



National Council for Special Education

Application form for the Role of Advisor

Applicant's Name	
Please tick which advisor position applying for ✓	
	Behaviour Advisor
	Autism Advisor
	Special Education Needs Advisor

You may indicate a maximum of 3 counties from the list below where you would be interested in being considered for appointment and list in order of preference 1,2,3

Carlow	Cavan	Clare
Cork	Donegal	Dublin
Galway	Kerry	Kildare
Kilkenny	Laois	Leitrim
Limerick	Louth	Longford
Mayo	Meath	Monaghan
Offaly	Roscommon	Sligo
Tipperary	Waterford	Westmeath
Wexford	Wicklow	

1. Completed application forms should be submitted as an email attachment only, no later than 3.00pm on Friday 31st May 2024 to recruitment@ncse.ie

Late or incomplete applications will not be accepted.

2. Receipt of completed application forms will be acknowledged by email.



3. Only information submitted on the application form provided will be considered. CV's will not be accepted.
4. If you have a disability which requires reasonable accommodations at the selection interview, or which needs to be taken into account when considering your application, please let us know.
5. Canvassing, either directly or indirectly, will disqualify.

For Office Use Only	
Date Received	
Application Number	

1. Personal details

Name		
Address		
PPSN		
Teaching Council No.		
Education Sector (per Teaching Council Registration)		
Telephone numbers	Home	Mobile
E-mail		
Full Driving licence (please confirm)		
Current Teaching Position		
School		
School Roll No:		
How many years Teaching Experience in special education do you have? (Please provide dates)		



Qualifications (please provide brief summary of qualifications)	
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It is intended that a number of Advisor position will be filled by a candidate with the required level of Irish to provide supports to Irish schools. Please indicate below if you wish to be considered for these positions.

Yes	
No	

2A. Employment History. Please briefly note your employment history, beginning with your current/most recent role.

Dates	Name and Roll No. of School	Position Held	Employment Status	Category of School (primary, post-primary or special school)

2B. Post of Responsibility, if applicable

Dates	Name and Roll No. of School	Position Held	Duties Held

2C. Curricular subjects or programmes taught (Post-primary only)

Subject/Programme	Level	From - To



3A. Current secondment details, if applicable

Organisation / Support Service Name			
Address			
Telephone Number		Email	
Position		Number of Years in this Position	
Brief Description of Position and Duties undertaken:			

3B. Have you previously been on secondment from a teaching post?

Yes	
No	

If yes, please give details:

Support Service	From – To (Dates)	Description of Duties undertaken
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5A. Third Level Qualifications, including post-graduate

Year(s)	Title	Major Subject(s)	Awarding Body	Grade Obtained	NFQ Level



5B. Ongoing Study – Please detail any education programmes in which you are currently engaged and estimated date of completion.

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5C. Other Qualifications/Training – Please detail any other relevant qualifications you hold/professional development programmes undertaken.

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5D. Outline relevant expertise and experience you may have in the area of Special Education.

Area of specialist expertise	Nature of specialist expertise

5E. Outline experience of working in an education setting other than a classroom.

Setting type	Details

6. Association with professional groups/teacher networks

Professional Group	Brief Details of Role	From-To



COMPETENCY: Knowledge and Understanding of Special Education and inclusive Education in Ireland

7. Briefly outline the inclusive and innovative teaching practices in your classroom and the key Irish policy developments that support your practice.

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8. Briefly outline your involvement in and engagement with curriculum and assessment development. Please state how these skills apply to the role of Advisor.

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9. Provide two examples of how your management skills in the areas listed below were applied in the context of past or current employment. Please state how these skills apply to the role of Advisor.

Planning
Organising
Motivating



COMPETENCY: Specialist knowledge pertinent to specific role

10. Please outline your specialist knowledge and/or expertise you have which will contribute to the role of Advisor.

COMPETENCY: Interpersonal and Communication Skills

11. Provide two examples of how your communication and interpersonal skills were applied in the context of past or current employment. Please state how these skills apply to the role of Advisor.

COMPETENCY: Preparation/Planning and Assessment

12. Outline your level of competence in preparation/planning and assessment. Provide two examples of how you applied these skills in the context of past or current employments.



COMPETENCY: Delivery of Teacher Professional Learning (TPL)

13. Provide details of your experience and main achievements delivering Teacher Professional Learning.

COMPETENCY: Collaborative working and working independently

14. Provide details of your experience working collaboratively and working independently on projects.

15. References – please provide details of two people from whom references may be obtained, one of these references must be from your current employer.

Contact details – Referee 1

Referee's name	
Position	
Address	



Telephone numbers	Mobile:	Landline:
E-mail		

Contact details – Referee 2

Referee's name		
Position		
Address		
Telephone numbers	Mobile:	Landline:
E-mail		

NCSE reserves the right to seek additional or alternative referees, if deemed appropriate.

I hereby certify that all information provided on this application form is true and correct:

Signature of applicant _____

Date _____