

# Candidate Information Booklet



## Creative Schools Manager

**Closing date for applications is 12 noon, Wednesday 02<sup>nd</sup> of August 2023.  
Interviews will be held on the week of 07<sup>th</sup> of August 2023.**

Please note, applications submitted after the closing date will not be considered.

**The Arts Council is committed to a policy of equal opportunity and encourage applications from all sections of the community under all ten grounds as set out in our Equality, Diversity and Inclusion Policy.** For more information, visit: [Equality, Diversity and Inclusion | The Arts Council | An Chomhairle Ealaíon](#)

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### 1. Background

The Arts Council is the government agency for developing the arts in Ireland. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life.

The post of Creative Schools Manager is open to qualified teachers who hold a recognised post in a primary school/post primary school. S/he will be contracted on a secondment basis to the Arts Council. The Creative Schools Manager will report to the Creative Schools Programme Director and will form a key part of the Creative Schools Team.

Initiated in 2018, *Scoileanna Ildánacha*/Creative Schools is led by The Arts Council in partnership with the Department of Education and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media to develop the Creative Schools programme. Creative Schools is a flagship initiative of the Creative Ireland Programme to enable the creative potential of every child.

The initiative is also informed by the Arts Council's ten-year strategy (2016–25) *Making Great Art Work: Leading the Development of the Arts in Ireland* (see here: <http://www.artscouncil.ie/arts-council-strategy/>).

Creative Schools supports schools/centres to put the arts and creativity at the heart of children's and young people's lives. This initiative provides opportunities for children and young people to build their artistic and creative skills; to communicate, collaborate, stimulate their imaginations, be inventive, and to harness their curiosity. It will empower children and young people to develop, implement and evaluate arts and creative activity throughout their schools/centres and stimulate additional ways of working that reinforce the impact of creativity on children and young people's learning, development and well-being.

The Creative Schools Manager will be engaged on a full-time basis (See Annual Leave) and will contribute to the development and delivery of the Creative Schools S/he will be responsible for leading and managing a team of professional Creative Associates, drawn from both the arts and the education community who will work directly with schools and other relevant education bodies. Other key areas will include; contribution to programme development, and evaluation; development of new projects; and communicating about the programme with adults and children,

## 2. Role Profile

Key responsibilities of the **Creative School Manager** will be to:

- Ensure the effective development, implementation and monitoring of Creative Schools in schools and other relevant education settings;
- Develop, lead out and deliver training for Creative Associates and schools, including developing any relevant resources, materials and guidelines;
- Develop, co-ordinate and deliver other Creative Schools training and networking;
- Plan, design and deliver of a range of Creative Schools national projects including leading project teams, budget oversight and close coordination with Creative Schools operations team members and others in the Arts Council;
- Carry out and contribute to research and analysis to monitor and evaluate the programme as it develops;
- Lead and manage a team of Creative Associates and Regional co-ordinators ensuring their key role in delivering the Creative Schools initiative is performed effectively and delivers the required outcomes. Support the recruitment of new Creative Associates where needed;
- Follow procurement processes for the selection and engagement of external service providers to the Creative Schools programme;
- Visit schools to observe best practice, identify innovative and emerging practice;
- Build relationships with strategic partners involved in education and arts/creative/cultural sectors at a national level, ensuring relationships will inform programme systems for project development and management.

In carrying out his/her work, the Creative Schools Manager will:

- Liaise and work with artists, arts organisations, cultural institutions and arts practitioners who are working at local, regional and national levels;
- Keep abreast of and make links with arts/creative learning initiatives and examples of best practice at a regional, national and international level;
- Remain up to date on curricular developments;
- Identify opportunities that might increase the scope, quality and reach of Creative Schools;
- Contribute to the understanding of diversity and its implications for the creative and educational sector and ensure that this understanding informs the Creative Schools Initiative;
- Prepare, monitor and report on programme budgets;

- Develop documentation for the assessment, delivery and reporting of Creative Schools processes;
- Organise and maintain effective communication both internally and externally;
- Undertake administrative tasks to ensure the efficient delivery of the project across participating regions.

The responsibilities of the Creative Schools Manager may vary in accordance with emerging needs and priorities.

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

The ideal candidate will possess a range of competencies and skills to support the role.

Essential requirements for this role:

- Experience in delivering or facilitating high quality arts engagement in primary/post-primary schools and/or alternative education settings;
- Experience in all stages of project management from planning to delivery and working within diverse teams;
- Good knowledge of national curricula in primary/post primary education, in particular with regard to the arts;
- Good knowledge of the operation of schools, alternative education settings and relevant legislation;
- Good knowledge and experience of current national educational priorities including school self- evaluation and school improvement strategies;
- Excellent interpersonal skills;
- A strong work ethic, combined with an enterprising approach, and the capacity to undertake innovative and challenging projects;
- Excellent organisational, management and ICT skills;
- A full driving licence.

In addition, the ideal candidate will also be able to demonstrate the following:

- Flexibility to meet the needs of the project, including a willingness to engage in travel and/or evening work/weekend work as necessary;
- Experience in the design, development and/or provision of continuing professional development for teachers reflection, enquiry and school-based development is desirable;
- Knowledge of current and emerging arts education and arts in education research and policy issues;
- Competence and willingness to work in Irish is desirable.

### 4. Required HEO Competencies

In addition to the aforementioned duties and requirements, the successful candidate must be able to demonstrate that they possess the requisite competencies required for this middle management position. The required competencies for the role of Higher Executive Officer (H.E.O.) are outlined below.



Source: Public Appointments Service 6 7

## Higher Executive Officer Level Competencies

### Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers	
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity

## 5. Location

Reporting to the Creative Schools Programme Director the successful candidate will be seconded to the Arts Council based at the Council's offices in Merrion Square, Dublin 2. The Arts Council currently operates a blended working policy. The successful candidate will be expected to travel regularly to schools, and other education settings, and related organisations. Public sector travel and subsistence rates will apply for travel. Travel and subsistence will be calculated from home or from the Arts Council, whichever is nearest to the venue.

## 6. Eligibility

### Essential Requirements

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

This post is open to all qualified teachers (primary/post primary) who hold a recognised teaching post in a recognised primary/post primary school and are fully registered with the Teaching Council under the appropriate Teaching Council Registration Regulation (i.e. Regulation 2 or 4 of the Teaching Council (Registration) Regulations 2009 up to 25th July 2016 or Route 1 or 2 of the Teaching Council (Registration) Regulations 2016 and The Teaching Council (Registration) (Amendment) Regulations 2016 thereafter.

## 7. Secondment

Successful candidates will be appointed on a secondment basis for one school year, subject to satisfactory completion of a three month probationary period. Appointments may be extended with the agreement of the Arts Council and in accordance with Department of Education teacher secondment arrangements up to a maximum of five consecutive years and subject to organisational needs and satisfactory on-going performance review.

- 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
- The secondment is subject to annual review and renewal and to annual school authority/Board of Management and Department of Education and Arts Council approval
- If the successful candidate is a teacher who is already on secondment then 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 1st September 2013 following a secondment, 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 on 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 on 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

### Department of Education & Skills Sanction

- Each appointment is subject to the sanction of the Department of Education.
- No definitive offer of appointment can be made before sanction is given

## 8. Contract

Each successful candidate will be required to sign a secondment contract, which will provide for an ongoing performance and development process.

## 9. Salary

The salary for a Creative Schools Manager 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 policies and regulations. Current Department of Education Pay Circulars will apply – current Circular is 0051/2018.

A Creative Schools Manager (pre 2011 entrant to teaching) is entitled to 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 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	Creative Schools Manager	As Applicable	€4,918 pa	€1,236 pa	€13,146

A Creative Schools Manager (post 1 January 2011 and pre 1 February 2012 entrant to teaching) is entitled to the following:

- Her/his relevant point on the Teachers' Common Basic Scale, plus
- An honours Higher Diploma in Education allowance if the teacher already holds such an allowance
- The standard Category 3 secondment allowance, which is pensionable (see table below).

Seconded Category	Position	Teachers' Common Basic Scale	Honours H.D.E Allowance	Standard Secondment Allowance
3	Creative Schools Manager	As Applicable	€1,236 pa	€13,146



## 10. Annual Leave

The annual leave entitlement for this role is 29 days per year, rising to 30 days after 5 years' service.

## 11. How to Apply

To apply, please complete the attached application form and upload it to <https://arts-council-ireland.hirehive.com/job/123604/creative-schools-manager-dublin> (please save your document in one of the following formats .doc, .docx, .rtf or .pdf).

If you prefer not to submit your application through Hirehive, please email your form to [recruitment@artscouncil.ie](mailto:recruitment@artscouncil.ie) with the role title in the subject line.

The Arts Council will acknowledge receipt of all applications. If you do not receive an acknowledgement within two working days of applying please email [hr@artscouncil.ie](mailto:hr@artscouncil.ie).

## 12. Selection Methods

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview;
- an interview which may include a presentation or other exercise by the candidate;
- completion of a psychometric personality questionnaire;
- a second interview which may also include a presentation or other exercise.

In the event of a short-listing exercise being employed, an expert selection panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your interest to provide a detailed and accurate account of your qualifications and experience in your application.

It would be helpful if you would start considering names of individuals whom you feel would be suitable referees that we might consult (two to three names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration for appointment.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the Arts Council.

## 13. Garda Vetting

Candidates who come under consideration for appointment will be required to undergo Garda Vetting, which will also have regard to Child Welfare and Protection issues.

## 14. Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email **Recruitment@artscouncil.ie**.

## 15. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strict confidence.

You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the recruitment process.

## 16. Other Important Information

The Arts Council will not be responsible for refunding any expenses incurred by candidates including preparation for/attendance at interview or relocation.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

**The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.**

### 15. Applicant Privacy Statement

## 17. Applicant Privacy Statement

Data Controller – The Arts Council

### Purpose of Processing

The Arts Council conducts recruitment processes to fill vacancies within the organisation. When applying for these competitions, applicants are asked to submit documents, e.g. application form, CV and/or cover letter.

This applicant privacy statement has been produced for applicants applying for positions in the Arts Council. Further information on the General Data Protection Regulation (G.D.P.R.) and subject access requests can be found on the Arts Council website

<http://www.artscouncil.ie/privacy-policy/>

There is a legal basis for processing this data and the data is shall be shared as necessary, as outlined below.

Shared With	Reason
Arts Council Human Resources Unit	Storing applications, acknowledging applications and corresponding with applicants. Certain information is also required for

	inclusion in the contract for the successful applicant.
Selection Board	Information required for shortlisting and interview process.
Current/previous employers	For existing Civil Servants: Performance management and sick leave checks Non-Civil Servants: Reference checks.
Hirehive	Cloud based recruitment tool - Candidates upload their application to Hirehive for review throughout recruitment process. Acknowledgement/Decision letters are generated through platform. Members of the HR team, Line Managers and external panellists will be given access to information.

The Arts Council is compliant with all aspects of G.D.P.R. and all related data is managed in compliance with the relevant regulations.

#### Successful Candidates Information

The information supplied by successful candidates will be held on their personnel file for the duration of their employment with the Arts Council, and for such other period of time as may be required following their departure from the Arts Council.

#### Unsuccessful Candidates Information

The Arts Council will hold the information of unsuccessful candidates for a period of 12 months following the appointment of the successful candidate.

#### Applicants Entitlements

The Arts Council recognises that applicants have the following entitlements in relation to the data that they have supplied as outlined below:

- Access - Applicants can request and receive access to their data at any time and can request and receive a copy of this data.
- Erasure - Applicants can request to have their data erased.
- Rectification - Applicants can have any incorrect information corrected.
- Objection - Applicants can object to this information being processed.
- Complaints - Applicants can make a complaint to our internal Data Protection Officer (as outlined below):

E-mail: [dataprotection@artscouncil.ie](mailto:dataprotection@artscouncil.ie)

or

Write to: Data Protection Officer,  
The Arts Council,  
70 Merrion Square,  
Dublin 2.

Further Information on Data Protection

For further information on the Data Protection please see [www.dataprotection.ie](http://www.dataprotection.ie) or telephone +353 57 8684800 or 1890 252 231.