

Procedure Title	Recruitment of Tutors
Associated Policy	<ul style="list-style-type: none"> <li>Chapter 4 Staff Recruitment, Management and Development</li> </ul>
Version Number	V2
Owner	Education and Training Manager
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## Purpose

To set up a set by step procedure that helps to ensure the recruitment of qualified tutors to deliver programmes of training and education at LWL to the required standard.

## Scope

All tutors and contract tutors delivering programmes on behalf of LWL.

## Steps

When a vacancy arises;

The ETM draws up a job description detailing the role and responsibilities of the position, the requirements in terms of qualifications, skills and experience as set out in the programme-specific statement of required qualifications, and terms and conditions.

- A job description is documented and included the following information.

### Information for Job Description

- Terms and conditions
  - Roles and responsibilities
  - Qualification requirements
  - Programme specific industry related experience.
  - Teaching experience
  - Job requirements identified distinguish between essential and desirable criteria
  - Person specification
  - Knowledge
  - Skills
  - Abilities
  - Equality and Diversity
  - WCE
- The application process is documented in the job/contract advertisement, the following information is included in the advertisement:
    - Details of LWL
    - Role being recruited for
    - Minimum Qualification and Requirements
    - Dates and times of classes

- Terms of employment - Independent part time contractor contract, fixed term staff contract
  - How to apply.
  - Who to submit the application to.
  - Last date and time to accept applications
  - Interview dates.
  - Equal Opportunities Employer
- All tutor jobs are advertised internally and externally, using some or all of the following - social media, LWL website and online recruitment websites.
  - The ETM reviews the applications and shortlists qualified applicants who are invited to attend interview by email, the email contains the following.
    - Date
    - Venue
    - Time
    - Interview requirements such as a presentation, if required.
    - How to notify ETM of their attendance or not.
  - Applicants for tutor position are interviewed by the ETM and another member of the Education and Training Team in a panel interview.

The applicants are interviewed by a minimum of two people and from the following list and is a panel interview. A Chair is appointed for each Panel Interview.

- ETM
  - DP
  - Tutor teaching similar subject
  - Programme specific specialist
  - Member of the academic council
- All candidates are scored at interview and the ETM maintains the Scoring sheets
  - The ETM emails all applicants whether successful or not.
  - Success applicants must provide a copy of their award certificates /parchment and/or transcript and/or Diploma Supplement before we sign a contract. We reserve the right to validate the authenticity of this documentation.
  - If a tutor's qualifications have been obtained outside of Ireland, they must provide evidence of their equivalence and recognition by application to NARIC Ireland (advises on the academic recognition of foreign qualifications in Ireland).
  - LWL recognises that many organisations now have a policy not to provide written references. Therefore, two referees (not family members) are requested with at least one from a past employer. References are checked by telephone to ensure that they are bona fide and LWL reference check form kept on file.
  - Independent contract Tutors must also provide a copy of current Professional Indemnity Insurance and Tax Clearance

- Contracts are issued to all employees and independents contract tutors on success completion of the recruitment process.

### **Recruitment of Staff for the Advanced Certificate in Early Learning and Care 6M21471, Level 5 Certificate in Early Learning and Care 5M21473 NFQ level 5 and 6**

In addition to LWL's recruitment procedure LWL has committed to meeting the Staff recruitment criteria as set out in our Curriculum Sharing Agreement with Dublin Dun Laoghaire Education and Training Board.

#### **Programme Management Staff**

- LWL will appoint a Programme Manager with overall responsibility for the management of this programme within our organisation. Those involved in the management of this programme should have experience of the delivery of QQI awards, programme evaluation and the National Framework of Qualifications. Programme Management Staff will have strong organisational and communications skills. Responsibilities will include:
  1. Programme evaluations and reviews undertakes
  2. Feedback from reviews returned to ELC Programme Board for consideration
  3. Overseeing the implementation of any changes and recommendations made by the Programme Board
  4. Ensuring compliance with staffing qualifications and experience criteria
  5. Record keeping including certification records

#### **Tutors and the Programme Teaching Team**

- Teaching staff engaged on these awards must hold a relevant major award at NFQ level 7 or higher. Recognised early years qualifications are those from the Department of Children, Equality, Integration and Youth (DCEDIY) available at <https://www.gov.ie/en/publication/22405-early-years-recognised-qualifications/>
- Tutors who apply to teach this programme with alternative appropriate degrees should apply to DCEDIY to have their qualification assessed and approved by DCEDIY.

Teaching staff engaged on these awards must hold a teaching qualification

1. Teaching Council registered to deliver childcare/early years programmes
  2. QQI level 6 Special Purpose Award in Training and Development or similar
  3. OR
  4. Have a minimum of five years teaching experience on programmes designed to prepare learners for working in an ELC setting.
- **LWL is committed to ensuring that tutors who are part of the teaching team will have experience of working in the ELC sector and will hold ELC qualifications.**

## **Support Staff**

- Support staff for the delivery of this programme will be able to undertake a range of administrative duties and should have excellent IT skills as well as good communications skills and the ability to work to a detailed schedule.

## **Professional Practice Placement Monitors**

The Professional Practice Placement Monitor is a member of LWL ELC teaching staff, suitably qualified and experienced in ELC, will be Garda vetted and have experience in the assessment of learners.

## **Professional Practice Placement Supervisors**

The Professional Practice Placement Supervisor will be a member of the ELC host organisation and assigned to the supervision of the learner on placement. They will be suitably qualified at the NFQ level above that of the learner being supervised or will have appropriate experience/alternative qualifications.

Full details of Professional Practice Placement guidelines can be found in the following documents:

1. Professional Practice Placement Guidelines: Learner Handbook
2. Professional Practice Placement Guidelines for ELC Host Organisations and ELC Supervisors

## **Reference Documents**

LWL Company Handbook

LWL Tutor Handbook

DDLETB Sharing Agreement (ELC Programme)

Professional Practice Placement Guidelines: Learner Handbook

Professional Practice Placement Guidelines for ELC Host Organisations and ELC Supervisors

## **Supporting Documents**

Job Description

Advertisement

Interview Notes and Score Sheets

Interview Questions

Interview Schedule

Correspondence

Telephone Reference Check  
Employment Contract  
Independent Part time Tutor Contract  
Professional Indemnity Insurance  
Tax Clearance Certificate