

# National Council for Special Education



## NCSE Support Service Assistant National Coordinator Job Description and General Notes

---

### 1. Overview:

On 20<sup>th</sup> March, 2017 three support services, the Special Education Support Service (SESS), the National Behaviour Support Service (NBSS) and the Visiting Teacher Service for Children who are Deaf/Hard of Hearing and Children who are Blind/Visually Impaired (VTHVI), transferred from the Department of Education and Skills to the National Council for Special Education (NCSE) and joined with the services already being provided by NCSE's SENOs and administrative staff to form a new NCSE Support Service. This new service aims to develop schools' capacity to include students with special educational needs and to promote a continuum of educational provision which is inclusive and responsive.

A number of full-time seconded positions at Assistant National Coordinator (ANC) level are required to support the work of this service.

### 2. Job Description:

An Assistant National Coordinator (ANC) will have the task of assisting the National Council for Special Education (NCSE) in the development of the NCSE Support Service. The ANC will be responsible for leading, planning and developing aspects of the support service to improve outcomes for students with special educational needs. An Assistant National Coordinator will report to the NCSE senior management team.

Duties of the post will include:

- Supporting all schools in their capacity to meet the needs of students with special educational needs.
- Supporting the implementation of the new Special Education Teacher Allocation Model by coordinating and developing the work of the NCSE Support Service.
- Assisting with the strategic and on-going development of the support service, including promoting a team approach and building team capacity among all team members.
- Contributing to the development of inclusive approaches, strategies, interventions and systems in schools.
- Supporting the development and delivery of relevant and effective continuing professional development and support in relation to the Inclusive Education Framework.
- Actively leading and motivating members of the NCSE Support Service to deliver relevant and effective in-school support to school management, teachers and students.

- Assisting with the development of resources materials for schools and online aspects of the support service.
- Supporting the embedding of ICT into teaching, learning and assessment.
- Taking responsibility for the work of focused teams/working groups by coordinating and overseeing the implementing of all such work.
- Maintaining effective communication with schools and educational partners/ professional bodies.
- Providing on-going support for NCSE teams of Advisors, Associates and Local Facilitators.
- Liaising and working with other Department of Education and Skills' Support Services, as relevant.
- Collaborating with and contributing to the development of an approach to the evaluation of the work of the service.
- Providing such data and reports as are required by the NCSE.
- Planning, monitoring and managing budgetary matters allocated by NCSE senior management.
- Any other work relating to the work of the support service as directed by the NCSE.

The responsibilities of the ANC will vary in accordance with emerging needs and priorities so flexibility will be required from successful candidates.

### **3. Range of knowledge, experience and skills required:**

The successful candidate will have a range of experience, competencies and skills to support the role, in particular:

- proven and varied experience in the area of special education and the ability to provide expert knowledge in a variety of areas directly related to special education
- an understanding of complex educational needs
- an understanding and experience of dealing with behavioural issues in the context of teaching and learning in schools; proven record of the ability to collaborate and design behavioural interventions and programmes, including individualised behaviour plans and supports in educational settings
- excellent communication, interpersonal and presentation skills
- leadership skills
- a strong work ethic
- resource management skills
- excellent organisation and management skills
- knowledge of the curriculum at primary/post-primary level and of new curricular developments
- the ability to generate enthusiasm, motivate and innovate
- proven capacity to work independently and as part of a team
- project management and project delivery skills
- excellent problem solving and conflict resolution skills
- ability to pro-actively organise and coordinate the work of others
- a range of teaching experience with an understanding of the operation of schools and relevant legislation
- experience of innovation and development in primary/post-primary schools and /or designing and delivering continuing professional development courses, including evidence of a capacity to mobilise and support teacher reflection, enquiry and school-based research

- flexibility to meet the needs of the NCSE Support Service, including a willingness to engage in travel and/or evening seminars, when necessary
- excellent ICT skills and the capacity to manage and promote the effective adoption of ICT as a teaching, learning and assessment resource
- assist schools in improving their knowledge and use of assistive technology
- knowledge of current and emerging education policy and research issues.

Competence in and willingness to work through Irish is desirable but not essential.

#### **4. Location:**

- Successful candidates will be contracted on a secondment basis to Navan Education Centre or Cork Education Support Centre. The work base of an ANC may be in an Education Centre, at home or in another agreed location. He/she will not be required to be located in Navan Education Centre or Cork Education Support Centre. He/she will however, be required to travel there and elsewhere as necessary.
- Administrative support for the work of the ANC will be provided through the appropriate Education Centre.
- Successful candidates will be required to have their own means of transport and retain a full-driving licence. Public service travel and subsistence rates will apply and will be calculated from his/her local designated Education Centre, or home.

#### **5. Competition: Essential Requirements**

All applicants for this position must meet the following short-listing criteria:

- Be a fully qualified Primary or Post-Primary teacher  
AND
- Be fully registered with the Teaching Council under the appropriate Teaching Council Registration Regulation (i.e. Regulation 4 of the Teaching Council (Registration) Regulations 2009 up to 25<sup>th</sup> July 2016 or Route 2 of the Teaching Council (Registration) Regulations 2016 and The Teaching Council (Registration) (Amendment) Regulations 2016 thereafter).
- Each Candidate must also:  
Hold a recognised post in a recognised primary or post- primary school  
OR  
Be on secondment from a recognised post in a recognised primary or post- primary school.
- Applicants should hold a recognised post graduate qualification in special education and/or relevant experience and expertise in special education.

#### Secondment Regulations

- Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three-month probationary period.
- Secondments are subject to annual review and renewal and to annual school authority/Board of Management and NCSE approval.
- A teacher may be seconded as outlined above subject to an overall maximum absence of ten years on secondment in the course of his/her professional career (of which, only five years may be taken consecutively).

- If the successful candidate is a teacher who is already on secondment, their current service on secondment will be included as part of the maximum five-year term.
- A teacher who was on secondment and returned to school after the 1<sup>st</sup> September 2013 following a secondment, s/he must have served for a period equal to the duration of the previous secondment arrangement before being eligible to apply for this post, e.g. if a teacher has been on secondment for three years, s/he must return to duty in the school/ETB for three years before being eligible for release on secondment again.
- A secondment shall commence at the start of a school year and a return to duty in the school/ETB which granted the secondment shall not be permitted other than at the start of a succeeding school year. In exceptional circumstances, an employer may authorise a teacher to commence a secondment during the course of a school year and terminate not earlier than the end of that school year. This is deemed to be a one-year secondment.
- The duration of a secondment may not extend beyond the date of compulsory retirement age.

Candidates should also note the following:

- The appointment is subject to the sanction of the NCSE. No definitive offer of appointment can be made before sanction is given.
- The appointment is subject to Garda Vetting clearance.
- Health, sick leave and general work record must be satisfactory
- The successful candidate will be required to work exclusively for the NCSE and may not take on other employments for the period of their contract without the appropriate approval.
- Each successful candidate will be required to sign a secondment contract, which will provide for an on-going performance review process.

## 6. Salary:

The salary for an Assistant National Coordinator is in accordance with Category 3 as provided for by the 2003 Arbitration Award in respect of Teachers on Secondment, subject to the conditions outlined below. **Remuneration is at all times subject to the relevant DES or Department of Public Expenditure and Reform legislation, regulations and circulars.**

An Assistant National Coordinator is entitled to all of the following:

- her/his relevant point on the Teachers' Common Basic Scale, **plus**
- an honours primary degree allowance
- an honours Higher Diploma in Education allowance
- the current standard Category 3 secondment allowance, which is pensionable (see table below).

Seconded Category	Position	Teachers' Common Basic Scale	Honours Degree Allowance	Honours H.D.E Allowance	Standard Secondment Allowance
3	Assistant National Coordinator	As Applicable	€4,918 pa	€1,236 pa	€13,146 pa

Note: Circular 053/2014 refers

Post of responsibility allowances will not be payable to seconded personnel who are in receipt of the above secondment allowances.

Holiday entitlement for this position is 31 days annual leave, excluding bank holidays.

#### **7. Selection Procedure:**

- Selection will be made by way of competitive interview.
- Completed application forms should be submitted as an email attachment only **no later than 3.00pm on Thursday 20<sup>th</sup> April, 2017 to** [ncsesupportserviceapplication@ecnavan.ie](mailto:ncsesupportserviceapplication@ecnavan.ie)
- Late or incomplete applications will not be considered.
- A selection committee will be established to carry out all aspects of the selection process.
- Shortlisting may apply.
- The interview will be competency based in line with the knowledge, experience and skills outlined in part 2 above of the job description.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.
- Those called for interview will be asked to make a 5 minute presentation to the interview panel focusing on the applicant's vision for the position and the contribution they could make to the development of the organisation.
- A panel will be formed from which future ANC vacancies may be filled.
- Canvassing directly or indirectly will disqualify applications.
- Candidates will be responsible for all expenses incurred in connection with their application and attendance at interview.

Each appointment is subject to satisfactory references, including from the applicant's current employer.

#### **8. Release from Present Post:**

- It is a matter for successful candidates to secure the agreement of their school authorities for release to take up a post for the period concerned.
- Successful candidates will be expected to be available to take up appointment as soon as possible.
- Commitment of release from your employer will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from his/her employer (e.g. Chairperson of the Board of Management/ETB). This signed statement should indicate that the employer (e.g. Chairperson of the Board of Management/ETB) is in a position to release the successful applicant.

#### **9. Queries:**

Any queries in relation to this document should be emailed to [ncsesupportserviceapplication@ecnavan.ie](mailto:ncsesupportserviceapplication@ecnavan.ie)