

GRETb – Who We Are

Galway and Roscommon Education and Training Board is a statutory local education authority operating under the terms of the Education and Training Boards Act 2013.

The Board provides mainstream educational programmes to schools and colleges as well as providing a wide range of adult and community programmes. The Board's educational remit is Galway City, Galway County and County Roscommon.

Our Vision

Our schools provide quality learning opportunities through broad curricular experiences, academic and applied. Significant student support services are offered through pastoral support structures, guidance, student support team frameworks and our School Completion Programme. Schools also provide an extensive range of extra-curricular and co-curricular activities in accordance with our core values, affording opportunity to facilitate the holistic development of every student and facilitate them in reaching their human, spiritual and academic potential.

List of GRETb Post Primary Schools and Colleges [Post Primary Schools - GRETb | Galway and Roscommon Education and Training Board](#)

Galway City	
School	Address
Merlin College	Doughiska Road, Galway City
Galway Community College	Wellpark Road, Galway City
Galway Technical Institute (GTI) (PLC)	Fr. Griffin Road, Galway

Galway County	
School	Address
Archbishop McHale College	Dublin Road, Tuam, Co. Galway
Coláiste an Chreagáin	Mountbellew, Co. Galway
Coláiste Bhaile Chlair	Lakeview, Claregalway, Co. Galway
St. Brigid's College	Baunoge, Loughrea, Co. Galway
St. Killian's College	New Inn, Co. Galway
Clarín College	Caheroyne Road, Athenry, Co. Galway

Aran Islands	
School	Address
Coláiste Naomh Eoin	Inis Meáin, Oileáin Arran
Coláiste Ghobnait	Inis Oírr, Oileáin Arran
Coláiste Naomh Einne	Inis Mór, Oileáin Arran



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

Gaelcholáiste	
School	Address
Coláiste na Coiribe	Bóthar Bhaile an mBúrcadh, Cnoc na Cathrach, Gaillimh
Coláiste an Eachréidh	Baile Átha an Rí, Co. na Gaillimhe
Coláiste Cholmcille	Indreabhán, Co. na Gaillimhe
Coláiste na bPiarsach	Ros Muc, Co. na Gaillimhe
Coláiste Naomh Feichín	Corr na Móna, Co. na Gaillimhe

Roscommon	
School	Address
Roscommon Community College	Lisnamult, Co. Roscommon
Abbey Community College	Boyle, Co. Roscommon
Elphin Community College	Elphin, Castlerea, Co. Roscommon

GRETb POST PRIMARY TEACHING SUBSTITUTE PANEL ACADEMIC YEAR 2026-2027

Galway & Roscommon Education and Training Board invites applications to apply for the substitute post primary teaching panel for subbing vacancies which may arise within GRETb post primary schools/colleges during the academic year 2026-2027.

Post Title: Substitute Post Primary Teacher

Nature of Employment: Substitution

IMPORTANT: Interviews will be held on an if and when needs basis in line with operational needs.

These appointments are subject to the approval of the Department of Education and Youth the Director of the Redeployment Scheme.

Qualifications, salary scale and conditions of service are as per Department of Education and Youth Memorandum V7.

Below is a list of applicable subjects within GRETb post primary schools for which subbing positions may be filled if and when required.

Subject Area	Subject Area
Agricultural Science	Art
Applied Maths	Biology
Construction Studies	Business (Accounting, Business, LCVP, Economics)
English	Chemistry
French	Computer Science, ICT
Geography	DCG
Guidance (Post Primary Only)	Engineering & Graphics
Home Economics	Gaeilge
Mathematics	German
Physics	History
Science (Junior Cycle)	Italian
Spanish	Music
Wood Technology & Graphics	Physical Education
Special Education Needs (SEN) – with qualification	Religious Education

THE SELECTION PROCESS

Selection will be on the basis of a competitive interview. If a large number of applications are received candidates may be shortlisted on the basis of the information supplied on their application form.

Canvassing will automatically disqualify. Only applications submitted online by the closing date will be accepted. It is your responsibility to ensure all documents are included in your application for it to be considered. Please note that omission of any or part of the requested application documentation will render the application incomplete.

Applicants for the positions that may arise in our Gaeltacht Schools/Gaelcholáistí are required to hold the Ceard Teastas Gaeilge, Teastas Gaeilge do Mhúinteoirí Iarbhunscoile or the Irish requirement as per Circular Letter 21/00 issued by the Department of Education and Youth.

Galway & Roscommon Education & Training Board is an equal opportunity employer. Recruitment to posts within GRETB is on the basis of interview outcome, location preference and satisfactory HR Clearances including: Valid Teaching Council registration, Garda Vetting Clearance, Occupational Health clearance, copy of qualifications and 2 references.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

How to Apply

Applications must be submitted via the Hire lab's online portal ONLY by 4.00 p.m. on Friday 8th January 2027. Only applications submitted online by the closing date will be accepted. It is your responsibility to ensure all documents are included in your application for it to be considered. Please note that omission of any or part of the requested application documentation will render the application incomplete. Interviews will be held based on service needs.

If you have any queries please contact:

Recruitment Division GRETB - 091- 874573/091 874572/091 874546/091 874570/091 874523 or email to recruitment@gretb.ie

PERSON SPECIFICATION

Qualifications and Eligibility Requirements:

Qualifications:

- Applicants must meet the general and special requirements as set out from time to time by the Teaching Council of Ireland for the advertised subject(s). Further details and a full list of recognized qualifications are available on www.teachingcouncil.ie
- Applicants, who are in their final year of degree/postgraduate diploma which will lead to a teaching qualification, but who have not yet completed their final exams and/or received their results, may apply for advertised vacancies, subject to the provisions regarding Teaching

Council registration set out below. Any offer of interview or employment is made pending the applicant's results meeting the requirements of the vacancy.

- If you are applying for Guidance, you must provide a copy of your recognised guidance qualification.

Registration with the Teaching Council of Ireland (Essential):

- Applicants must be currently registered with the Teaching Council of Ireland
- Applicants shall provide a current Registration Certificate, or confirmation of Registration.
- Applicants who are newly qualified and (i) whose qualifications are included on the Teaching Council's list of recognized qualifications and (ii) can provide proof of application to the Teaching Council for registration will be considered for shortlisting for advertised vacancies.
- Only written or email confirmation from Teaching Council of receipt of an applicant's application for registration will be accepted as proof of application. The letter confirming Garda Vetting issued by the Teaching Council is not sufficient proof of application.

Garda Vetting

Applicants are advised to make application to the Teaching Council at least 3 months in advance of seeking employment to ensure that their Garda Vetting can be arranged and processed in a timely manner.

Important points to note:

- No teacher may take up a vacancy without satisfactory Garda Vetting clearance. If an applicant has not achieved Garda Vetting clearance by the time his/her vacancy is due to commence, the offer of employment will be withdrawn.
- Any person being appointed to a teaching position of any duration must also provide a child protection related Statutory Declaration and an associated Undertaking, unless one was provided in the previous calendar year.

Overseas Police Clearance

- Any applicant who has resided outside of Ireland for 6 months or more must provide a copy of Overseas Police Clearance for all countries resided in.

Permission to Work in Ireland

- All applicants must be eligible to work in Ireland. Non-EEA nationals (unless exempted) must be in possession of a valid work permit and must provide original documentation of same.

KEY SKILLS, KNOWLEDGE AND COMPETENCIES FOR THE ROLE OF POST PRIMARY TEACHER

Applicants will be assessed at interview based on the evidence provided of their skills, knowledge and competencies across each of the areas listed below. More detail on each of these areas is included in the "Teacher Job Description" below.

- Teaching and Learning
- Assessment

- Classroom Management & Learning Environment
- Communication
- Professional Development & Practice
- Planning

GRETB Subject Teacher Job Description

Teaching and Learning is the core focus of the school. Good teaching which promotes learning, progress and enjoyment is the key to raising standards. As such we aim to ensure that every student has access to a high-quality education which will allow them to achieve their full learning potential. We seek to develop a school culture in which teachers are also inquisitive learners, engaged in reflective practice, constantly evaluating and developing their professional practice and being fully supported to do so.

Teaching and Learning

Teachers should strive to deliver consistently outstanding lessons by:

- Continuously refreshing subject knowledge, understanding the courses they are delivering and using current teaching and learning initiatives so that their expertise can be shared with students in order to enthuse them, challenge and secure their progress
- Ensuring that they use prior attainment and other data to be aware of the capabilities and specific learning needs of all students in their classes so that they plan lessons, differentiate activities and deploy support appropriately so that all students can access the curriculum, make good progress and be challenged regardless of their ability
- Planning structured and well-paced lessons which employ a wide variety of interesting and imaginary activities and resources, including the use of technology where appropriate, in order to sustain student engagement, concentration, motivation and application
- Setting clear and appropriately challenging learning objectives linked to subject curricula and ensuring that these objectives are shared with students and reviewed throughout the lesson so that students can take greater responsibility for ensuring their progress towards them
- Effectively checking students' understanding throughout the lesson using a wide variety of formative assessment techniques, anticipating where they may need to intervene and doing so with a striking and significant impact on the quality of learning
- Facilitating students to take responsibility for their own learning, providing opportunities for them to work both independently and collaboratively with peers
- Establishing a positive and productive climate for learning in which the students demonstrate good attitudes to their work and have mutual respect for both teachers and peers alike
- Managing incidents of indiscipline calmly, consistently applying the schools Behaviour Code sanctions and rewards where appropriate, providing praise and positive reinforcement to foster self-esteem, motivation and confidence

- Providing learners with regular detailed feedback, both orally and through formative assessment, so that they know how well they have done and are aware of what they need to do next to sustain good progress

Continuing Professional Development

All teachers are expected to engage in school, ETB and nationally mandated CPD as outlined below

We aim to support teachers to achieve outstanding teaching and learning by:

- Providing quality school-based training focusing annually on a specific aspect of teaching and learning but at the same time ensuring that personalised professional development pathways are also available in order to enable all staff to successfully complete their personal CPD targets as set at the beginning of each year
- Organising opportunities for colleagues to work collaboratively to share good practice, both within our own school and where appropriate with staff in other local schools
- Allowing colleagues to attend external training which is specifically linked to their personal CPD targets or Subject Improvement Priorities
- Encouraging colleagues to utilise peer observation or video technology to evaluate the teaching and learning in their classroom
- Providing coaching and mentoring where appropriate
- Establishing a teaching & learning group who will keep abreast of current teaching and learning initiatives and cutting edge research; trial new ideas in the classroom, evaluate their impact and disseminate their findings to colleagues

School Improvement

In order to ensure high quality teaching and learning the Senior Leadership Team and Subject Leaders aim to work in collaboration to constantly review our provision and practice so that we are able to assure the highest quality of standards and to drive forward improvement. We aim to use the School Self Evaluation process as a means of supporting colleagues in their personal improvement so that they excel in their role within the school.

To support this process of self-evaluation and self-challenge we will devise a robust schedule which all teachers are required to engage in:

- Subject Leaders will meet regularly, at least once every term with Senior Leadership Team working towards an agreed agenda
- Subject areas will conduct a self-evaluation of teaching and learning at least once per year
- Subject areas will formally ascertain student voice at least once per year in addition to informal ongoing feedback as part of teaching and learning

- The Senior Leadership Team and subject leaders will conduct an in-house evaluation of all subject areas at least once every two years as part of their school self-evaluation routines
- Teachers will be formally observed at least once per year using the school's lesson observation format by a member of the Senior Leadership Team
- All teachers will have the opportunity to observe another colleague at least once per year.

Pastoral Care

Teachers may also be required to act as Class Caomhnóir so as to assist in the personal development of each student and to monitor student welfare and academic achievement.