

EXCELLENCE THROUGH
EDUCATION AND TRAINING

Recruitment and Selection Policy

Policy adopted by LOETB Board
30 March 2020

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Purpose

LOETB is committed to the recruitment and retention of staff of the highest quality, who will provide the best quality teaching, learning opportunities, and support services for all its students and learners.

The role of the Human Resources Department is to ensure that LOETB's Mission of *Excellence through Education and Training* is supported by the recruitment and selection process. With the growth in legislative provisions in the regulation of employment, new and revised approaches to recruitment and selection are required from time to time to reinforce LOETB's values of equality, collaboration, innovation, professionalism and Integrity. These values will apply to all LOETB recruitment to support the development of an effective workforce.

Scope

This policy applies to recruitment for all vacancies.

Selection of staff is, for the most part, by means of competency-based interviews. Additional methods of selection may be used when necessary and appropriate.

Legal Framework

This policy is informed by the following legislation:

- (a) Education and Training Boards Act 2013
- (b) Further Education and Training Act 2013
- (c) Qualifications and Quality Assurance (Education and Training Act) 2012
- (d) Education (Amendment) Act 2012
- (e) Education (Miscellaneous Provisions) Act 2007
- (f) Education for Persons with Special Educational Needs Act 2006
- (g) Teaching Council Act 2001 and (Amendment) Act 2006
- (h) The Equal Status Acts 2000-2004
- (i) The Education for Persons with Disabilities Bill, 2002.
- (j) The Education (Welfare) Act, 2000
- (k) Qualifications (Education and Training) Act, 1999
- (l) The Education Act, 1998

This list is not exhaustive. A full listing of all educational legislation and relevant circular letters is available on the Department of Education and Skills (DES) website. The Code of Practice for the Governance of ETBs (2019) also informs this policy.

The following values will inform all recruitment for instruction vacancies in LOETB:

Equality

It is the policy of LOETB to ensure that the highest quality applicants are recruited free from any discrimination on the basis of sex, marital or family status, age, disability, sexual orientation, race, religion or membership of the travelling community

Innovation and Collaboration

LOETB aims to recruit employees in the most efficient and effective manner possible, including cost-effectiveness. Its recruitment processes will be informed by best practice at

all stages, with a view to providing applicants with a positive experience of the process, whether or not their applications are successful.

Professionalism and Integrity

LOETB aims to ensure that the standards utilised throughout the organisation in the procedures to appoint employees are fair, equitable, consistent and transparent, and will provide training to all staff and interviewers to ensure same. Applicants will be assessed in the most objective way possible on criteria such as qualifications, skills, competencies and ability to perform the role.

Review

This policy will be subject to review in 2023 in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.