



**Role title:**

**Nominee to the Interim Board of an Educate Together  
Second-level School**

**Responsible to:**

School Manager / Chair of Board

**Overall purpose of the role:**

To work collaboratively with other members of the Interim Board on necessary projects and tasks that will facilitate the successful opening of a new Educate Together second-level school in September 2014.

**Keys areas of work:**

- Attend and contribute to monthly meetings
- Work on tasks and projects assigned that facilitate the development of the new school (Planning, Accommodation, Communication, Legal, Media, Finance, Curriculum, Recruitment etc)

**Place of work:**

Meetings will be held in the Educate Together National Office and/or in venues close to the site of the new school. (Note: candidates may stipulate which Boards they are available to work with).

**Hours of work:**

- Overall, approximately 6-10 hours per month
- Interim Board meetings will be held approximately once every two months. These meetings will usually be between 2 and 3 hours long.
- Members of the Interim Board will be expected to read reports in advance of board meetings.
- There will be some work between meetings, depending on projects and tasks that are assigned.

**Length of commitment:**

January 2013 to the end of 2014, or until school's Board of Management is formally established.

**Expenses:**

This is a voluntary position that is part of the national office second-level project. As such, out of pocket expenses relating to travel will be reimbursed on production of valid receipts, in accordance with Educate Together's Volunteer Expenses Policy.

**Support and Evaluation:**

Training and support will be provided by Educate Together's National Office. There will be an opportunity for feedback and evaluation.

## **References:**

Candidates for the role of Interim Board nominee will be invited for interview, and asked to provide the contact details of two referees.

A panel of Interim Board members will be formed, from which members will be appointed to the Boards of Educate Together second-level schools in Dublin 15, Drogheda or Lucan as appropriate.

Board members will be Garda vetted on appointment.

## **Nominee to the Interim Board - Person Specification**

### **Skills**

- Interpersonal skills
- English language communication skills, written and verbal
- Positively engaged and motivated
- Confidence to question and make decisions
- Ability to build consensus, solve problems and deal with conflict

### **Knowledge**

- Understanding of the Educate Together ethos (or capacity to develop an understanding)
- Understanding of the Irish education system, rules and regulations (or capacity to develop an understanding)
- Familiarity with Taking the Next Step: a Blueprint for Educate Together Second-level Schools

### **Experience**

- Experience of serving on committees or Boards of Management would be an advantage (not necessarily in an education context)
- Experience in Human Resources/ Management/ Administration/ Finance would be an advantage

### **Personal qualities**

- Personal and professional integrity
- Commitment to the ethos of Educate Together
- Objective and non-judgemental

### **Benefits of volunteering in the role**

- Educate Together training and support.
- Engaging leadership and management skills within a school setting.
- Facilitating the development of a new Educate Together second-level school.
- Participating in a groundbreaking educational development.
- Expanding and developing professional networks and experience.

## **Roles and responsibilities of Interim Board members.**

It is envisaged that the School Manager will chair the Interim Board, which will be made of 4 to 6 committed nominees. We hope to appoint people with a particular balance of skills and experience to each Board. A number of key roles are defined

below, all of which are considered valuable. These roles are not prescriptive, and it may be that some nominees possess some or all of the skills and experience relevant to more than one role.

#### **Community Role**

This role requires knowledge of the local area. It offers a local candidate the opportunity to engage with and make a contribution to their local community.

#### **Parent Role**

This role requires the candidate to be a parent of a child of schoolgoing age. Experience of involvement in a start-up group for an Educate Together second-level school would be an advantage.

#### **Second-level Education Specialist Role**

This role requires the candidate to have qualifications and/or experience as an education professional and an understanding of Taking the Next Step: Blueprint for an Educate Together Second-level School. Experience as a member of one of the Educate Together second-level working groups would be an advantage.

#### **Second-level Management Advisor Role**

This role requires the candidate to have experience in a senior management role in a second-level school, and an interest in the aims of the Educate Together second-level project. Experience in start-up school planning and/or leadership would be an advantage.

#### **Patron Role**

This role requires the candidate to have experience in a leadership or management role in an Educate Together school and a deep understanding of the Educate Together ethos.

#### **Student Role**

This role requires current or recent experience as a second-level student in the local area. Experience as a pupil in an Educate Together primary school and / or experience on a Student Council, or other school-based committee, would be an advantage.

### **Applications**

If you are interested in applying to join the panel of Interim Board members please send a brief letter indicating why you are interested in serving on the Interim Board of an Educate Together second-level school, and mentioning any relevant skills and experience.

Letters of application should be sent to: [secondlevel@educatetogether.ie](mailto:secondlevel@educatetogether.ie) by 30<sup>th</sup> November 2012.

#### **Note – conflicts of interest**

Please note, if you may consider applying for a paid position in an Educate Together second-level school in the future, or in providing paid services to an Educate Together second-level school, we ask that you declare this at interview. Such an intention will not preclude participation, but should be declared at this stage.