



Llywodraeth Cymru
Welsh Government

Information for applicants

Education Workforce Council

Appointment of members

Closing date
9 November 2022 at 16:00



**The Commissioner for
Public Appointments**

Education Workforce Council

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Member vacancies on the Education Workforce Council

The Education Workforce Council (EWC) must have 14 members, all of whom are appointed by Welsh Ministers. Seven members are recruited via open and fair competition and seven members are appointed following nominations from organisations listed in Schedule 2 of the Education Workforce Council (Appointments and Membership) (Wales) Regulations 2014, as amended.

The current Council members' tenures are due to end on 31 March 2023. In line with the Code of Governance for Public Appointments, the Minister for Education and Welsh Language has agreed to re-appoint six of the current members. Therefore, the Minister is seeking to fill six vacancies by open and fair competition and two vacancies by nomination.

Key facts about the posts

Location: A blend of in person and virtual attendance will be required. Face to face meetings are held in Cardiff and virtual meetings are held via Microsoft Teams.

Time Commitment: A time commitment of up to 12 days per annum is required.

Tenure of office: All appointments will commence on 1 April 2023 for four years.

Remuneration: Members will not be paid for their services but will be reimbursed for travel and subsistence costs incurred.

Council members who are self-employed or in contracted employment where additional cover is arranged by the employer (at an additional cost to them) may claim a fixed daily rate to facilitate the member's release.

Induction training: Wednesday 19 April 2023

Indicative timetable

Closing date: 9 November 2022 at 16:00

Shortlisting: end November 2022

Interviews: early January 2023

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How to make an application

This document provides details on the role of members and the person specification, the role and responsibilities of the Education Workforce Council and the selection process. Please ensure you read all the guidance notes here, paying particular attention to the eligibility and disqualification criteria in Annex A.

Applying via open and fair competition (six posts)

To make an application via open and fair competition, 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 have registered, you will 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.

Applying as a nominee (two posts)

If you have been nominated to apply by any of the organisations listed in Schedule 2, the application process is slightly different. We are asking nominated applicants to supply the information via email rather than through the online system. The information we require is the same as via the online system, with the exception that you are asked to supply the details of the organisation which has nominated you. Your nominating organisation must contact the Welsh Government to confirm you have been nominated by them. They will also forward you a form to complete. This should be emailed to EWCAppointments@gov.wales, together with your personal statement and CV.

If you choose not to apply via this route, please let the person nominating you know. As a courtesy to those who nominate someone to apply, we will confirm to them the names of those who have applied.

Applying via this route, does not preclude you from applying in the open and fair competition. Please feel free to complete the online application form, or if you prefer, advise in your email that you would like your application to be considered under both routes.

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Guidance for all applicants

All applicants will need to complete a form (online for open competition and a Word document for nominations). Applications should include a personal statement and CV.

The **personal statement** is your opportunity to demonstrate how you meet each of the essential 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.

The personal statement is limited to two pages and your application may be rejected if you exceed this limit. However, please ensure you include a statement about how you meet the eligibility and disqualification criteria set out in Annex A.

Please ensure your **CV** includes brief details of your current or most recent post(s) and the dates you occupied the role(s). Please identify any past or present Ministerial appointments and details of your EWC registration, if applicable.

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, and lesbian, gay, bisexual and transgender people.

Positive about disability

We operate under the 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 opportunity applied for.

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability "*a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities*".

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We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential. The application form will ask if you would like to be considered under the Positive about Disabled People scheme. It will also give you the opportunity to let us know about any reasonable adjustments you may require allowing you to attend an interview.

Contacts

If you need further information regarding the selection process or need any assistance applying for these roles, including any reasonable adjustments to enable you to apply, please email publicappointments@gov.wales.

For further information regarding the Education Workforce Council and the role of its Council members please contact Hayden Llewellyn (EWC Chief Executive) or Beverley Curtis (EWC Corporate Governance Officer). They can be contacted via telephone (029 2046 0099) or email (corporate.governance@ewc.wales).

Annex A: Roles and responsibilities of Council members

The Council consists of 14 members including the Chairperson. The Chairperson is elected from amongst its membership in accordance with the [Education \(Wales\) Act 2014](#) and the Council's [Standing Orders](#). Members represent a range of interests of the education workforce in Wales. The Council sets the strategic direction for the EWC and is responsible for its governance.

Members of the Council are expected to bring independent judgement to bear on the Council's strategy, performance and accountability. Members must act corporately in the interests of the Council which in turn acts in the wider interests of registered practitioners, learners and the public rather than in the interests of a particular constituency. Members should take decisions in the interest of the Council without favour to any organisation or association, whether educational or otherwise.

Members must always bear in mind the need for integrity in all they do. Members have corporate responsibility for ensuring that the Council complies with any statutory or administrative requirements for the use of public funds and its income from registration fees.

All members are expected to comply with the [Code of Conduct and Best Practice for Council Members](#). In addition, as specified in [paragraph 3\(5\) of Schedule 1 to the Education \(Wales\) Act 2014](#), members of the Council 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.

Person specification

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

The **essential criteria** successful candidates will need to demonstrate to the selection panel are:

1. an understanding of the functions and strategic objectives of the EWC, and the priorities of its stakeholders.
2. the ability to read, digest and analyse documents and contribute to discussions at a strategic level.
3. effective communication, displaying the ability to listen, influence and challenge constructively.
4. the ability to build effective relationships and work as part of a team, fostering trust and confidence in colleagues.
5. a commitment to equality issues, identifying and challenging discriminatory practices.
6. an understanding of and empathy towards the Welsh language and a commitment to the Council's compliance with the [Welsh Language Standards](#).
7. a commitment to Nolan's '[Seven Principles of Public Life](#)' and the additional principles outlined in '[The Conduct of Members \(Principles\) \(Wales\) Order 2001](#)'.

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The EWC is committed to promoting the Welsh language and adheres to the Welsh Language Standards. Therefore, it is **desirable** for applicants to possess Welsh language skills to undertake the duties of Council member.

Eligibility requirements

In order to comply with the requirements which govern the appointments to the EWC, that are set out in [Regulation 5 of the Education Workforce Council \(Appointments and Membership\) \(Wales\) Regulations 2014](#), no person is eligible for appointment where:

- (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(3) of the 2014 Act by virtue of which the person becomes ineligible for registration under section 9 of the 1998 Act;
- (f) the person is disqualified from being employed as a teacher in any school by virtue of an order made—
 - a. by an Independent Schools Tribunal under section 470 of the 1996 Act, or
 - b. 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.

Disqualification criteria

Please note, you are disqualified from applying if you:

- (a) Have within the preceding five years, been convicted in the UK, Channel Islands or the Isle of Man of any offence and have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.
- (b) Are the subject of a bankruptcy restrictions order or an interim order or have made a composition or arrangement with creditors.
- (c) Have had an earlier term of appointment with EWC terminated on the grounds it was not conducive to the interests or good management of the body for you to continue to hold office.
- (d) Are the subject of a disqualification order under the Company Directors Disqualification Act 1986.

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Candidates should also note that membership of the Education Workforce Council is a disqualifying office for membership of The Senedd Cymru under [The Senedd Cymru Disqualification\) Order 2020](#).

In addition, you should be aware that in accordance with paragraph 3(4) of the Education (Wales) Act 2014 the Welsh Ministers must, when exercising any function in relation to the membership of the Council—

- (a) have regard to the desirability of that membership including persons with the experience and skills necessary to enable the Council to perform its functions efficiently and effectively, and
- (b) secure that the majority of members of the Council are, or recently have been, registered persons.

Conflicts of interest

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Member of the Education Workforce Council, including any business interests and positions of authority outside of the role in the Education Workforce Council.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public and published on the EWC website.

Due diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings. All posts will be subject to security vetting.

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](#).

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Annex B: Roles and responsibilities of the Education Workforce Council

What is the EWC?

The EWC is the independent professional regulator for the education workforce in Wales. With over 80,000 registrants, it is Wales' largest regulatory body and has the widest register of education practitioners in the world.

The principal aims of the EWC 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 persons who support teaching and learning in Wales; and
- to safeguard the interests of learners, parents and the general public and maintain public trust and confidence in the education workforce.

What does the EWC do?

The EWC's main functions are to:

- establish and maintain a Register of Education Practitioners.
- maintain a Code of Professional Conduct and Practice for the education workforce.
- investigate and hear allegations of unacceptable professional conduct, serious professional incompetence or relevant criminal offences that might call into question a registered practitioner's fitness to practise.
- accredit programmes of initial teacher education and monitor their compliance with national criteria.
- provide advice to the Welsh Government and others on matters related to the education workforce and teaching and learning.
- monitor induction and hear induction appeals (where applicable) for teachers.
- promote careers in the education workforce.
- undertake specific work in relation to teaching and learning at the request of the Welsh Government.

What is the role of the Council?

Individually, and as a collective, Council members are expected to:

- ensure that high standards of administration and decision making are observed at all times.
- establish the overall strategic direction of the Council by means of oversight of the production of the Strategic Plan.

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- oversee the delivery of planned results by monitoring performance against agreed strategic objectives and targets.
- ensure that the Council 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.
- act independently as individuals and be mindful not to convey the views of their employers / organisations for which they have an affiliation.
- respect the collective decisions and policies of Council in the public arena. Members must work responsibly with other members and must treat each other with courtesy and respect to promote constructive working relationships.

The EWC has the following standing committees, comprised of Council members:

- Executive Committee;
- Registration and Regulation Committee; and
- Audit and Scrutiny Committee.

Further information on the EWC's work can be obtained by emailing information@ewc.wales or visiting <https://www.ewc.wales>

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Annex C: The selection process

The selection 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 the essential criteria, and include a reference to how you meet the eligibility criteria and details of any past or present EWC registration.

The selection panel will be chaired by Claire Horton, Welsh Government and will also comprise Angela Jardine, Chairperson EWC and David Pritchard, Social Care Wales as an Independent Panel Member. We anticipate that during November 2022 the panel will have decided who will be invited for interview in January 2023. It is our intention that interviews will take place online via Microsoft Teams.

Your application may be long-listed, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all the panel.

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 Positive about Disabled People scheme **and you meet the minimum essential criteria** for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre, or from EWCAppointments@gov.wales, to let you know whether you have been invited to be interviewed.

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 Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before deciding. If he does, he 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 at interview, you will receive a letter from the Minister appointing you as a Council member. This will confirm the terms on which the appointment is offered.

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If you are unsuccessful at interview, you will be notified by the Welsh Government. This will either be through the application centre, if you applied online or by email from EWCAppointments@gov.wales if you were nominated to apply. 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 email will provide the details of who you may approach for feedback on your interview and application, if you so wish.

Queries

For queries about your application, please contact publicappointments@gov.wales.

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 publicappointments@gov.wales. Additionally you can write to: Office of the Commissioner for Public Appointments G/08, 1 Horse Guards Road, London SW1A 2HQ.