A person appointed as a Pro-Rata Teacher (PRT) will be offered a contract for a set number of hours each week over the full school year. The contract will commence no later than 1st November 2020 and will run until 31st August 2021. All vacancies are subject to the Director of Redeployment agreeing to the posts being filled, following the completion of the 2020 Redeployment Scheme. All appointments are subject to assessment, confirmation, and approval of academic qualifications for the jobs as advertised, confirmation of Teaching Council registration, confirmation of medical fitness to work and final sign off by the Chief Executive, City of Dublin Education and Training Board.

A number of the posts advertised are Specific Purpose, this means that they are there to provide cover for a teacher on officially approved leave e.g. career-break, job-share, secondment or to cover a teacher who has been internally reassigned within the CDETB.

Before applying for a PRT position applicants are advised to read both this Memo of Information and the Department of Education and Skills Circular Letter CL0052/2013. This Circular can be accessed on the Department’s website under www.education.ie Home – Education Staff – Information – Employment Terms and Conditions – Registration with the Teaching Council – Section 30.

Applications are invited for the following positions which may arise in the Board’s Schools/Colleges for the 2020-2021 academic session, at Pro-Rata level. (Panels may be formed from which appointments may be made during the 2020-2021 academic session.)

**POST PRIMARY**

| PP20037 | Adventure Sports | Colaiste Eoin | 11 |
| PP20038 | Art & Learning Support | Colaiste Eoin | 11 |
| PP20039 | Biology | St. Kevin’s College | 22 |
| PP20040 | English | Pearse CFE | 7 |
| PP20041 | French | Kylemore College | 22 |
| PP20042 | German & History | Ringsend College | 11 |
| PP20043 | History & Geography | Colaiste Eoin (Specific Purpose to cover Career Break) | 22 |
| PP20044 | Home Economics | Colaiste Eoin | 22 |
| PP20045 | Irish | Colaiste Eoin, Larkin CC, Ringsend College | 22 |
| PP20046 | Irish & Music | Cabra CC | 22 |
### PP20047
- **Materials Technology (Wood) & Technical Graphics**
- **School/Centre**: Colaiste Eoin
- **Hours Available**: 22

### PP20048
- **Metalwork & Engineering**
- **School/Centre**: Ringsend College
- **Hours Available**: 22

### PP20049
- **P.E.**
- **School/Centre**: Ringsend College
- **Hours Available**: 11

### PP20050
- **Religion & SPHE**
- **School/Centre**: Ringsend College
- **Hours Available**: 22

### PP20051
- **Resource**
- **School/Centre**: Colaiste Eoin
- **Hours Available**: 22

### PP20052
- **History**
- **School/Centre**: Marino College *(Specific Purpose to cover Job Share)*
- **Hours Available**: 11

### PP20053
- **Music**
- **School/Centre**: Marino College *(Specific Purpose to cover Job Share)*
- **Hours Available**: 11

### PP20054
- **Mathematics**
- **School/Centre**: Marino College *(Specific Purpose to cover Secondment)*
- **Hours Available**: 12

### FURTHER EDUCATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Post Title</th>
<th>School/Centre</th>
<th>Total Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>FE20019</td>
<td>Occupational Therapy</td>
<td>Colaiste Dhulaigh CFE</td>
<td>11</td>
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<tr>
<td>FE20020</td>
<td>Social Care &amp; Occupational First Aid (PHECC approved)</td>
<td>Colaiste Dhulaigh CFE</td>
<td>22</td>
</tr>
<tr>
<td>FE20021</td>
<td>International Marketing</td>
<td>Marino College</td>
<td>22</td>
</tr>
<tr>
<td>FE20022</td>
<td>Travel &amp; Tourism</td>
<td>Marino College <em>(Specific Purpose to cover Job Share)</em></td>
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</tr>
<tr>
<td>FE20023</td>
<td>Communications</td>
<td>Marino College</td>
<td>15</td>
</tr>
<tr>
<td>FE20024</td>
<td>Nursing Studies</td>
<td>Marino College</td>
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</table>

### POST PRIMARY AND FURTHER EDUCATION

<table>
<thead>
<tr>
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<th>Post Title</th>
<th>School/Centre</th>
<th>Total Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF20005</td>
<td>Linguistics &amp; Sociology</td>
<td>Plunket CFE</td>
<td>17</td>
</tr>
<tr>
<td>PF20006</td>
<td>E.S.O.L.</td>
<td>Marino College <em>(Specific Purpose to cover Internal Reassignment)</em></td>
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</table>
EDUCATION SERVICE TO PRISONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Post Title</th>
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<th>Total Hours Available</th>
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</thead>
<tbody>
<tr>
<td>EP2005</td>
<td>Business Studies</td>
<td>Education Service to Prisons (Specific Purpose</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to cover Job Share x 2 posts)</td>
<td></td>
</tr>
<tr>
<td>EP20006</td>
<td>ICT Skills (Business Applications)</td>
<td>Education Service to Prisons (Specific Purpose</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to cover Job Share x 2 posts)</td>
<td></td>
</tr>
</tbody>
</table>

YOUTHREACH

<table>
<thead>
<tr>
<th>Code</th>
<th>Post Title</th>
<th>School/Centre</th>
<th>Total Hours Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>YR20003</td>
<td>English</td>
<td>Pleasants Street Youthreach</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pleasants Street Youthreach (Specific Purpose</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to cover Job Share) (Inspire Prog.)</td>
<td></td>
</tr>
</tbody>
</table>

The City of Dublin ETB reserves the right to change or withdraw any of the above posts without prior notification. Whilst the initial vacancy may be in one centre, the City of Dublin ETB reserves the right to transfer teaching staff within the CDETB Scheme as a whole according to the requirements of the scheme.

All hours indicated are subject to satisfactory enrolments and may vary due to timetabling requirements.

Citizenship Requirement:
Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

EXCLUSIONS

Candidates should note that persons who have taken part in public service early retirement schemes are not eligible to take part in this competition. If you retired under one of the schemes, you should contact your pension provider and ensure that you are eligible to work in the public sector. Please note that you are required to inform them due to pension abatement rules.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. 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.

If you have partaken in any of the above scheme please contact the organisation you were employed with regarding any implications of taking up employment in the Public Sector again.

CONDITIONS OF APPOINTMENT:
1. **QUALIFICATIONS**

2. **NOTIFICATION ON SUBJECT REQUIREMENTS AS ADVERTISED:**
   For your information please note that where posts are advertised thus:
   
   English and French
   
   this means that applicants must have both subjects (i.e. English and French) in the final year of a three year degree or in 3rd year of a four year honours degree.

3. **TEACHING COUNCIL:**
   All teachers appointed to posts in recognised schools must be registered with the Teaching Council of Ireland. This requirement does not apply to centres for education or other education or training setting.

4. **SALARY:**
   As per salary scales laid down by the Department of Education & Skills. (Salary pro-rata commensurate with number of contract hours).
   
   In certain circumstances an applicant may be allowed to enter on the salary scale at a point above the minimum.

5. **BIRTH CERTIFICATE:**
   The person appointed to the post must obtain, at his/her own expense, a Birth Certificate for the Board.

6. **HEALTH CERTIFICATE:**
   The person appointed must obtain, at the Board’s expense, a satisfactory Health Certificate from a doctor nominated by the Board.

7. **REFERENCES:**
   If called to interview you will be requested to bring copies of two current references with you. {These do not necessarily have to be from the referees you have nominated on your application form}.

8. **KEY AREAS OF THE INTERVIEW:**
   Candidates should please note that questions relating to the following five key areas will form part or all of the interview. In the case of interviews for Clonturk Community College, which is a CDETB Community College in partnership with Educate Together, there is an additional key area (No. 6 below) in the interview process. This key area is Commitment to Ethos.
   
   1. **Knowledge and understanding of the course/syllabus and requirements**
      The candidate should demonstrate a secure knowledge of the subject area of the course/syllabus that they will be teaching and should also be fully aware of the specific requirements of the course/syllabus they will be teaching.

   2. **Planning and preparation**
      The candidate should demonstrates a knowledge and understanding of how to structure class plans/year plan of a variety of teaching methods of a range of monitoring and assessment methods

   3. **Professional responsibility (Classroom management)**
      The candidate should demonstrate a knowledge and understanding of classroom management techniques, understand what is meant by a duty of care to the students, and show commitment to their own professional development and training.
4. **Information handling**  
The candidate should demonstrate knowledge of how to maintain records on student progress and attainment.

5. **Interpersonal skills:**  
The candidate should demonstrate an ability to communicate clearly and an awareness of the diplomacy and sensitivity required when dealing with others (students/staff/parents) and an appreciation for other people’s opinion.
9. **GARDA VETTING:**
CDETB is registered with the National Vetting Bureau (NVB) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board’s recruitment and selection process, offers of employment to all posts will be subject NVB disclosure.
CDETB reserves the right to re-vet all staff employed in positions which entail working with children and vulnerable adults at any time during their employment.

**Superannuation & Retirement**
The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public 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 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- **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 that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
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 pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

Notes:
Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the CDETB. Therefore candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.

COMPLETED ON-LINE APPLICATION FORMS SHOULD BE SUBMITTED NOT LATER THAN 12 NOON ON FRIDAY, 7th AUGUST 2020

LATE APPLICATIONS WILL NOT BE ACCEPTED
CVs alone will not suffice. Shortlisting of candidates may take place.
Canvassing will disqualify
City of Dublin Education and Training Board is an equal opportunities employer.

Carol Hanney
Chief Executive