



**A USEFUL GUIDE TO THE
PROCEDURES TO BE FOLLOWED
WHEN RECRUITING & APPOINTING
TEACHERS**

DIOCESE OF KILDARE & LEIGHLIN

*This Booklet is intended to help Boards of Management and Independent Assessors ensure that the correct procedures are followed when recruiting teachers for **24 calendar weeks or more**. It is informed and underpinned by Circular 44/2019.*

Confidentiality must be maintained throughout the entire process.

STEP 1: I HAVE AN APPOINTMENT OF 24 WEEKS OR MORE IN DURATION

When filling a teaching post, the Board of Management should first ensure that:

- It is in compliance with the DES' rules with regard to staffing allocation and redeployment arrangements.
- **Termination of First Fixed-Term Contracts**
'All first fixed-term contracts must be terminated at the end of the school year and if the employment is continuing for the following year, it must be automatically re-advertised by the employer and a new recruitment process undertaken for the filling of the post for the second year. Therefore, the employer must terminate the contract and cannot provide a new fixed term contract to any teacher unless it advertises and interviews first. 'Circular 44/19 6.1
- Check that the post is not required to meet obligations to any existing CID holding teachers or teachers who might be eligible for a CID.
- It is clear what type of contract is being offered; permanent, fixed term or specified purpose see **page 9** for an explanation of the difference between fixed term and specified purpose contracts
- Any Internal Panel already established following previous interviews has expired or has been exhausted. Such a Panel can be used to fill fixed term or substitute vacancies for a duration **equal to or shorter** than the vacancy advertised.
Please note that permanent positions cannot be filled from a panel established after interviews for a temporary position. The Panel expires 4 months from the date on which the Board approves the appointment of the successful candidate.

STEP 2: WHAT DOES THE SCHOOL NEED?

- The Board of Management should facilitate a discussion on the needs of the school. Recent WSE Reports, Curriculum Evaluation Reports, Follow Through Reports should all inform this discussion. **Page 10** of this document on *Developing Criteria* will be helpful in this discussion.
- The Board of Management should decide the minimum number of applications required in order to proceed to interview. If the minimum number is not achieved then the position is re-advertised with the provision that previous applicants need not reapply. *(The re-advertisement should state that previous applicants need not re apply)*
- The Patron requires that all teachers appointed must have a **Certificate in Religious Education/Studies** from a provider recognised by the Catechetics Council of the Irish Episcopal Conference. Details of these providers can be found on **page 11** of this document.

STEP 3: I'M READY TO ADVERTISE

- Teaching Posts can be advertised on www.educationposts.ie or www.staffroom.ie
- Teachers on fixed term contracts including those on leave of absence from the school must be notified in writing of the details of the vacancy.

- You will need the following information for the advertisement:
 - Name, address and roll number of school; total number of teaching posts; status of the post; date on which advertisement is to go live and date on which it expires (*14 calendar days later*) expected commencement date of position; current enrolment; school type; school structure; patronage; classification; Droichead Status; nature of the duties which may be initially allocated to the post (*state that these duties may change*)
- In placing the advertisement, you will also need the following information:
 - Whether you require a standard Application Form **or** a Curriculum Vitae
 - What supporting documentary evidence should accompany the application
Evidence of a recognised qualification in Religious Education is required for all positions advertised in the diocese of Kildare & Leighlin
 - Whether an internal panel of suitable applicants will be established following interview.
 - The number of referees required. (*Minimum of three*)
 - How you wish to receive applications, by email or post?
 - If by post do you require envelopes to be marked '*Application?*'
 - If by post do you require a stamped addressed envelope for the return of documentation?
- **Applications by Post**
 - If applications arrive by post all envelopes should be stamped with the date of receipt. **Envelopes must not be opened until the Interview Board has its shortlisting meeting.**
- **Applications by Email**
 - If applications are by email, a separate email account must be set up for this purpose. Access to this account is restricted to members of the Interview Board. Closing date and time must be adhered to. The date and time of receipt is as recorded on the email. **Email applications are opened and downloaded by the Interview Board at its shortlisting meeting only.**

STEP 4: WHO IS ON THE INTERVIEW BOARD?

- The Interview Board for teacher appointments is made up of the Chairperson of the Board of Management, the Principal and an approved Independent Assessor appointed by the Patron. The Board can select four Independent Assessors from the List of Approved Independent Assessors which is available from the Diocesan Office. The Form to be used is available on **page 12**. Once their selection is approved by the Patron any one of the four Independent Assessors can form part of the Interview Board for all of the school's recruitment processes until the formation of the next Board of Management, when they are reviewed.
- ***If a teacher post is to be filled after a new Principal has been appointed but before they have taken up duty, the newly appointed principal sits on the Interview Board.***
- The Interview Board must have gender balance

- Any change to the Interview Board must be discussed with the Diocesan Education Office and a new approval form completed and signed.

STEP 5: WHAT ARE THE DUTIES OF THE INTERVIEW BOARD?

The Interview Board's first duty is to arrange a shortlisting meeting as soon as possible after the closing date for applications. The chairperson should ensure that the following are available for the Interview Board

- A copy of the advertisement for each member.
- The findings of the need's assessment undertaken by the Board of Management
- The unopened applications if received by post
- Access code for email applications and arrangements to download and print applications if desired by Interview Board
- A copy of chapter 2 of Circular 44/2019
- A copy of the Governance Manual for Primary Schools 2019-2023

There are a number of tasks to be completed at the Shortlisting meeting.

- Appoint a member of the Interview Board to take minutes of the meeting and record all decisions.
- Appoint a chairperson of the Interview Board

PRIOR TO OPENING THE APPLICATIONS

- Establish Stage 1 criteria for the initial assessment of applications **page 12** of this document may be helpful in this task. *Note that criteria established at Stage 1 and Stage 2 shall not lead to discrimination under any of the nine grounds set out in Section 6(2) of the Employment Equality Act 1998-2008; gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community.*
- Establish Stage 2 criteria and scoring system. There are some suggestions for developing these criteria on **page 14** of this document. These criteria should take account of any input from the Board of Management.

OPEN APPLICATIONS

- Ensure that no member of the Interview Board has a relationship with any applicant that might require a disclosure of interest/integrity. *(See Circular 44/2019 page 25, 12.1-12.6)*
- Using the agreed Stage 1 criteria eliminate those candidates who are not eligible to proceed to Stage 2.
- Using the agreed Stage 2 Criteria and scoring system decide which candidates will be called for interview. *If there are three or fewer eligible candidates, then all should be called for interview. If the minimum number of applicants specified by the advertisement has not been met, then the post is re-advertised.*
- Decide on questions under each criterion. Each candidate will be asked the same questions but, this does not preclude different, supplementary questions to each

candidate based on their initial response. Decide who will ask the individual questions. Consider the type of responses required to each question. *If there are key words, ideas, concepts that you would like the candidate to refer to in their responses it might be useful to note them at this stage. Note that questions must be phrased so as not to lead to discrimination under any of the nine grounds set out in Section 6(2) of the Employment Equality Act 1998-2008; gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Travelling Community.* Agree which member of the Interview Board will bring copies of the questions for each assessor to the interview.

- Decide on who will prepare and bring Marking Sheets to the interviews. Individual Marking Sheets are required for each member of the Interview Board marked Assessor A, Assessor B and Assessor C.
- A Master Marking Sheet for total marks is also required.
- Decide what additional documentation is required from candidates.
- Agree dates and venue for interviews. Invitations to interview should normally be within three calendar weeks of closing date for receipt of application. At least '**seven days**' notice of interview must be given. Interviews are to be held outside of school hours.
- Decide on time and length of each interview. Assign candidates to time slots.
- Decide how candidates will be invited to interview either by post or by email.

INCLUDE IN THE INVITATION TO INTERVIEW

- Location and time of interview
- Details of the established criteria for the post
- A copy of the Schedule for a Catholic School
- Request for the applicant to notify the Interview Board if any additional assistance is required in relation to a special need
- Additional documentation required
- Request to confirm attendance

If inviting candidates by email, please ensure that confidentiality is maintained by emailing on an individual basis.

FINALLY:

- Agree who is issuing the invitation to interview.
- Ensure that there will be a receptionist available to welcome candidates
- Agree the decisions to be recorded in the Minutes

STEP 6: THE INTERVIEW

On the day of interview, the chairperson should:

- Ensure that the interview room is appropriately organised and that a waiting area is available. It would be preferable if candidates did not meet each other in waiting area.

- Clarify with receptionist that they must not comment on any aspect of the process to individual candidates.
- Distribute questions and marking sheets to each member of the Interview Board.
- Agree a cut-off mark below which candidates will not be considered for the post.
- Brief members of the Interview Board on recording of notes and marks. *Remind the members of the Interview Board if there are key words, ideas, concepts that you would like the candidate to refer to in their responses as discussed in Step 5.*
- All documentation will be collected by the chairperson at the end of the interview process. It is important that a clear record is kept justifying marks awarded. Remind members that candidates can request their individual marks.

STEP 7: AFTER THE INTERVIEW

- Each member of the Interview Board completes their individual marking sheets for each candidate. The Chairperson fills in the Master Marking Sheet with the total marks for each candidate.
- The individual marks are added together and the final mark for each candidate determines the ranking of candidates for appointment. *This is important in the event that the references of the highest-ranking candidate are not deemed suitable by the Interview Board, or s/he declines the offer.* If an Internal Panel is to be created ensure that a record of candidates deemed to be suitable in order of merit is completed and retained.
- The Interview Board formally agree the candidate to be recommended to the Board of Management for appointment.
- The Master Marking Sheet is signed and dated by all members of the Interview Board.
- The Chairperson collects all the individual marking sheets and any other documentation. *The information is to be retained together with the shortlisting documentation for 18 months and then shredded.*
- **Reference Check:** The references of the candidate/s to be appointed are checked. If the Chairperson has a concern arising from the reference check s/he must reconvene the Interview Board to consider the matter. A sample of possible reference check questions is available on **pages 15-16** of this document. The information obtained from this is placed on the successful candidate's employee file.
- The Interview Board should note that the questions on the **Primary Teacher Appointment Form** will be completed before being forwarded to Primary Payroll. This form changes annually so please download the most up to date version from www.education.ie.

STEP 8: BOARD OF MANAGEMENT MEETING

The Chairperson submits a written report to a Board of Management meeting, held **as soon as practicable** after the interview. This report details

- The selection procedures have been followed

- Notes if there has been any disclosure of interest/integrity to the Interview Board and its outcome
- The name of the highest ranked candidate/s
- Confirmation that the reference check has been carried out and that the references support the decision of the Interview Board
- The Board of Management is asked to agree to the appointment of the nominated candidate. This is done unless there is a good and sufficient reason not to do so and such reason was not known to the Interview Board; in which case the matter is referred to the Patron whose decision shall be accepted by the Board of Management as final.
- If there are two or more appointments to be made, the order of seniority shall be determined by their standing in the order of merit. This should be recorded in their employee files.
- The Chairperson seeks the written approval of the Patron through the Diocesan Education Office. The form to be completed for this approval is available on **page 17** of this document or on www.kandle.ie. This form can be scanned and sent by email to maeve.mahon@kandle.ie.
- The successful candidate is notified **once Patron approval** has been received.
- The notification letter of offer should state that the offer of employment is subject to the sanction of the Minister, confirmation of qualifications, registration with Teaching Council, compliance with statutory Garda vetting requirements and pre-employment medical screening. Sample letters of offer can be found on www.cpsma.ie
- As soon as the Chairperson has received written acceptance from the Letter of Offer and the PTAF has been completed all unsuccessful candidates should be notified in writing by post or email. Sample letters to unsuccessful candidates are available on www.cpsma.ie.

STEP 9: WRAP UP

- A contract of employment should be prepared in duplicate and signed by the Chairperson of the Board of Management and the successful candidate. Sample contracts are available on www.cpsma.ie.
- The Primary Teacher Appointment/Reappointment Form (PTAF) should be completed and forwarded to the Primary Payroll as soon as possible
- The Internal Panel, if constituted, should be retained for 4 months
- All documentation, criteria for shortlisting, notes, marking sheets etc is retained safely and securely for 18 months. This information is then shredded.
- All relevant documentation is placed on the successful candidate's employee file. A copy of the contract and PTAF should be given to the candidate.
- If email applications were received ensure all documentation is deleted from email account. It is good practice to change the password on the email account after each recruitment process.
- Ensure that the Independent Assessor is remunerated appropriately using CPSMA Guidelines which can be found on **pages 18-20** of this document.

DOCUMENTS TO BE PLACED ON EMPLOYEE FILE.

These documents must be kept safely and securely for the duration of the employment and then for a further seven years.

- A copy of the Registration Certificate / confirmation of current registration of the teacher from the Teaching Council of Ireland.
- A copy of the confirmation of medical fitness received from the Occupational Health Service.
- Contract of employment signed by Chairperson of the Board of Management and the successful candidate.
- Copy of PTAF sent to Payroll
- Confirmation of compliance with statutory vetting requirements
- Copy of the teacher's educational qualifications including recognised qualification to teach Religious Education
- Record of the Patron's Approval of the appointment
- Record of reference checks prior to approval of appointment

DOCUMENTS WHICH MUST ALSO BE RETAINED SAFELY AND SECURELY FOLLOWING A RECRUITMENT PROCESS.

These documents must be retained for 18 months for all applicants, including those not shortlisted for interview. After this period all documentation must be shredded.

- A copy of the Advertisement
- All Applications
- A copy of Stage 1 and Stage 2 Criteria
- The Interview Board Report for the successful applicant including confirmation of reference checks
- All documentation collected by the Chairperson following the interview process.

FIXED TERM AND SPECIFIC PURPOSE APPOINTMENTS

When should a fixed term appointment be made?

A fixed term appointment is made when the teacher is employed to cover a post where a teacher has taken leave to facilitate a

- job-sharing arrangement
- career break
- secondment
- service over seas

Fixed term contracts are also normally offered to teachers who are filling the following posts:

- Teacher Supply Panels
- EAL

The duration of the fixed term appointment cannot be for longer than the period of leave granted to the teacher who is being replaced.

When should a specified purpose appointment be made?

A specified purpose appointment is made where a teacher is employed to provide cover (including substitute cover) for a teacher who is on:

- carer's leave
- maternity leave
- adoptive leave
- sick leave
- parental leave
- exam leave
- unpaid leave of absence
- jury service
- health and safety leave
- personal leave
- leave having been elected as a TD/Senator
- leave while he/she is a candidate in a general election

A specified purpose appointment is distinct from a fixed term appointment in that the end date of the contract is not known or is uncertain.

IMPORTANT: DATE OF TERMINATION OF A FIXED TERM CONTRACT

Fixed term contracts beginning **on or before the first working day of November**: If a fixed term contract begins on or before the first working day of November, that contract may run to the day before the subsequent school year begins i.e. the day in August/September before the re-opening date for the following school year as the teacher is entitled to payment for the summer holidays.

Fixed term contracts beginning **after the first working day in November**. If a fixed term contract begins after the first working day in November, the fixed term contract should end

on the last school day in June to avoid a situation arising where the BoM may be obliged to pay the teacher (out of its own funds) for July and August. Obviously, a contract may end earlier than the last school day in June if the duration/reason for the fixed term contract expires earlier than that date and this was stated in the contract.



BOARD OF MANAGEMENT DISCUSSION ON NEEDS ASSESSMENT

The following will be helpful to the Chairperson in leading a discussion on the needs of the school when appointing a new teacher

	<p>Ask</p> <ul style="list-style-type: none"> ○ the middle management team ○ the staff ○ senior pupils/student council
	<p>It can be done formally or informally e.g.</p> <ul style="list-style-type: none"> ● Discussion ● Use a suggestions sheet ● Put a suggestion box in the staffroom ● Send a text ● Issue a Google/Microsoft Forms Survey
	<p>Look at the latest WSE report. Have a middle management team/staff/BOM brainstorming session to develop criteria. LOOKING AT OUR SCHOOL 2016 A Quality Framework for Primary Schools – Consider some of the 'Statement of practice' therein. Look at the criteria from previous interviews to consider an evolution.</p>
	<p>Based on the above or chosen aspects of it the principal and Chairperson should prepare to answer the question for the Independent Assessor– What does the school need at this time?</p>
	<p>One criterion that will always apply will be a recognised qualification to teach Religious Education and a commitment to uphold the Catholic Ethos in the classroom and throughout the school.</p>
<p>The work of the BOM informs the work of the Interview Board in finalising the criteria.</p>	

RECOGNISED QUALIFICATION TO TEACH RELIGIOUS EDUCATION

The Irish Episcopal Conference currently recognises certification from the following providers:

DCU INSTITUTE OF EDUCATION (ST PATRICK'S CAMPUS)

- Certificate in Religious Studies (CRS) in conjunction with Catholic Religious Education in the BEd
- Certificate in Religious Studies (CRS) in conjunction with Catholic Religious Education in the PMP
- Certificate in Religious Studies (part-time)
- Catholic Certificate in Religious Studies Supplementary (in fulfillment for those in possession of a CCRS from the Bishops of England and Wales)

FROEBEL COLLEGE/ST PATRICK'S COLLEGE, MAYNOOTH

- Certificate in Catholic Religious Education and Theological Studies as part of BEd
- Post-Graduate Certificate in Catholic Religious Education and Theological Studies as part of PMP

HIBERNIA COLLEGE

- From 2015: Certificate as part of PMP

MARINO INSTITUTE OF EDUCATION

- The Certificate Course as part of the BEd
- The Certificate Course as part of the PMP

MARY IMMACULATE COLLEGE,

- Certificate in Religious Education in conjunction with the BEd
- Qualification to teach Religious Education as part of the PMP
- Certificate in Religious Education (Graduate Programme)

ST. ANGELA'S COLLEGE, SLIGO

- Certificate in Primary School Religious Education (part-time)

ST. MARY'S UNIVERSITY COLLEGE, BELFAST

- Certificate as part of BEd Primary
- Certificate as part of PGCE (Post-Graduate Qualification)

Historically University of Coleraine, Certificate in Religious Education

For Further information see 'Recognition of Qualifications to Teach Catholic Education in Catholic Primary Schools on the Island of Ireland.' on www.kandle.ie

DIOCESE OF KILDARE AND LEIGHLIN

Application to Patron for approval of INTERVIEW BOARD FOR TEACHER/SNA APPOINTMENT OF 24 WEEKS OR MORE



The Board of Management of _____ School.

Roll Number: _____: County: _____: Parish: _____

ask for the Patron's approval for the following Independent Assessors from the Approved List to form part of the Interview Board for all Teacher/SNA appointments up to 31/12/2023.

1: _____

2: _____

3: _____

4: _____

Signed: _____ Date: _____

(Chairperson)

FOR DIOCESAN EDUCATION OFFICE USE ONLY

I hereby give my approval as Patron to any one of the above named to act as Independent Assessor on a Selection Board for the appointment of teacher or SNA in the above school up to 31/12/2023.

Signed: _____ Date: _____

Most Rev Denis Nulty
Bishop of Kildare & Leighlin

STAGE 1 CRITERIA: ASSESSING THE APPLICATIONS.



NAME: _____

DOES APPLICATION MEET THE FOLLOWING CRITERIA BEFORE BEING CONSIDERED FOR SHORTLISTING?

	Yes	No
Professional Teaching Qualifications Registered with the Teaching Council for the sector – Primary /Special Ed Teaching Experience Other Relevant Teaching Experience- Multi Class/Special Class		

IS THE APPLICATION IN COMPLIANCE WITH THE ADVERTISEMENT?

	Yes	No
• Is the envelope or the subject line in an email marked 'Application'?		
• Is the application addressed accurately based on the advertisement?		
• Are spellings and presentation to standard.		
• Is there a covering letter if requested in the advertisement		
• Did it arrived by the specified time?		
• Is all the documentation requested in the advertisement and no more?		
• Is there a recognised certificate for the Religious Education Qualification?		
• Are the names of the number of referees requested included?		

STAGE 2 CRITERIA

When finalising these criteria, the Interview Board should be cognisant of the following:



1. What is the job the person is being employed to do? If it is a teacher be careful not to be too prescriptive: for example, employing an 'learning support teacher' to a permanent position would limit the class allocation options open to the principal.
2. Any work done by the Board of Management in developing criteria
3. What key competencies are required? These should be developed for each school some examples might include: *(This is not an exhaustive or prescriptive list)*
 - a. relevant experience: understanding the needs of young children would be appropriate in a junior school; experience in a multi-grade setting; Full Teaching Council Recognition, Partial Teaching Council Recognition or Restricted Teaching Council Recognition
 - b. capacity to engage students in project work would be appropriate to a senior school;
 - c. knowledge of information and communications technology and the use of Aladdin;
 - d. relevant specific specialisation or qualification;
 - e. choral experience and a skill in leading groups of singers or choirs;
 - f. familiarity with 'The Incredible Years Programme' for behaviour management;
 - g. a demonstrable knowledge of 'A Quality Framework for Primary Schools';
 - h. Fliúirseacht ag labhairt Gaeilge;
 - i. a commitment to practising the faith.
4. It is important to distinguish between essential skills and abilities (without them a candidate could not do the job) & desirable skills and abilities (which would be an added bonus). Add any overriding factors that are relevant.
5. The following are the backdrop against which criteria must be drawn up and questions developed:
 - Rules for National Schools currently applicable
 - Requirements of the post
 - Provisions of Employment Equality Acts, 1998 – 2015
 - Code of practice (Equality Authority)
 - Professional qualifications; Registration with Teaching Council
 - Teaching experience
 - Other relevant experience

SAMPLE REFERENCE CHECK FORM
DIOCESE OF KILDARE & LEIGHLIN

CANDIDATE NAME:	TEACHING COUNCIL NO:
POSITION BEING CONSIDERED FOR:	SCHOOL:
NAME OF REFEREE:	PHONE NO:
RELATIONSHIP WITH CANDIDATE:	HOW LONG KNOWN/ WORKED WITH CANDIDATE:
COLLECTION STATEMENT: <i>(Ideally to be emailed to referee after introducing yourself and purpose of the call)</i>	
The information that you give me and the fact that you are one of <i>(candidate's name)</i> referees may be passed on to <i>(candidate name)</i> . If at some time you wish to gain access to the information that you give me, you could make arrangements to do so by contacting us at the school number Are you happy to proceed? Yes/ No	
POSITION HELD BY CANDIDATE IN CURRENT ROLE:	
DATES FROM: <i>date/month/year</i> TO: <i>date/month/year</i>	CONFIRMATION OF PUNCTUALITY AND RELIABILITY: <i>Excellent/Very Good/Good/ Fair/Poor.</i>
HOURS WORKED: <i>Include planning time</i>	REASON FOR LEAVING:

Would you describe (name) as being:
Honest: **Yes/No** Efficient: **Yes/No** Reliable: **Yes/No**

HOW WOULD YOU ASSESS THE FOLLOWING?

Use one of these possible ratings for each: Excellent/Very Good/Good/ Fair/Poor

TEACHING ABILITY: _____
PREPARATION, PLANNING & PROGRAMMING: _____
KNOWLEDGE & UNDERSTANDING OF CURRICULUM: _____
CLASSROOM MANAGEMENT: _____

HOW WOULD YOU DESCRIBE THEIR RELATIONSHIP WITH?

Use one of these possible ratings for each: Excellent/Very Good/Good/ Fair/Poor

PARENTS: _____
STAFF: _____
STUDENTS: _____

HOW WOULD YOU DESCRIBE THEIR...

Use one of these possible ratings for each: Excellent/Very Good/Good/ Fair/Poor

INITIATIVE: _____

**ABILITY TO ENSURE A SAFE/
HEALTHY /CLEAN
ENVIRONMENT:** _____

What would you consider to be his/her strengths/attributes?

What was their greatest achievement whilst in their current employment?

What areas require development/training/improvement?

Can you give me 3 words to describe (*candidate's name*) personality?

Was their conduct always appropriate? **Yes/No**

How was their attendance record?

Excellent/Very Good/Good/ Fair/Poor

(*Name*) is being put forward into positions where they will be working with children in a school environment

Under the current guidelines of child protection are there any reasons you can see why this person should not be engaged to work with children. **Yes/No**

FURTHER COMMENTS:

SIGNED: _____

DATE: _____

DIOCESE OF KILDARE AND LEIGHLIN
APPLICATION TO PATRON FOR APPROVAL OF A TEACHER APPOINTMENT



The Board of Management of _____ School.

Roll Number: _____ County: _____ Parish: _____

having followed all appropriate procedures, ask for the Patron's approval for
_____ to be appointed as teacher with a

Permanent: Fixed Term Specified Purpose Contract

If Fixed Term/Specified Purpose length and nature of post _____

The teacher is appointed from the Main Panel: Supplementary Panel Holds a CID:

Interviewed Twice or more in preceding years Open Competition:

The teacher has a recognised qualification to teach Religious Education

THE INTERVIEW BOARD MEMBERS WERE:

CHAIRPERSON: _____

PRINCIPAL: _____

INDEPENDENT ASSESSOR: _____

DATE OF SHORTLISTING MEETING: _____

NUMBER OF APPLICATIONS: _____

DATE ON WHICH INTERVIEWS WERE HELD: _____

NUMBER OF CANDIDATES INTERVIEWED: _____

Signed: _____ Date: _____

(Chairperson)

FOR DIOCESAN EDUCATION OFFICE USE ONLY

I hereby give my approval as Patron to the above named to be appointed as teacher:

Permanent: Fixed Term Specified Purpose in the above school.

Signed: _____ Date: _____

Most Rev Denis Nulty, Bishop of Kildare & Leighlin

DIOCESE OF KILDARE & LEIGHLIN

APPLICATION TO PATRON FOR APPROVAL OF SNA APPOINTMENT



The Board of Management of _____ School.

ROLL NUMBER: _____ **COUNTY:** _____ **PARISH:** _____

having followed all appropriate procedures, ask for the Patron's approval for _____ to be appointed as a Special Needs Assistant.

The appointment was made by offering Additional Hours **YES** **NO**

The Candidate had a Panel Form 1 **YES** **NO**

THE POSITION IS

PERMANENT: **PART TIME** **FIXED TERM** **SUBSTITUTE:**

IF INTERVIEW TOOK PLACE THE INTERVIEW BOARD MEMBERS WERE:

CHAIRPERSON: _____

PRINCIPAL: _____

INDEPENDENT ASSESSOR: _____

DATE OF INTERVIEWS: _____

SIGNED: _____ **DATE:** _____

(Chairperson)

FOR DIOCESAN EDUCATION OFFICE USE ONLY

I hereby give my approval for the person named above to be appointed as a **Special Needs Assistant** in the above school.

SIGNED: _____ **DATE:** _____

Most Rev Denis Nulty
Bishop of Kildare & Leighlin

GUIDANCE IN REGARD TO PAYMENT OF INDEPENDENT ASSESSORS FROM CPSMA & FSSU

Galatians 6 – 10 states *'So then as we have time, let us work what is good toward all, and especially toward those belonging to a household of the faith.'*

The appointment of a teacher or principal to a school is a significant moment in the development of that school. Independent assessors have a very important role to play in ensuring that the spirit of independence and honest decision making is maintained. The CPSMA have a guideline in regard to payments for assessors. These should be adhered to. Assessors are encouraged to consider the spiritual basis for the Catholic enterprise. It is open to any assessors to give the service voluntarily towards the appointment of teachers. (Kildare & Leighlin Diocese 2018)

The following guidance was issued by CPSMA and by FSSU in 2017 with regard to payments to Independent Assessors by Boards of Management of Schools. Both documents can be found in full on www.kandle.ie

Any Independent Assessor is to be paid two separate amounts:

1. Daily Fee
2. Travel & Subsistence

1. Any Independent Assessor is to be paid as a self-employed individual.

The individual will sign and complete **Daily Fee Invoice Form** for services provided, which will furnish the following details to the Board of Management:

- Invoice Date
- Full Name and address of the person who supplied the services
- PPS number of the person who supplied the services
- Full Name and address of the School to whom the services were supplied (School should print this on the form)
- Description of the service supplied
- Daily Fee Rate, which should not exceed €127 but may be less.

2. Travel & Subsistence is to be paid in line with the rates shown on page 19

The individual will sign and complete **Travel & Subsistence Form** for services provided which will furnish the following details to the Board of Management:

- Full Name and address of the person who supplied the services
- Full Name and address of the School to whom the services were supplied (School should print this on the form)
- Kilometres travelled to and from the School/Venue
- Subsistence claim
- Miscellaneous claim
- Total claim

Financial Guideline P20 - 2019/2020

Payments to Independent Assessors on Interview Panels

The following guideline provides guidance on payments to independent assessors on interview panels.

The independent assessor can be paid in **one** of the following ways:

1. Treat the individual as an employee.
 - Tax Credits for employees are based on the most up to date Relevant Payment Notification available. If the employee's PPSN is not available, emergency tax and USC would apply.
 - Where the board has determined the individual is an employee. The payment to the individual must be put through the payroll and all the appropriate statutory deductions are made to the payment. **Please note** journeys between an employee's home and normal place of work (location duties are carried out) are not business journeys and any reimbursement of motoring expenses (including taxi fares) in respect of the cost of such journeys is taxable.

OR

2. Treat the individual as self-employed. You can do this only where:
 - There is an invoice submitted with a tax number and an invoice number and
 - The person provides a tax clearance certificate and
 - The person provides a copy of their own business insurance

OR

3. Pay expenses based on civil service rates outlined in Appendix 1. These rates are the maximum allowable and are paid tax free. The form in Appendix 2 should be completed and approved by the Chairperson of the Board of Management.

All documentation in relation to claims should be retained for a period of seven years (i.e. six years after the tax year to which the records refer).

If you need any further information please email
primary@fssu.ie or phone (01) 910 4020

Financial Support Services Unit

APPENDIX 1: CIVIL SERVICE MILEAGE RATES

Civil Service Motor Travel Rates per Kilometre (Calendar Year)

<https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx>

Civil Service Subsistence Rates - Day Rates

<https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx>

Please note these rates will change from time and the most up to date information will be found on www.revenue.ie

PLEASE NOTE:

'The contents of these pages are presented in good faith with the most up to date information available at 22/05/2023. Legal liability for the appointments of teachers rests with each Board of Management. The diocese of Kildare and Leighlin cannot be held liable for any claims that may arise during an appointment process. Individual liability for each assessor is covered once these procedures are followed.'