



Llywodraeth Cymru
Welsh Government

Information for Candidates

Education Workforce Council

Appointment of 2 Members (Welsh Essential)

Closing date: 27 November 2018



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of members to the Education Workforce Council (EWC). The attached Annexes provide details on the role of the members and the person specification, the role and responsibilities of the EWC and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative timetable

Closing date:	27 November 2018
Shortlisting:	30 November 2018
Interviews:	7 & 8 January 2019

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Contacts:

For further information regarding the selection process, please contact:

Public Appointments

Email: publicappointments@gov.wales

For further information regarding the role of the Education Workforce Council and the role of Members, please contact Nick Srdic on:

Tel: 03000 253973

Email: Nick.Srdic@gov.wales

If you need any further assistance in applying for this role, please contact the Public Appointments Unit on publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments.

Appointment of Members to the Education Workforce Council (EWC)

Role Description

Members of the EWC will be expected to:

- ensure that high standards of administration and decision making are observed at all times;
- establish the overall strategic direction of the EWC by means of oversight of the production of the Strategic Plan;
- oversee the delivery of planned results by monitoring performance against agreed strategic objectives and targets;
- ensure that the EWC does not exceed its powers or functions, whether defined in statute or otherwise, or through any limitations on incurring expenditure set out in any Welsh Government financial terms and conditions. Members are normally advised on these matters by the Council's Chief Executive and its legal advisers;
- respect the collective decisions and policies of EWC in the public arena. Members espouse the principle of collegiality and recognise that decisions with which they disagree have been made by a majority of the EWC.
- possess an understanding of the principles of good governance.

Person Specification

The successful candidate will:

1. have a clear understanding of matters relating to Welsh education and to the objectives of the EWC;
2. have an understanding of the importance and benefits of the professional registration and regulation of the wider education workforce;
3. demonstrate a clear understanding of the functions and strategic objectives of the EWC, and the priorities of its stakeholders;
4. regularly attend, prepare fully for and participate actively in meetings;
5. read, digest and analyse complex documents and contribute to discussions at a strategic level;
6. communicate effectively, display the ability to listen, influence and challenge constructively;
7. contribute to decision making by exercising sound judgement;
8. build effective relationships and work effectively as part of a team;
9. demonstrate a clear understanding of and commitment to equality issues and challenge discriminatory practices;
10. demonstrate a commitment to EWC's *Welsh Language Standards*;
11. demonstrate a commitment to *Nolan's 'Seven Principles of Public Life'* and the additional three principles outlined in "*The Conduct of Members (Principles) (Wales) Order 2001*"; (set out under paragraph 4);
12. comply with the EWC's *Code of Conduct & Best Practice for Members*;
13. as specified in 3(5) Schedule 1 of *the Education (Wales) Act 2014*, act as an individual and not as a representative of any organisation or body to which they belong, nor any person, organisation or body that nominated them.
14. An understanding of the principles of good governance.

Welsh language skills

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales, and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh.

Welsh language skills - Essential

Education Workforce Council

All candidates should be persons who conduct themselves at all times in a manner that will maintain public confidence.

In particular, candidates are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Eligibility

In order to comply with the requirements of the Education Workforce Council (Appointments and Membership) (Wales) Regulations 2014 which govern appointments to the EWC:

No candidate will be eligible for appointment if:

- (a) the person is barred from regulated activity relating to children within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- (b) the person is prohibited from teaching by virtue of a direction under section 142(1)(a) of the Education Act 2002;
- (c) the person is prohibited from being employed as a teacher by virtue of a prohibition order under section 141B of the Education Act 2002;
- (d) a disciplinary order is made in respect of the person under Schedule 2 to the 1998 Act by virtue of which the person becomes ineligible for registration under section 3 of the 1998 Act;
- (e) a disciplinary order is made in respect of the person under section 26 of the 2014 Act by virtue of which the person becomes ineligible for registration under section 9 of the 2014 Act;
- (f) the person is disqualified from being employed as a teacher in any school by virtue of an order made—
 - (i) by an Independent Schools Tribunal under section 470 of the 1996 Act, or
 - (ii) by the Secretary of State or the Welsh Ministers under section 471 of the 1996 Act; or
- (g) the person is ineligible for registration as a teacher, or disqualified from being a teacher in any school or further education institution in another part of the United Kingdom.

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Key facts about the post

Location:	Meetings will be held in and around Cardiff.
Time Commitment:	A time commitment of up to 12 days per annum on EWC business will typically be required.
Tenure of office:	Appointments to the Council will be for a period of 4 years and will start on 1 April 2019 and end on 31 March 2023.
Remuneration:	Members will not be paid for their services but will be reimbursed for travelling, subsistence and other expenses related to their membership of the EWC.

The EWC will make its own decision on reimbursement of costs incurred for employers of Council members engaged in Council business. Typically, an employer may claim the daily supply cover rate, depending on the member's employment.

In the case of a self-employed member, the Council may reimburse any loss of earnings incurred whilst on Council business, capped at the equivalent supply cover daily rate. Evidence of employment status – and of the actual loss incurred - will need to be provided to support any claim. The rate paid for such reimbursement will be set by the Council. Any such amounts will be paid via the Council's payroll system, and will be net of any statutory deductions.

Accountability:	Members are appointed by the Cabinet Secretary for Education and are accountable to the Cabinet Secretary for Education, via the Chair, for carrying out their duties and for their performance.
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Terms of Appointment

Appointments will be made by the Cabinet Secretary for Education.

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of The Education Workforce Council including any business interests and positions of authority outside of the role in the Council.

If appointed, members must declare these interests and seek confirmation from the Chair of the Council that no conflict has arisen and if it is appropriate for them to remain a board member.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

Assistance for members with disabilities

Every effort will be made to provide any support reasonably requested by members to assist them in fulfilling their duties within EWC.

Induction Training

Successful candidates will be required to attend an induction training session and the first Council meeting of their term which will take place on 11 and 12 April 2019.

The role and responsibilities of The Education Workforce Council

Background

The Education Workforce Council (EWC) is the independent regulator in Wales for teachers and support staff in maintained schools and Further Education settings, as well as youth and youth support workers and people involved in work-based learning.

Under the Education (Wales) Act 2014, the principal aims and functions of the Council are to:

- contribute to improving the standards of teaching and the quality of learning in Wales;
- maintain and improve standards of professional conduct amongst teachers and others who support teaching and learning in Wales;
- safeguard the interests of learners, parents and the public and maintain public trust and confidence in the education workforce.

The Council is responsible for:

- establishing and maintaining a Register of Education Practitioners;
- maintaining a Code of Professional Conduct and Practice for the education workforce;
- investigating and hearing allegations of unacceptable professional conduct, serious professional incompetence or relevant criminal offences that might call into question a registered practitioner's fitness to practise;
- accrediting programmes of initial teacher education and monitoring their compliance with national criteria;
- providing advice to the Welsh Government and others on matters related to the education workforce and teaching and learning;
- monitoring Induction and hearing Induction appeals (where applicable) for teachers;
- promoting careers in the education workforce;
- undertaking specific work in relation to teaching and learning at the request of the Welsh Government.

The EWC is funded by practitioner registration fees, but receives grant funding from the Welsh Government for the following activities undertaken on its behalf:

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- administering the award of Qualified Teacher Status (QTS);
- administering funding, tracking and recording arrangements for Induction, the Masters in Educational Practice (MEP), and Early Professional Development (EPD);
- developing and hosting the Professional Learning Passport;
- hearing Induction appeals and the issuing of Induction certificates; and
- accrediting programmes of initial teacher education.

Members

The Education Workforce Council has 14 members. Seven members are directly appointed through the Welsh Government public appointments system and seven members are appointed following nomination from a range of stakeholders listed in the Schedule of the Education Workforce Council (Appointments and Membership) (Wales) Regulations 2014 (as amended). Council members are appointed for a period of four years. The Council sets the strategic direction for the EWC, and is responsible for its governance.

The EWC will elect a Chair from its membership.

Secretariat

Secretariat support for the Board is provided by the EWC itself.

The Council will have a number of standing committees that will comprise Council members. The name of each committee will be decided by the Council.

Further information on the 'Education Workforce Council' work can be obtained by emailing ewc.enquires@gov.wales or by visiting www.ewc.wales.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The closing date for applications is 27th November 2018. Application forms received after this date will not be considered. It is expected that interviews will be held in January 2019.

The selection panel will be chaired by Steve Vincent, Deputy Director, Schools Effectiveness Division, Welsh Government and will also comprise Angela Jardine, Chair EWC and Dr Sue Davies as an Independent Panel Member.

We anticipate that during December 2018 the panel will have decided who will be invited for interview in January 2019.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to the Cabinet Secretary of Education who will make the final decision. The Cabinet Secretary may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as a member of the Council, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Public Appointments Unit on publicappointments@gov.wales.