Application Pack

Initial Teacher Education (ITE) Accreditation Board

Information for Applicants on the Appointment of Members

Closing Date: 27 June 2025

Contents

[Making an application 3](#_Toc155713985)

[Role description and person specification 5](#_Toc155713992)

[Role and responsibilities of the Initial Teacher Education (ITE) Accreditation Board 9](#_Toc155714005)

[The selection process 10](#_Toc155714007)

# Making an application

Thank you for your interest in the appointment of members to the Education Workforce Council (EWC) ITE Accreditation Board.

The application pack provides details on the role of members, the person specification, the role and responsibilities of the Board, and the selection process.

To apply for this role, you will need to submit a personal statement and CV by the **27 June 2025** to ITEAccreditation@ewc.wales

Please note that whilst appointments to the Board may be based on written applications, the EWC reserves the right to also undertake interview assessments, dependent upon the volume of applications.

## 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 describe what your role was in achieving specific results. It will also benefit the selection panel if you can make clear which criteria your evidence relates to in each case. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages of A4. Your application may be rejected if you exceed this limit.

## CV

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

##

## Indicative timetable

* **Closing date**: 27 June 2025
* **Interview date:** w/c 14 July 2025
* **Appointment**: 1 September 2025 (approximately)

## Diversity statement

## The EWC is committed to equality, diversity, and inclusion, and strives to play our part in creating a fairer Wales. Guided by our values, we actively promote fairness, transparency, and inclusivity throughout our recruitment processes. We aim to reflect the richness and diversity of society, and therefore welcome applications from individuals of all backgrounds.

## Personal information

The contact details you provide to us will be used to contact you in relation to your application.

If you are unsuccessful at any stage of the recruitment and selection process, the information you have provided will be retained for six months from the closure of the campaign. If you are unsuccessful for the position you have applied for, we may ask if you would like your details to be retained for a period of 18 months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Further information about how the EWC processes personal data can be found [on our website](https://www.ewc.wales/privacy/index.php/en/privacy-notice).

##

## Contacts

For further information regarding the selection process, please contact the ITE Accreditation team by email - ITEAccreditation@ewc.wales**.**

# Role description and person specification

##

## Role and responsibilities

In line with Welsh Government Criteria for the accreditation of Initial Teacher Education programmes in Wales, members will:

* assess submissions of ITE programmes for accreditation
* monitor the compliance of accredited programmes
* assess compliance of changes to accredited programmes
* assess concerns related to accredited programmes and, where necessary, withdraw accreditation
* consider and determine any appeals received

This work will include reviews of documentation and evidence, partnership site visits (virtual or in person), programme accreditation meetings, Board decision making (including decisions to accredit, not accredit, or withdraw accreditation), and Board meetings.

Members are required to liaise with key stakeholders including ITE partnerships, EWC officers, the ITEA Board, the Board chairperson, and deputies. They may also be required to liaise with Council members, Welsh Government officials, and Estyn on occasion.

## 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.

|  |  |  |
| --- | --- | --- |
| Knowledge and experience | Essential | Desirable |
| * extensive experience at a senior level in Initial Teacher Education
 | X |  |
| * demonstrate an understanding of the education system and reforms in Wales, including the challenges being faced and the opportunities available, ensuring ITE is firmly rooted in wider education reforms
 | X |  |
| * extensive experience as a member of a committee, or board
 |  | X |
| Aptitudes and skills |  |  |
| ability to work to tight timescales | X |  |
| * ability to act as an effective committee/board member, with the ability to command the respect of others
 |  | X |
| * excellent written and oral communication skills
 |  | X |
| * excellent problem-solving skills
 |  | X |
| Personal attributes |  |  |
| * well-developed inter-personal skills
 | X |  |
| * objectivity and diplomacy
 | X |  |
| * commitment to excellence and quality
 | X |  |
| Equal opportunities and Welsh Language Standards |  |  |
| * understand the regulatory frameworks in Wales, including the Public Sector Equality Duty, and the Welsh language Standards
 | X |  |

## Welsh Language

Welsh language skills are desirable, but not essential to undertake the duties of this role. However, it is essential for the Board as a whole to increase its Welsh language skills. As such, all Board members are expected to display an understanding of the Welsh language, with a commitment to strengthen bilingual service provision within the education sector in Wales. The education sector and services will play a key role in developing Welsh language skills for the future.

##

## Key facts about this post

|  |  |
| --- | --- |
| **Location** | There are three Board meetings per year, which will be a combination of virtual and in person meetings based in Cardiff. Site visits to partnerships will be across Wales. |
| **Time commitment** | Up to 20 days per year, which would include induction, knowledge and development sessions, and annual reviews |
| **Tenure of office** | Four years |
| **Remuneration** | Members £205 per day**Where members are practitioners registered with EWC, who are released by their employer to conduct this work, supply cover will be paid to the employer at EWC’s current rates.**Travel and subsistence costs will be paid in line with standard EWC rates. The current mileage rate is £0.45 per mile.  |

##

## Eligibility

Applicants should also note that being a member of the EWC is a disqualifying post for membership of Senedd Cymru, under the [Senedd Cymru (Disqualification) Order 2020.](https://www.legislation.gov.uk/uksi/2020/1255/contents/made)

Members of the Committee and Appeals Committee are to be appointed from persons—

(a) who are currently working, or were so working within the last 2 years, in the provision of education;

(b) who have experience of the management of schools or further education institutions;

(c) who have experience of working in local authorities;

(d) who have experience of the delivery or provision of initial school teacher training;

(e) who are registered in the category of school teacher in the Register (1);

(f) such other persons as the Council consider appropriate having regard to their expertise and experience.

No person is eligible for appointment to the Committee or the Appeals Committee 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(2);

(b) the person is prohibited from teaching by virtue of a direction under section 142(1)(a) of the 2002 Act (3);

(c) the person is prohibited from being employed as a teacher by virtue of a prohibition order under section 141B of the 2002 Act;

(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 (4);

(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 (5), or

(ii) by the Secretary of State or the Welsh Ministers under section 471 of the 1996 Act (6); 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.

## Conflict of Interests

You will be asked to declare any private interests, which may, or may be perceived to, conflict with the role and responsibilities as a member of the Board, including any business interests and positions of authority outside of the role with the Board.

A member selection panel will explore any conflicts of interest directly with you prior to appointment. If appointed, you will also be required to declare these interests on a register, which is available to the public.

##

## 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 principles of public life set out by the Committee on Standards in Public Life (The Nolan Committee) and the additional three principles outlined in The Conduct of Members (Principles) (Wales) Order 2001. Successful applicants will be expected to adhere to our Board member code of conduct.

# Role and responsibilities of the Initial Teacher Education (ITE) Accreditation Board

## Background

The Education Workforce Council (EWC) was established by the Education (Wales) Act 2014. Under the Act, 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 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 EWC is independent of government.

The EWC’s powers were extended in February 2017 to allow it to:

* accredit courses or programmes of initial teacher education (ITE)
* monitor the compliance of accredited courses or programmes of ITE with Welsh Government published criteria
* withdraw the accreditation of courses or programmes of ITE
* charge fees in connection with providing the service

In discharging these additional statutory duties, the EWC formed an ITE Accreditation Board in 2017. Any ITE partnership seeking to run an ITE programme that leads to Qualified Teacher Status (QTS) in Wales must first ensure that it has been accredited by the EWC, through the ITE Accreditation Board.

The Board is made up of a Board chairperson, two deputy chairs, and up to 12 other members. Any ITE programme submission will be considered by a subset of members drawn from the pool. To ensure consistency, this will always include the Board chairperson or deputy. The quorum, in Welsh Government Regulations for an assessment, is three members.

The EWC’s work ensures that each programme of ITE in Wales complies with accreditation criteria before commencement of the programme and throughout its period of accreditation. This means that there is a secure foundation for programmes, and that they are led, designed, delivered, and further developed in accordance with the vision for ITE outlined in the [Criteria for the accreditation of initial teacher education programmes in Wales.](https://gov.wales/initial-teacher-education-programmes-accreditation-criteria)

Additionally, the ITE Accreditation Board will monitor accredited programmes through the period of their accreditation via a monitoring visit. Both processes will involve a constructive and developmental dialogue, which adds value to the quality of ITE, contributing to the systematic development of partnerships, and the continuous improvement of ITE programmes.

At present there are 16 programmes operational across six ITE partnerships.

# The selection process

The selection panel will assess candidates’ CVs and personal statements to determine who it believes best meets the criteria for the role, and who will be appointed to the Board. They 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 selection panel will be chaired by the appointed Board Chair, Dr Hazel Hagger, with input from Rhian Davies, Accreditation and Quality Manager, and Bethan Stacey, Director of Professional development, Accreditation and Policy at the EWC.

The panel will select for appointment only the strongest applicant whom it feels have demonstrated that they best meet the criteria set out in the person specification.

The panel may choose to undertake informal virtual interviews with appointable candidates before making a decision.

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

If you are unsuccessful, you will be notified by the EWC. 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 application, if you so wish.

## Queries

For queries about your application, please contact the ITE Accreditation team via email, ITEAccreditation@ewc.wales.

## If you are not completely satisfied

The EWC will aim to process all applications as quickly as possible and treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact:

Education Workforce Council

9th Floor, Eastgate House

35-43 Newport Road

Cardiff, CF24 0AB

Tel: 029 2046 0099

Email: information@ewc.wales