY

1. Professional Knowledge (*Comprehension of Content and Pedagogy*)

Teachers should:

- 1.1 Know and understand the fundamental ideas, principles and structure of the disciplines they teach.
- 1.2 Understand the links to other content areas and be able to integrate learning across and between content areas. (esp. literacy, numeracy)
- 1.3 Know and understand and articulate a range of philosophies of learning.
- 1.4 Critically evaluate the range of teaching and learning theories and know how to apply them where appropriate.

2. Professional Practice (*Instruction & Classroom Environment, Planning & Preparation*)

Teachers should:

- 2.1 Plan and communicate clear, challenging and achievable expectations for pupils/students
- 2.2 Apply their knowledge and experience in facilitating students' holistic development
- 2.3 Create an environment where students can become active agents in the learning process and develop lifelong learning skills
- 2.4 Establish a climate where learning is valued and fostered and effectively manage the range of behaviours and situations that can occur in the classroom.
- 2.5 Plan for learning and employ a range of strategies that support differentiated learning in a way that respects the dignity of all students.
- 2.6 Plan for learning, and apply a range of assessment techniques both formative and summative and report on learning in a variety of contexts.
- 2.7 Take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.

3. Professional Development

Teachers should:

- 3.1 Take personal responsibility for their own professional development and continually reflect on their professional practice to ensure it is effective.
- 3.2 In a context of mutual respect, be open and responsive to constructive feedback regarding their professional practice and, if necessary, seek appropriate support, advice and guidance.
- 3.3 Demonstrate an openness and adaptability to respond effectively to a continually evolving education environment.

4. Professional Values & Relationships

Teachers should:

- 4.1 Motivate, inspire and celebrate students' effort and success.
- 4.2 Respect the uniqueness, individuality and specific needs of students and promote their holistic development.
- 4.3 Work in a collaborative manner with students, parents, school leadership, other members of staff, relevant professionals and the wider school community, as appropriate, in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- 4.4 Be committed to equality and inclusion and to respecting and accommodating diversity.
- 4.5 Uphold high professional ethics with regard to their own conduct.
- 4.6 Communicate effectively with students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect.



5. Contribution to the School and Community (*Extra-curricular / other competencies*)

Teachers should:

- 5.1 Participate in and support the work of extra-curricular programmes/activities.
- 5.2 Have an understanding of the School context within the Education and Training Board.
- 5.3 Possess a capacity to support and promote wider student endeavours and overall school development.