



An Chomhairle Náisiúnta
um Oideachas Speisialta
National Council
for Special Education

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Open Competition for Appointment to the Role of
Special Educational Needs Organiser
Dublin/Wicklow/Cork/Galway**

**in the
National Council for Special Education
Permanent Positions**

Closing Date: 16th May 2024

The National Council for Special Education is committed to a policy of equal opportunity.

This competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie

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**Special Educational Needs Organiser
in the
National Council for Special Education**

Section 1: Overview of the NCSE

Background

The National Council for Special Education (NCSE) is an independent statutory body, established to improve the delivery of education services to persons with special educational needs arising from disabilities with particular emphasis on children and young people.

Currently NCSE supports are delivered via our regional teams comprising of:

- Special Educational Needs Organisers (SENOs) who interact with parents and schools to support children with special education needs;
- Advisors who provide continuing professional development (CPD)/ Teacher Professional Learning (TPL) and in-school support to schools in the area of special educational needs;
- Visiting teachers (VTs) who support children and young people who are Deaf/Hard of Hearing or Blind/Visually Impaired, their families and their teachers;
- On a pilot basis, the NCSE have Occupational Therapists, Speech and Language Therapists and Behaviour Practitioners who provide professional learning and in-school support to schools to build schools' capacity to support students with special education needs;
- Head office and other personnel.

The NCSE is now recruiting for the position of Special Educational Needs Organiser (SENO) for the following counties, **Dublin, Wicklow, Cork and Galway**. Panels will be formed from which existing and future vacancies will be filled.

The NCSE is presently undergoing a significant organisational expansion which will enhance the delivery of services. It has developed a service delivery strategy based on three fundamental values: community, inclusion, and excellence. The NCSE is determined to encourage all stakeholders to practice conscious inclusion and equity-mindedness. Working for the NCSE entails actively contributes to the advancement of inclusive education, ensuring that all students, regardless of their needs, receive the individualized support they require to completely participate in their day-to-day school activities. In the role of a Special Educational Needs Organiser you will collaborate with a diverse group of stakeholders, including educators, parents, and policymakers, to drive positive change in the education sector. This means you can see the real impact of your work on students' lives, which is incredibly rewarding. The NCSE is a diverse and inclusive workforce, with access to remote working opportunities and family friendly work practises. In addition, owing to the wide geographical structure, we have employment opportunities in every county of the Republic of Ireland.

As an NCSE employee, you will have numerous opportunities for career advancement, the NCSE prioritises employee development, by providing a supportive work environment, professional development opportunities, and competitive compensation packages. We offer many opportunities for you to improve your skills and knowledge, which is not only beneficial for employees but also helps



the organisation succeed. In addition to recognising the need to support staff wellbeing through dedicated interventions, the NCSE is known for being an open and inclusive employer, where employees have the ability to influence workplace decisions through their feedback, thereby ensuring excellent service for our children and youth, their families, and the community as a whole.

More information about the NCSE is available on its website at www.ncse.ie

Section 2: Job Specification

The Role

A Special Educational Needs Organiser (SENO) employed by the National Council for Special Education (NCSE) plays a crucial function within the framework of special education. SENOs are charged with a variety of responsibilities to ensure that students with special educational needs (SEN) receive individualised support and services.

Working as a SENO you will assess and identify students with SEN, working alongside schools, parents, and professionals. You work directly within the education sector at primary, post primary and special school levels. The work involves significant interaction with parents/children, teachers and school leaders, health care professionals, school authorities, HSE and other relevant government agencies.

SENOs aid in the development of Individual Education Plans (IEPs) that outline the specialized assistance necessary for each student. They also facilitate the allocation of essential resources, such as extra teaching support and assistive technology.

The development of close collaboration and partnership with relevant stakeholders, through a community-based delivery model, is a fundamental aspect of the role and SENOs work diligently to signpost, advise and inform all stakeholders relevant to the needs of the student with special educational needs in a complex and changing educational context. The SENO role is a multi-faceted and responsive role aimed at supporting the inclusion of the student with special needs in their appropriate educational setting. SENOs provide valuable professional development opportunities for educators and ensure schools adhere to national policies governing special education. SENOs are dedicated advocates, ensuring that children with SEN receive the best educational support possible.

Each SENO has a designated geographical area and works in a team reporting to a Team Manager. Each team is comprised of a number of professionals, including advisors, visiting teachers, therapists and behaviour practitioners'. SENOs work reflectively on the processes and protocols that support students with special education needs and form an integral part of NCSE delivery to schooling communities, students and their parents. Acting as liaisons, SENOs bridge the gap between schools, parents, and external agencies, fostering collaboration to provide suitable services and interventions for SEN students. They may also mediate disputes and offer conflict resolution solutions.

Duties

Each SENO is responsible for fulfilling the functions of the Council within a designated district of operations in relation to the identification of and delivery



and co-ordination of education services to students with disabilities. These include:

- Reviewing a school's allocation of SNA supports in respect of students with significant care needs in line with NCSE and Department of Education policy
- Provide advice to schools, as appropriate, in line with the model of allocation of additional teaching support to schools.
- Providing input into reports to the DoE in relation to applications for assistive technology and school transport for students with special educational needs.
- Planning and implementing a continuum of support in schools for students with special educational needs (SEN), ranging from mainstream class settings, to special classes and special schools.
- Developing cross-sectoral linkages at local level with other Agencies and Government Departments in the education and health sectors, including the National Educational Psychological Service (NEPS) and the Schools' Inspectorate in the DoE, the HSE, relevant voluntary bodies and TUSLA.
- Participating in NCSE working groups e.g., relating to NCSE research or policy.
- Implementing changes that arises from time to time in relation to core SENO activity.
- Maintaining and ensuring appropriate data regarding applications is retained, in line with data protection policy.
- Reporting to the Team Manager in relation to the performance of these duties.
- Providing information, direction and support to parents seeking guidance about relevant services, resources and placement options.
- Planning for the provision of specialist placement options suited to the needs of students.
- Providing necessary detail and information in the context of legal challenges and cases.
- Working with relevant agencies, parents and/or school communities to support students whose placements are in danger of breaking down or who are on reduced school days.
- Support school communities in the deployment of SNA supports.
- Support students at points of transition into and from educational placement.



- Working collaboratively with team members to deliver local service provision to school communities.
- Other duties that may be determined from time to time.

Vacancies

NCSE is now establishing panels of qualified applicants, to fill current and anticipated Special Educational Needs Organiser vacancies which may arise in the following counties, **Dublin, Wicklow, Cork and Galway.**

On the application form candidates **may select up to three counties** in order of preference but should only select counties where they would be prepared to work if offered an appointment.

***Some of these vacancies may be in an area requiring fluency in Irish. Candidates who wish to be considered for these may be required to undergo a test in order to satisfy the National Council for Special Education of their ability to communicate effectively in Irish.**

Section 3: Person Specification

Eligibility Criteria

1. Candidates must have:

On or before 3pm on the 16th May 2024, a qualification of at least Level 8 on the National Framework of Qualifications in (but not limited to) the following areas; Behaviour including Applied Behaviour Analysis, Behaviour and Cognitive Therapies, Child and, Family Development , Childcare including Early Childhood Education and Care, Community Studies; Counselling and Psychotherapy , Disability Studies, Education (including Special Educational Needs, Special Education Needs Coordination, Inclusive and Special Education, Montessori Education, Educational Leadership, Remedial Education), Health / Healthcare / Healthcare Management; Mental Health Care, Nursing (including Intellectual Disability Nursing, Mental Health Nursing); Occupational Therapy, Psychology

And

- a) at least one years' post qualification experience working in the area of education and/or care of children with special educational needs, or the delivery of other services to people with disabilities.

Essential Requirements

2. Candidates must also:

- a) Demonstrate maturity of judgment and effective interpersonal and communication skills.
- b) Have the ability to assess and deal with difficult or emotive issues in a realistic and constructive manner, particularly in face-to-face situations.



- c) Have excellent interpersonal, operational, organisational and problem-solving skills.
- d) Have excellent communications skills, both oral and written.
- e) Have an open and flexible approach to work.
- f) Have a good understanding of special education needs, issues, and services.
- g) Be able to work effectively as a team member under the direction of the Team Manager.
- h) Be able to make decisions within the parameters set down by NCSE management.
- i) Be able to work on their own initiative, including the ability to manage time effectively and to manage and prioritise workloads.
- j) Have the capacity to develop a strong network of relevant local and other contacts inside and outside the organization.
- k) Have the capacity to develop and implement innovative but workable solutions within the prevailing Department of Education policy parameters to unusual problems/situations which may arise from time to time.
- l) Have an understanding and commitment to the administrative aspects of the role including records management.

Competencies

In addition to the above, applicants must demonstrate, by reference to specific examples from their career to-date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Special Educational Needs Organiser, as identified in the following competency framework.

Analysis & Decision Making
<ul style="list-style-type: none">• 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
Management & Delivery of Results
<ul style="list-style-type: none">• Takes responsibility and is accountable for the delivery of agreed objectives• Successfully manages a range of different projects and work activities at the same time• Structures and organises their work effectively• Is logical and pragmatic in approach, delivering the best possible results with the resources available



- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Building Relationships & Communication

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity

*Generally based on Higher Executive Officer Level Competencies

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore, candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Section 4: Application and Selection Process

How to Apply

Please note that Orange Recruitment will be administering the competition on behalf of the NCSE.

Please see attached link for further details including the application process:

<https://orangerecruitment.ie/register-ncse/>

Please note that all sections of the application form, must be fully completed or your application may receive no further consideration.

Closing Date

Your application must be submitted no later than **3pm on 16th May 2024.**



All queries relating to this recruitment campaign should be directed to **reception@orangerecruitment.ie** with the subject heading Special Educational Needs Organiser.

Interviews for these posts are likely to commence at the beginning of June.

Candidates should make themselves available on the interview date(s) specified by the Orange Recruitment/NCSE and should make sure that the contact details specified on the application form are correct.

The onus is on each applicant, to ensure that they are in receipt of all communication from Orange Recruitment/NCSE. Orange Recruitment/NCSE accepts no responsibility, for communication not accessed or received by an applicant. **Applications will not be accepted after the closing date of 3pm 16th May 2024.**

Selection Process

Selection Methods

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the NCSE may decide that a limited number only will be called to interview. In this respect, the NCSE provides for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Panel

Through this competition, the NCSE will establish panels of the successful candidates in order of merit. These panels will expire after 18 months.



Any candidate on a panel who refuses an offer of assignment, will be placed at the bottom of that panel and no further offer of assignment will be made to that candidate during the life of that panel until an offer has been made in turn to all other candidates on that panel. When the end of a panel is reached, offers will be made to candidates who previously refused an offer. If this second offer is refused by all candidates, the panel will be deemed to be exhausted.

Any candidate on the panel who is not offered appointment during the lifetime of a panel will have no claim to assignment; thereafter merely because of having been on the panel. If the panel, prior to its expiry date, is deemed to be exhausted.

GENERAL INFORMATION

Appointment process from panels

Offers of appointment must be accepted within a maximum period of five working days from date of offer; otherwise the offer will be considered as having been refused. If a person refuses, or is deemed to have refused, the post will be offered to the next candidate on the panel for the specific county in accordance with the order of merit. If a candidate:

- Accepts an offer, then he/she will be removed from all other panels for which they have applied.
- Declines an offer for a particular county, he/she will be removed from that panel for that county and will not during the lifetime of the panel be offered a post for that county, but will remain on the panel(s) in respect of all other counties, which he/she has ranked higher on his/her application form.

Appointments from Panels

The NCSE will establish panels of suitably qualified individuals to fill vacancies. If a candidate is offered and accepts a position, they must be available to take up that position within a reasonable time frame. The NCSE has no foresight as to how many vacancies may be filled over the lifetime of the panel and potentially candidates may not be reached on the order of merit.



Prior to recommending any candidate for appointment to this position the NCSE will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. Until all stages of the selection process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Qualification and placement on a panel is not a guarantee of appointment to a position. Once reached on the panel, a candidate will normally be considered for one position only. Once assigned to a position, a candidate will be removed from the panel will no longer be considered for any future positions.

It is not envisaged that appointments will be made from this competition after January 2026.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deferrals from Panels

Candidates should be aware that all vacancies, are for immediate positions. There is no option for candidates to defer their place on the panel once their place is reached e.g. to complete their studies, or to finish an existing project. Start dates are arranged at the discretion of the employing department or organisation and candidates will be required to take up duty within a reasonable timeframe once assigned to the position.

Declining an Offer of Appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, the NCSE may at its discretion, select and recommend another person for appointment on the results of this selection process.

Deeming of candidature to be withdrawn

Candidates who do not attend/undertake any subsequent stage of the selection process as requested, attend for interview or other test when and where required by Orange Recruitment or who do not, when requested, furnish such evidence as Orange Recruitment and NCSE require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to Orange Recruitment, including all forms issued by Orange Recruitment for completion, within the time specified. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.



Reschedule Requests

Reschedule requests will only be considered under exceptional circumstances as deemed acceptable by the NCSE (e.g. Bereavement/Illness). Please note that Orange Recruitment and the NCSE may request supporting documentation as evidence.

If Orange Recruitment /NCSE are not notified of any issues you experience in advance of or on the day of your assessments/interview, we will not be in a position to address these after the fact.

Communication

Candidates should note that all communications relating to this competition including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address is provided on the application form and should check that email address on a regular basis.

Candidates should make themselves available on the date(s) specified by the National Council for Special Education and ensure that the contact details specified on the application form are correct.

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

NOTE: Candidates should note that where a short listing exercise based on the information supplied in the application form is applied, a board will examine application forms and assess them against pre-determined criteria based on the requirements of the position as outlined in this booklet. It is therefore in candidates' interest to provide a detailed and accurate account of their experiences relevant to this post in the application form.

Candidates must produce satisfactory documentary evidence of all relevant qualifications and experience claimed by them, if required.

Section 5: Eligibility to Compete

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who has a stamp 4 visa¹ or a stamp 5 visa;

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

¹ Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between



the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies e.g. Work sharing, Shorter Working Year, Remote Working (operated on a 'blended' basis) etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.



The Civil Service also operates a Mobility scheme for all general service grades. This scheme provides staff with career opportunities to learn and partake in diverse roles across a range of Civil Service organisations and geographical locations.

Section 6: Principal Conditions of Service

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Act 1956 to 2005, the Public Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Pay

The salary scale for this position, with effect from 01st January 2024 is as follows:

Personal Pension Contribution (PPC) Pay Rate:

€37,211 €39,683 €40,345 €43,644 €46,954 €50,264 €53,660 €55,803 €57,958 €60,130 €62,289
€64,454 €66,620 €68,777 €70,954 €73,359(LSI1) €75,761(LSI2)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a **Permanent** position on a probationary contract in the Civil Service. The probationary contract will be for a period of twelve months from the date specified on the contract.



During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner,
- (ii) Have been satisfactory in general conduct, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) Civil Service Regulation Acts 1956 – 2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the National Council for Special Education and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Act 1977 - 2015

The Unfair Dismissals Acts 1977-2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Duties

The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any business which would interfere with the performance of official duties.



Headquarters

The officer's headquarters will be such as may be designated from time to time by the CEO of the National Council for Special Education. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Hours of attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41 hours and 15 minutes gross or 35 hours net of breaks per week. Flexibility will be required with regard to extra attendance, which may be required from time to time for matters such as meetings with parents and interest groups.

Annual Leave

On recruitment, the annual leave allowance will be 25 working days in a year in the first five years of service, rising to 29 after 5 years' service and to 30 working days after 10 years' service. The annual leave allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the employing Department/Organisation. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this appointment.

Prior approval of publications

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.



Political Activity

During the term of employment the officer will be subject to the rules governing public servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following website www.circulars.gov.ie

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a



teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health-Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to NCSE.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per



the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note;** ASC deductions are in addition to any pension contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

The foregoing represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Section 7: Important Information

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Clearance Procedure

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided, verification of identity, qualifications, experience, and medical status, and the provision of references. However, should your application for the competition be unsuccessful this form will be destroyed by NCSE. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is **mandatory** for you to furnish a **Police Clearance Certificate** from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate **Police Clearance Certificate for each country you have resided in**. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.



Please note that NCSE is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. NCSE reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other important information

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the National Council for Special Education are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the National Council for Special Education will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates with Disabilities

Candidates who have indicated on their application or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide NCSE with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to Orange Recruitment at reception@orangerecruitment.ie by **3.00pm on 16th May 2024** you should email a scanned copy of the report to reception@orangerecruitment.ie

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact our Disability Liaison Officer Mary Curran at



mary.curran@ncse.ie For further information on the accessibility of our service please see our [Accessibility page](#).

Section 8: Review Procedures

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken, by a candidate should they be dissatisfied with an action or decision taken by the National Council for Special Education (NCSE). The NCSE will consider requests for review in accordance, with the provisions of Section 7 of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of NCSE) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within five working days of notification of the decision, and should normally take place between the candidate and a representative of the NCSE who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within two working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within two working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days, of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within four working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by NCSE that may have compromised the integrity of the decision reached in the appointment process. The complaints



process enables candidates (or potential candidates) to make a complaint under Section 8 to the Chief Executive Officer of the NCSE in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify, the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant, cannot support their allegations by setting out how the National Council for Special Education has fallen short of the principles of this Code.

On receipt of a complaint, NCSE may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the NCSE to suspend an appointment process, while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice, is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason, including the provision of feedback and/or the outcome of rechecks.

Section 9: Candidates Obligations

Candidates must not:

- knowingly or recklessly provide false information,
- canvass any person with or without inducements,
- personate a candidate at any stage of the process,
- Interfere with or compromise the process in any way.

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

A third party must not impersonate a candidate at any stage of the process.



Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials or interview(s) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

The NCSE does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek, written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate, and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Contravention Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- They will be disqualified as a candidate and excluded from the process.
- Has been appointed to a post following the recruitment process, they will be removed from that post.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned,
- Be suitable on the grounds of character,
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:



- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed,
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Council for Special Education, or who do not, when requested, furnish such evidence as the National Council for Special Education require in regard to any matter relevant to their candidature, will have no further claim to consideration. Candidates are expected to provide all requested documentation to the NCSE, including all forms issued by NCSE for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.

Section 10: General Data Protection Regulation

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within the NCSE, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by NCSE's Competitions & Recruitment section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). The data submitted will not be used for any other purpose and will be retained in accordance with the Department's retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/678 (GDPR). Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.



In line with the Data Protection Acts 19 88-2018 and the General Data Protection Regulation 2016/679, you maintain, among others, the following rights in this regard;

- To receive a copy of the personal data that we hold about you;
- To request that any inaccurate data that is held about you is corrected or, if we have incomplete information, you may request that we update the information such that it is complete;
- To request, in certain circumstances, that we erase your personal data;
- To restrict processing;
- To have your personal information sent directly to yourself or to another organisation.

To make a request to access your personal data please submit your request by email to: dataprotection@ncse.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the National Council for Special Education are set out at <https://ncse.ie/ncse-data-protection>