

**INFORMATION GUIDE  
COMMUNITY EDUCATION TUTOR PANEL  
LONGFORD AND WESTMEATH ETB**

**Summary of Position**

Longford and Westmeath Education and Training Board is now holding a competition to create a panel of tutors in the below key subject areas for inclusion on a panel for any vacancies that may arise in the Further Education services in Longford and Westmeath in 2021/2022. Candidates must have the requisite knowledge and skills to carry out the role and be capable and competent of fulfilling the role to a high standard.

1. Sewing & Patchwork
2. Knitting & Crochet
3. Cooking
4. Basket making
5. Gardening
6. Woodwork
7. Dance
8. Yoga/Armchair Yoga
9. Bog-Oak/Wood Carving
10. Bicycle maintenance
11. Beauty / Make up / Nail Art
12. Arts and Crafts

**Please note the following requirements:**

**Essential:**

- Has the ability to inspire and motivate people and has a passion for the relevant subject area
- Has teaching experience

**Desirable:**

- Holds a recognised qualification in the relevant subject area
- Has experience in community-based learning and delivery
- Has the ability to support the personal development of each learner to develop the skills required to engage and progress in the subject areas
- Takes a learner-centered approach to course delivery
- Excellent communication and listening skills
- Experience/Ability to deliver Blended training (classroom/online)
- Registration with the Teaching Council desirable
- Good administration skills
- The ability to integrate I.T. based learning, literacy development and other pedagogical skills and approaches
- Experience in delivering QQI/accredited courses

**Salary:**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time. Rate of remuneration may be adjusted from time to time in line with Government Policy. For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new reduced scale and is not negotiable.

**Particulars of the Position:**

Successful applicants will be placed on a panel for vacancies that may arise during the year and offered a specific purpose fixed term contract if opportunities arise for their area of expertise. This is subject to a successful pre-employment process conducted by LWETB.

**Base:**

Vacancies may arise in any of the FET Centres in Longford and Westmeath. The successful candidate will be initially assigned to a centre where the vacancy exists, however, LWETB reserves the right to assign you to any other location as the service demands require.

**Shortlisting:**

LWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the application form. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview:**

Selection, from shortlisted candidates, shall be by means of an interview conducted by LWETB. A second stage interview may form part of the interview process. Interviews may take place via video conference due to current restrictions as a result of COVID- 19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.

**Citizenship Requirement:**

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise LWETB if a work permit is required by you before commencing employment with LWETB. This requirement should be notified to LWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

**Health and Character:**

Those under consideration for a position will at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References may be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain positions



### Application and selection process

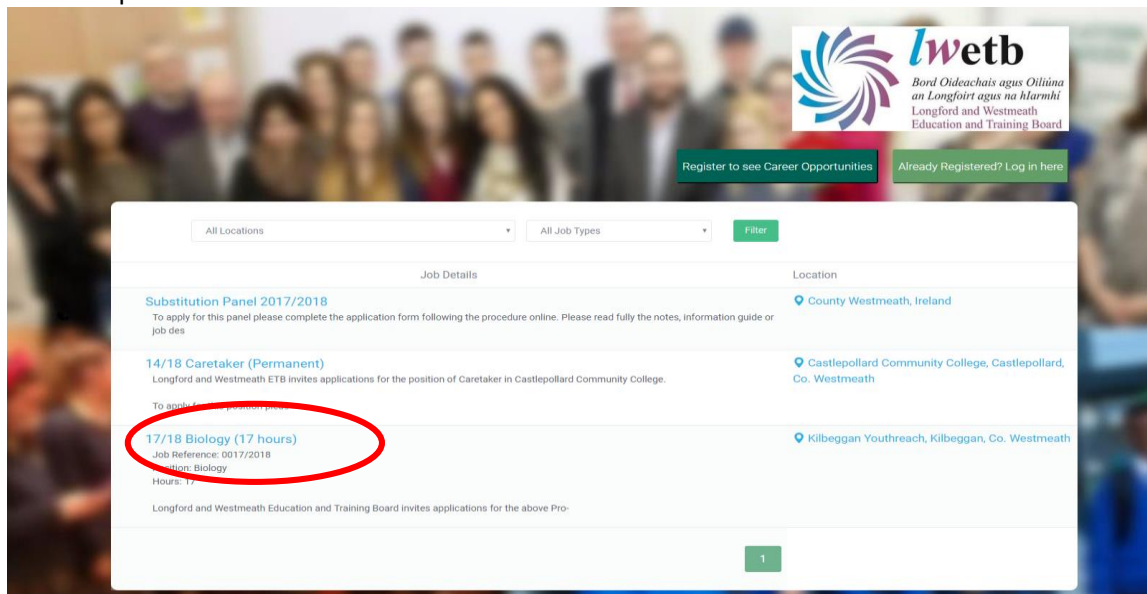
- Candidates who wish to apply for the above position must apply through [www.etbvacancies.ie](http://www.etbvacancies.ie) no later than **13.00 hours on Friday 20<sup>th</sup> August 2021**
- Candidates should read the guide and supporting documentation on how to complete the application
- Your application will be assessed on the information you submit
- Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience
- Incomplete applications will not be considered
- Shortlisting may apply
- Canvassing by or on behalf of the applicant will disqualify
- **Late applications will not be accepted.** Candidates are advised to apply to the panel with sufficient time to the closing date to ensure the application is received
- Please not 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@lwetb.ie](mailto:recruitment@lwetb.ie) prior to the closing date
- Provisional date for interviews is week commencing **30<sup>th</sup> August 2021**
- Interviews may take place via video conference due to current restrictions as a result of COVID- 19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- All enquiries regarding your application should be made to [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie) using the post reference in the subject line of the email.
- LWETB may contact the named referees and / or employers for a reference should you be called to interview.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Longford and Westmeath ETB is an equal opportunities employer.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013.
- While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

**Ms. Liz Lavery, Chief Executive (Acting) Longford and Westmeath ETB**




## 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](http://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

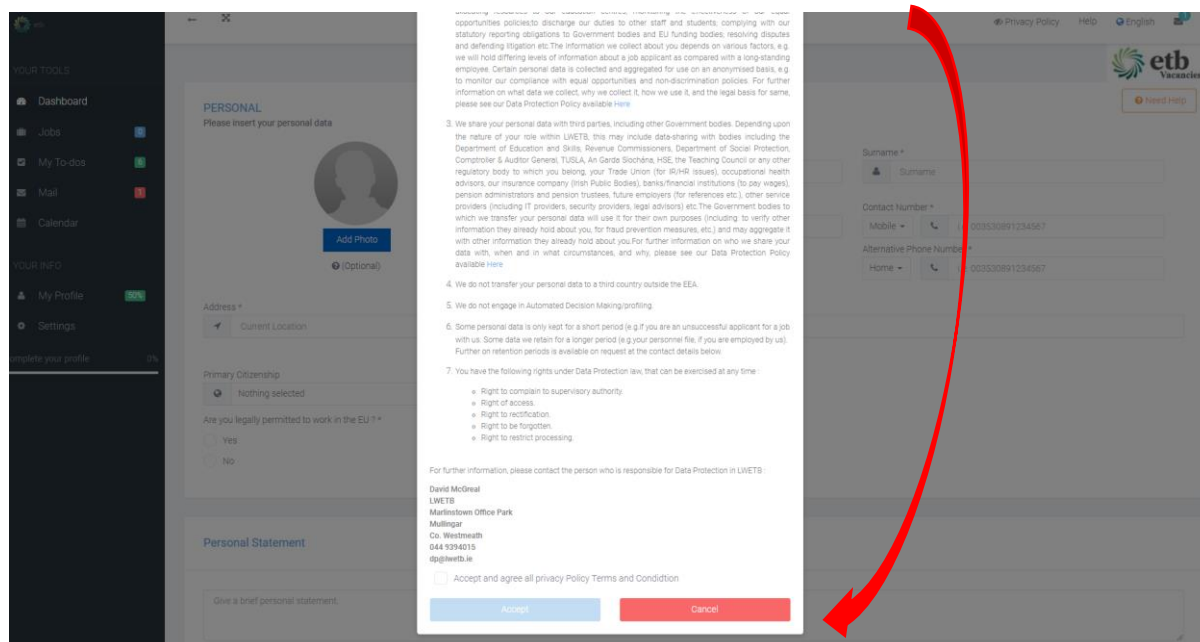
 **Already a member of our Talent Pool?**  
**Login here to Apply**

[Forgot password?](#)

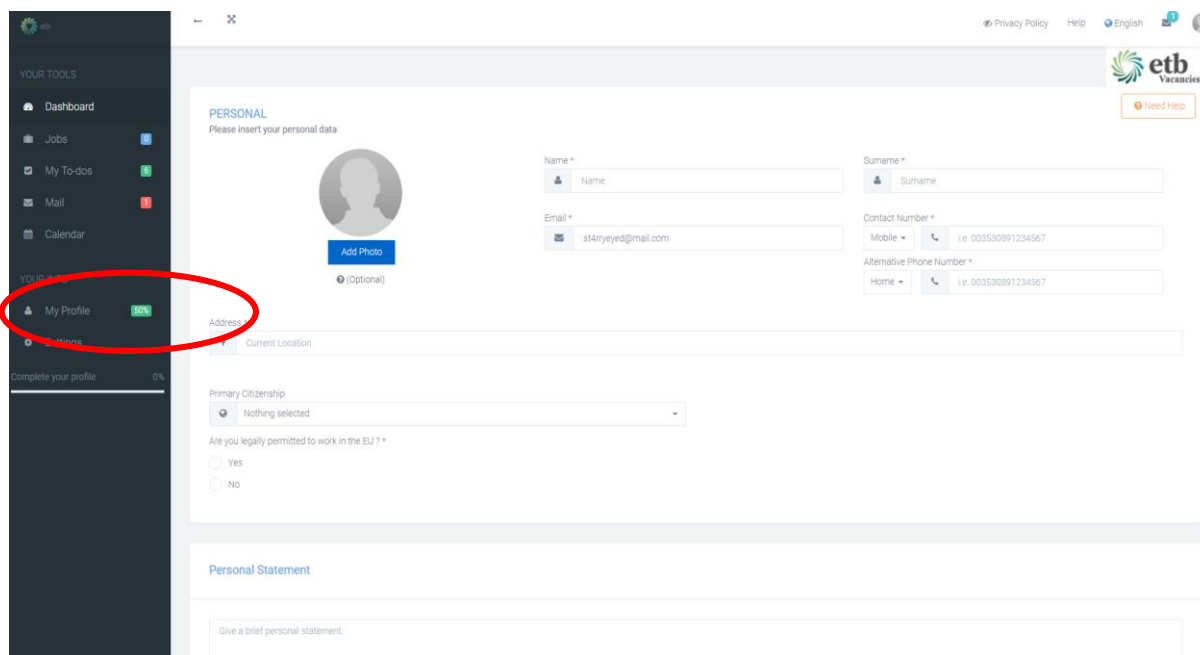
 **Join our Talent Pool + submit your application**

☐ 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](http://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](http://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@lwetb.ie](mailto:recruitment@lwetb.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:**

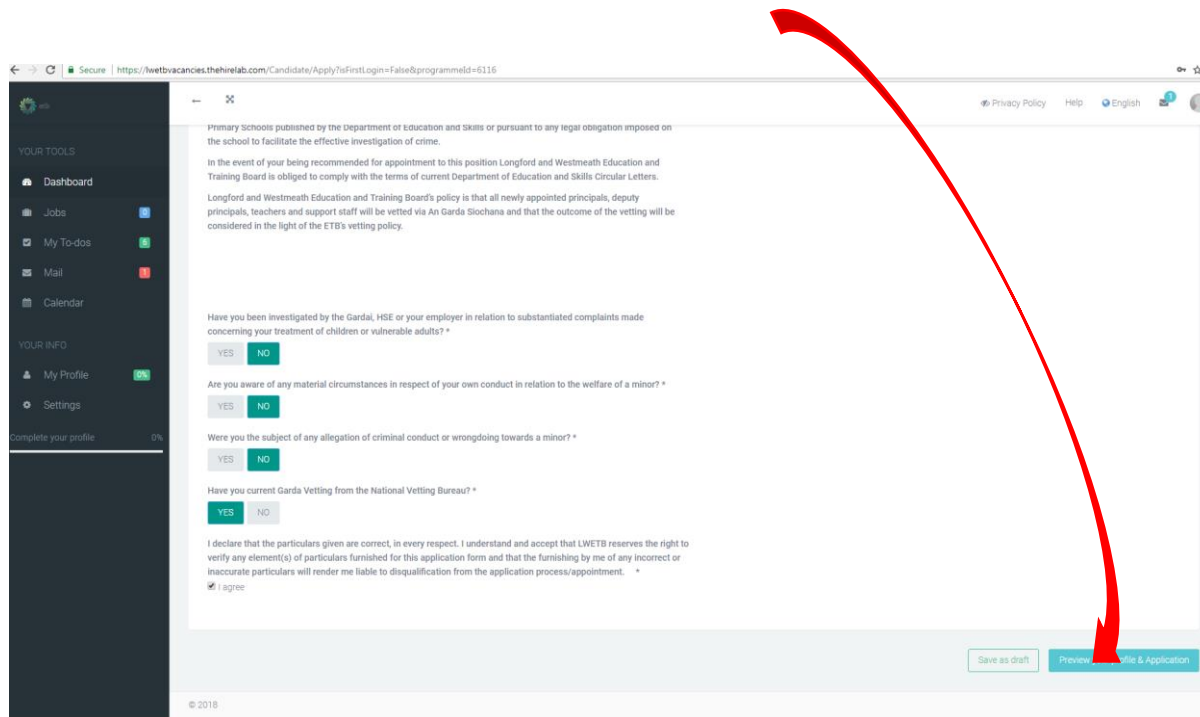
If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

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'

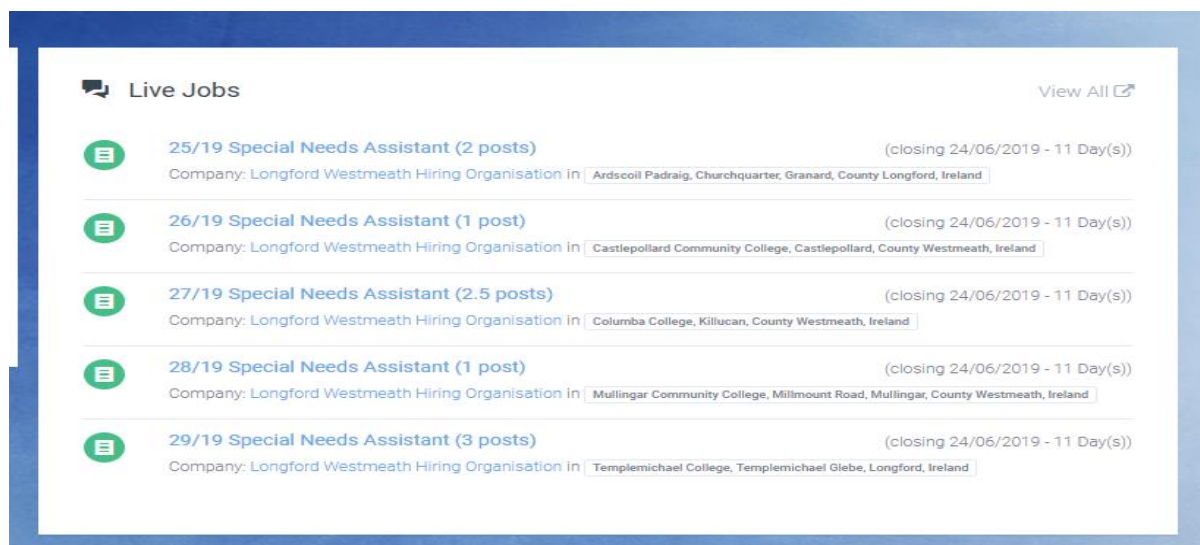


The screenshot shows the application form interface. On the left is a sidebar with 'YOUR TOOLS' (Dashboard, Jobs, My To-dos, Mail, Calendar) and 'YOUR INFO' (My Profile, Settings). The main content area contains several sections: a disclaimer about the school's role, a statement of the LWETB's policy, a section for Garda vetting with 'YES' and 'NO' buttons, and a declaration section with a checkbox for 'I agree'. At the bottom right, there are two buttons: 'Save as draft' and 'Preview your profile and Application'. A large red arrow points from the text above to the 'Preview your profile and Application' button.

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:

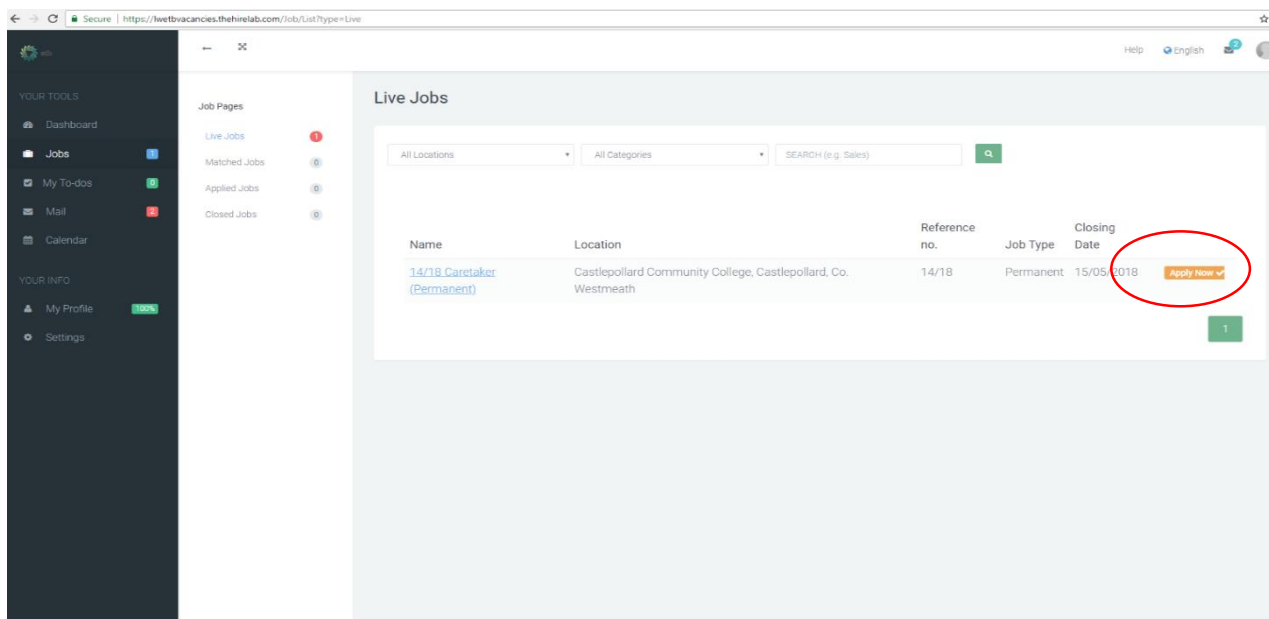
If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.



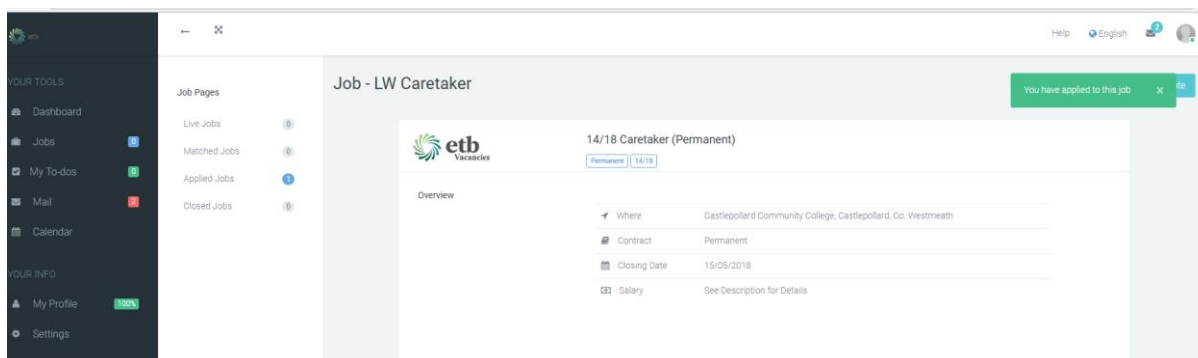
The screenshot shows the 'Live Jobs' page. It has a header with 'Live Jobs' and a 'View All' link. Below the header is a list of five job postings, each with a green icon, a title, a closing date, and the company name. A large red arrow points from the text above to the job listings.

Job Title	Closing Date	Company
25/19 Special Needs Assistant (2 posts)	(closing 24/06/2019 - 11 Day(s))	Longford Westmeath Hiring Organisation in Ardsoil Padraig, Churchquarter, Granard, County Longford, Ireland
26/19 Special Needs Assistant (1 post)	(closing 24/06/2019 - 11 Day(s))	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))	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))	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))	Longford Westmeath Hiring Organisation in Templemichael College, Templemichael Glebe, Longford, Ireland

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



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](http://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](mailto:recruitment@lwetb.ie)