

## **Meet the Principals Careers Event**

**5<sup>th</sup> March 2021**

### **Aine O’Sullivan, KWETB**

Key message – There are jobs. KWETB is still in a growth situation. 231 teachers were appointed last year.

Teacher allocations are based on “October returns” – that is, the number of students in a school in September. Allocations are based on a 19:1 ratio initially and schools may get more depending on situation (DEIS status, new school etc.). Allocations usually issued in February (has not happened yet this year though), schools then appeal allocations and final allocations available April. Jobs usually advertised then.

Additional jobs are advertised later in the Summer. Interviews will be running from May until late August.

Where to look for jobs?

[www.etbi.ie](http://www.etbi.ie) is best to view all jobs.

KWETB Facebook page very useful for job ad information.

The application process is the same for all ETBs – competency-based application form and interviews.

### **What are the key competencies?**

#### **Professional Practice**

What you know about your subject/curriculum

How you apply this in the classroom

#### **Professional Development**

Involved in networks e.g., subject teacher networks/Facebook groups etc. Being part of a teacher network shows willingness to continue learning

#### **Professional Values/Relationships**

These skills are key for success in the workplace. Ability to build networks and positive relationships with Teaching bodies, parent bodies, staff bodies. Highlight your relationship building skills

#### **Contribution to School/Community**

Extra-curricular activities, volunteering to help with covid supervision, anything to show your willingness to contribute to the work of the school/ the school community.

In addition to the examples of competencies listed on your application form, it is useful to have further examples of when/how you used these competencies so that you can discuss at interview. You may also be asked to expand on the examples of competencies listed on your application form.

Tip – have 3 examples per competency

When applying to other schools using a CV you could consider attaching details of your competencies to your CV.

*Careers Centre Tip - Consider including these in the skills section of your CV (see example from Careers Centre) and/or emphasizing these in your cover letter.*

Prepare your answers in MS word initially then copy and paste into form. Spell-check and proof reading is very important.

### **Interviews**

Usually 3 people. One will be a principal but not necessarily from the school to which you are applying. Interviews are usually short (20-25mins) so be well practiced in delivering your answers – clear, concise giving plenty of detail without waffle.

Teachers are employed by the ETB, not the school. Interviewees need 300/500 marks to be awarded a place on a panel from which subsequent jobs can be filled. If, from the panel, you are offered a job in an area that does not suit, applicants and turn this down and ask to be kept on the panel for future opportunities.

### **Principals' questions**

**Ciaran Keegan, Principal, Naas Community College | Siobhan McCauley, Principal, Maynooth Community College**

The application process is long, but worth it. Put in as much work as you can, it will benefit you in the long run because it will help your interview performance.

With applications for some subjects, short-listing may apply simply because of the number of applications received.

How to make the cut??

- (i) Qualifications – have the appropriate qualifications/subjects for the job for which you apply
- (ii) Teaching Council – Include your TC number, if your registration is pending state this.
- (iii) Experience – not just experience from teaching. Highlight skills for part-time work, community/sports involvement/travel – anything that gives them a sense of you as a person. If a late entrant to teaching, highlight the skills and experience from previous roles – the skills are very valuable even if developed and previously used in a very different environment. Show evidence of wide interests – convey a sense of curiosity, openness to lifelong learning in any environment – education/community/sport
- (iv) Relationship building – this is a key skill. Show evidence of how you have worked well with others. Show “follow-through” or “stickability” (this could be in sports, music) anywhere that shows consistent commitment to something.
- (v) “X” Factor – how you will be an asset to the school. This could be anything... innovator, collaboration, team-player, dependable, different, creative.

**\*\* No spelling errors\*\***

List your Teaching qualifications front and centre on both CV and cover letter.

If sending a speculative application to a school, personalise it – name principal and refer specifically to the school in your cover letter.

### **Application forms**

- Well laid out.
- Show a clear timeline in terms of your education and experience. If it is difficult to extract information from the form it does not speak well about an applicant's organisational ability.
- Fill in all competency sections.
- Highlight skills particularly regarding ability to build and maintain professional relationships and ability to contribute to the school community.

### **Interviews**

How to make yourself stand out – this is different for each person. Be yourself. Be confident – you are a teacher. Do not be afraid to highlight skills and experience gained elsewhere.

Each job ad/interview is an open competition.

If interview are online, which is likely again this year, all interviews will be through Teams.

ETB HR dept will contact interviewees in advance with a test link to ensure you are comfortable with tech. Interviewers will usually each ask 2- 3 questions.

Chair of interview board will ask one or two “settle in” questions e.g., tell me about yourself, how/why did you get interested in teaching? There are no trick questions, we want you to do well, we want you to meet the competencies.

Questions can vary...

- Why teaching? Give an example of a good class/good day teaching or a bad day/class teaching? What have you learned from that experience? It is ok to show that things can sometimes go wrong and gives an opportunity to show learning and willingness to learn from situations, reflective practice, room for growth etc.

Tips

- Have a variety of examples of teaching practices, new developments (team-working, restorative practice etc.).
- Know the school policies, school referral procedures, be familiar with child-protection procedures, terms (DLP, DDLP etc.)
- Language teachers – expect to be asked some questions in your language. Be confident, it is not a grammar test but rather an opportunity to show your confidence in using your language and your ability to converse in your language.

Online Interviews

- Consider your location – Wi-Fi – you will not be penalised for technical difficulties.
- Dress code – professional – treat as if you were attending in person
- Environment – professional set up – not sitting on your bed.
- Be aware of background – use a background filter if necessary.
- Have a drink of water nearby.
- Have laptop/device charged or plugged in if necessary.
- Be mindful of grammar when speaking.
- The interview process starts when we meet you – professional attitude and approach from the beginning.

Subject specific questions can sometimes be asked.

- Possibly – how would you approach a practical – health and safety awareness
- English – what comparative texts would you use or what are you reading at the moment?

Faux Pas

- Do not have chewing gum.
- Do not be negative. Be positive when speaking about students/past colleagues. Someone who speaks negatively about colleagues/students/parents will stand out for the wrong reasons. If you have had negative experiences focus on the learning - shows capacity for growth.

### **Additional questions**

LC results?

Leaving Cert results are not considered in assessing candidates.

Lesson plan question

ETB will not ask you to present a lesson plan etc. - this can happen in interviews for other schools, but you will always be given notice if this is required.

TC question

If do not have Teaching Council registration in a subject, you cannot apply for a job in that subject now. Do highlight this to the school though, it would be useful for a principal to know that you were planning on acquiring an additional subject and highlights your commitment to ongoing professional development

What is a CID and how does it work?

Contract of Indefinite Duration (permanent job) is awarded after working for 2 years, going into third year, and taking part in two public competitions.