



**Circular Letter 0028/2011**

**To: The Managerial Authorities of Recognised Primary Schools**

**REVISED PROMOTION PROCEDURES FOR APPOINTMENT TO DEPUTY PRINCIPAL, ASSISTANT PRINCIPAL AND SPECIAL DUTIES TEACHER in Recognised Primary Schools**

Following agreement between the parties to the Teachers Conciliation Council, the Minister for Education and Skills directs you to implement the following changes to the marking schemes for appointment to posts of responsibility for eligible registered teachers employed in an approved teaching post funded by monies provided by the Oireachtas.

This circular supersedes section 9, paragraph (h) of Circular p007/2003 in relation to the promotional procedures for teachers in recognised primary schools. Proposed appointments under this Circular are subject to the current moratorium on posts of responsibility at assistant principal and special duties teacher grades.

These procedures apply to teachers who are in receipt of incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract (e.g. temporary whole-time (TWT), regular part-time (RPT)) as defined in the Protection of Employees (Fixed-Term Work) Act 2003.

The revised selection criteria are to be implemented by each employer with immediate effect.

Please ensure that copies of this circular are provided to all members of the Board of Management and its contents are brought to the attention of all teachers in your employment including those on leave of absence.

This Circular can be accessed on the Department's website under [www.education.ie](http://www.education.ie) Home – Education Personnel – Primary – Recruitment Policies.

All enquiries regarding this circular should be e-mailed to [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie)

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## 1. Purpose of this circular

This circular outlines changes to the marking scheme and criteria for selection for appointment to deputy principal, assistant principal and special duties teachers in primary schools having regard to the moratorium currently in force.

## 2. Revised Marking Scheme and Criteria for Selection

- a. Paragraph 9, section (h) of Circular 007/2003 states that the selection of the successful candidate shall be based on three criteria.

The criteria for selection are amended as follows:-

1) Length of service <i>The method of calculating length of service is set out in Circular 07/03</i>	30 marks
2) Knowledge, understanding and capacity to meet the needs of the job	15 marks
3) Capacity to contribute to the overall development of the school	15 marks
4) Interpersonal and communication skills	15 marks
5) Capacity to contribute to the overall organisation and management of the school	15 marks

- b. Section 9(g) of Circular 07/2003 is amended as follows:-  
*“Records of the interviews including marking sheets shall be kept by the Chairperson of the Selection Board until the appointment process is finalised. Particular attention should be paid to the marking system where multiple interviews are involved. It is a matter for the Selection Board to develop its own marking system provided that the five criteria listed are given appropriate weighting.”*

## 3. Composition of the Selection Board and Appeals System

The current arrangements will continue to apply.