



Circular 0004/2014

To: The Managerial Authorities of Recognised Primary and Post-Primary Schools and the Chief Executive of each Education and Training Board (ETB)

Limited alleviation of moratorium on filling posts of responsibility at Assistant Principal level for the duration of the Haddington Road Agreement

1. Purpose of Circular

The Haddington Road Agreement states that *“In the context of the ongoing moratorium on filling posts of responsibility in schools, the alleviation arrangements which previously applied will be operated on an annual basis for the duration of this Agreement.”*

The purpose of this Circular is to set out these alleviation arrangements.

2. General points to note:

This Circular should be read in conjunction with Department Circular 0022/2009 on the application of the moratorium on the filling of posts of responsibility. This moratorium is in place since 27 March 2009 and continues to apply.

The alleviation arrangements are set out in the Appendix to this Circular. The alleviation is focused on those schools that are acutely affected at Assistant Principal level by the impact of the moratorium. The alleviation measures are limited and it continues to be a matter for school authorities to re-organise and prioritise the appropriate duties for post of responsibility holders in the context of the application of the moratorium.

Schools and ETBs are now permitted to operate these alleviation arrangements with immediate effect and on an annual basis for the duration of the Haddington Road Agreement. Payment

will be made with effect from the date of appointment to the post of responsibility vacancy at Assistant Principal level under these alleviation arrangements.

Please note that the moratorium will continue to apply as it has done since 27 March, 2009 on the filling of vacant posts of responsibility at special duties level arising as a consequence of any promotions to Assistant Principal under these alleviation arrangements.

3. Queries:

Queries in relation to these alleviation arrangements should be sent to the following email addresses:

Primary schools mail to: primaryallocations@education.gov.ie

Post Primary schools mail to: allocations@education.gov.ie

Hubert Loftus
Principal Officer
Teacher Allocations Section

January, 2014

Appendix

The alleviation arrangements are as follows:

1. Primary Level

The alleviation arrangements at primary level are focused on schools with an enrolment of at least 400 pupils and which have a reduction of at least 3 posts of responsibility at Assistant Principal level. These alleviation arrangements will operate as follows:

Number of Assistant Principal vacancies	Number of Assistant Principal vacancies which can be filled under the alleviation arrangements
1	0
2	0
3	1
4	2
5	3
6	4

[Click here for the number of Assistant Principal posts of responsibility by reference to school size](#) (that operated prior to the introduction of the moratorium and which can be used for determining the number of Assistant Principal vacancies).

2. Post Primary Level

The alleviation measures at post-primary level will operate as follows:

(i) Assistant Principal posts of responsibility

Schools that fall below the Assistant Principal thresholds set out in the following table can fill Assistant Principal vacancies as they arise to the level of the thresholds set out in this table.

The schedule in the table below is based on recognised pupil enrolment on approved courses. The pupil enrolments are those pupils that are enrolled in schools on the 30 September of the preceding school year (i.e., 30 September 2012 enrolment for the 2013/14 school year etc.).

Pupil Enrolment	Threshold of Assistant Principal posts in individual post-primary schools which enable schools fill vacant AP posts
< 100	0
100-199	1
200-299	2
300-399	3
400-499	4
500-699	5
700-899	6
900-1099	7
> 1100	8

Posts of responsibility held on a personal basis must be counted when calculating the threshold of Assistant Principal posts.

(ii) Programme Co-ordinator Posts at Assistant Principal level

The alleviation arrangements include provision for filling a Programme Co-ordinator post at Assistant Principal level where a school has 100 or more pupils on such programmes and the school's overall number of Assistant Principal posts is at or below the thresholds set out in the above table.

Schools that meet both of these requirements may fill their Programme Coordinator vacancy at Assistant Principal level when it arises.

(iii) Director of Adult Education at Deputy Principal level:

Schools that meet the requirements for a Director of Adult Education post (at Deputy Principal level) may fill their vacancy when it arises.