



Circular 0042/2010

**To: The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools  
and  
The Chief Executive Officers of Vocational Education Committees**

## **Limited alleviation of moratorium on filling of Posts of Responsibility for 2010/11 school year.**

## **Commencement of revised promotion procedures in second level schools**

### **1. Introduction**

The Tánaiste & Minister for Education & Skills wishes to advise school authorities and Chief Executive Officers of VECs of some limited alleviation to the moratorium that is in place since 27 March 2009 on the filling of posts of responsibility. This circular also sets out (at No. 4 below) the position on the commencement of revised promotion procedures in second level schools.

The limited alleviation that is now being introduced is focused on those schools that are acutely affected at Assistant Principal level by the impact of the moratorium. 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 including any vacancies arising as a consequence of any promotions to Assistant Principal under these alleviation arrangements. The moratorium will also apply to Assistant Principal posts that are above the minimum thresholds set out in the table at 3(a)(i) below. It should be noted that the moratorium did not affect the filling of Principal and Deputy Principal posts.

The limited alleviation will operate on an interim basis for the 2010/11 school year and will be reviewed by the Department in advance of the 2011/12 school year.

The following alleviation arrangements will apply for 2010/11 school year at primary and post-primary level:

## **2. Primary level:**

The alleviation at primary level will be limited. It is confined to those primary schools that are deemed to be the most acutely affected by the impact of the moratorium on the filling of vacant posts of responsibility at Assistant Principal level. Primary schools that had at least 400 pupils enrolled on 30 September 2009 will be eligible to be considered for some limited alleviation.

Primary schools meeting the above criteria, that wish to be considered for some limited alleviation, should apply to the Primary Allocations Section of the Department by Friday 17 September 2010 setting out their particular extenuating circumstances.

The level of alleviation to be applied at individual school level will be determined in the Autumn when a clearer picture will have emerged on the overall number of vacancies involved and the level of alleviation required.

## **3. Post Primary level:**

The alleviation measures at post-primary level are designed to ensure that schools do not fall below a minimum level of middle management supports at Assistant Principal level.

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

### **(i) Assistant Principal posts of responsibility**

Assistant Principal posts of responsibility may be filled by school authorities in accordance with the schedule set out in the table below. The schedule applies to vacancies that arose since the moratorium was introduced on 27 March 2009 including those vacancies that occur for the 2010/11 school year.

The schedule in the table, is based on recognised pupil enrolment on approved courses, and it will be used to determine the minimum thresholds for the number of Assistant Principal posts of responsibility in individual post-primary schools.

The pupil enrolments are those pupils that are enrolled in schools on the 30 September 2009.

<b>Pupil Enrolment (30/9/09)</b>	<b>Minimum threshold of Assistant Principal posts in individual post-primary schools</b>
< 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.

If a school is below the relevant threshold set out in the table the school authority may fill the shortfall in Assistant Principal post(s) up to the relevant threshold in accordance with the revised promotion procedures.

Each VEC will be required to inform the Department of the overall number of Assistant Principal vacancies that are being filled under this limited alleviation.

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

If a school had a vacancy, on or before 1 June 2010, for the position of Programme Co-ordinator at Assistant Principal level then it may also be entitled to some alleviation. The extent of alleviation will be determined having regard to each school's overall position on 1 June 2010 in relation to Assistant Principal posts.

The position in relation to any alleviation that may be done in respect of vacancies arising after 1 June 2010 for Programme Coordinators at Assistant Principal level will be determined in the Autumn when a clearer picture will have emerged on the overall number of vacancies involved.

Vacancies on or before 1 June 2010 – Information requirements from schools

Schools that are seeking alleviation for a Programme Coordinator post at Assistant Principal level that was vacant on or before 1 June 2010 are requested to provide the following information to the Department's Post-Primary Allocations Section if at all possible by Friday 16 July 2010 or as soon as possible thereafter:

- Date the vacancy occurred for Programme Coordinator at Assistant Principal
- The school's overall position, on 1 June 2010, in relation to Assistant Principal posts

It is accepted that the return date is in the school holiday period but unfortunately it was not possible to have issued this circular at an earlier date. To assist schools, the information can be provided by way of a simple e-mail to the Department using the [Allocations@education.gov.ie](mailto:Allocations@education.gov.ie) e-mail address. It does not require a formal letter from schools.

When the Department has received the requested information it will then be able to advise individual schools of the existing vacancies for Programme Coordinators at Assistant Principal level that can be filled through these alleviation arrangements.

Each VEC that is seeking alleviation must provide similar information in respect of its relevant school(s).

#### Vacancies after 1 June 2010 - Information requirements from schools

School authorities should notify the Post-Primary Allocations Section of the Department by Friday 17 September 2010 if they wish to be considered for some alleviation as a result of vacancies for Programme Coordinators at Assistant Principal level arising after 1 June 2010.

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

If a school had, on or before 1 June 2010, a vacancy for Director of Adult Education at Deputy Principal level, the post may now be filled in accordance with the relevant appointment procedures.

Each VEC will be required to inform the Department of the overall number of Director of Adult Education vacancies that are being filled under this limited alleviation.

The position in relation to alleviation measures in respect of vacancies for Director of Adult Education arising after 1 June 2010 will be considered in the Autumn when a clearer picture will have emerged on the overall number of vacancies involved and the level of alleviation required.

School authorities should notify the Post-Primary Allocations Section of the Department by Friday 17 September 2010 if they wish to be considered for some alleviation as a result of a vacancy for Director of Adult Education arising after 1 June 2010.

#### **4. Commencement of revised promotion procedures in second level schools**

The revised promotion procedures that have been agreed at Teachers Conciliation Council (TCC) for second level schools are now operative. These procedures are set out at Appendix 1 of this Circular.

Information in relation to the commencement of revised promotion procedures for primary level schools will issue in due course.

## **5. Payment of Post of Responsibility Allowance**

Payment of allowance for a Post of Responsibility filled under the alleviation measures set out in this Circular can only take effect in the 2010/11 school year. Payment will be made with effect from the date of appointment to a Post of Responsibility in the new school year.

## **6. General:**

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.

This Circular should be read in conjunction with the Department Circular 0022/2009 on the application of the moratorium.

## **7. Queries:**

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

Primary schools: mail to: [PrimaryAllocations@education.gov.ie](mailto:PrimaryAllocations@education.gov.ie)

Post primary schools: mail to: [Allocations@education.gov.ie](mailto:Allocations@education.gov.ie)

Queries in relation to the revised promotion procedures should be sent to the following address:- [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie)

Hubert Loftus  
Principal Officer  
Teacher Allocations Section

July, 2010

# Appendix 1

## **Revised Promotion Procedures for Appointment to Assistant Principal and Special Duties Teacher in Second level Schools.**

The following outline agreement was reached between the parties to the Teachers Conciliation Council.

### **1. New Arrangements**

There will be five criteria for selection each carrying a weighting of 20 marks

- Seniority
- Knowledge, Understanding and Capacity to meet the needs of the job
- Capacity to contribute to the overall development of the school
- Interpersonal and Communication Skills
- Capacity to contribute to the overall Organisation and Management of the school

Seniority will be reckoned as follows:

#### Service in the school or scheme

The service in the school or scheme of the most senior applicant will qualify for 20 points. Using that service as a base line, it will be divided by four in order to establish four quartiles.

All applicants in the top quartile will each receive 20 points

All applicants in the second quartile will each receive 15 points

All applicants in the third quartile will each receive 10 points

All applicants in the lower quartile will each receive 5 points

#### Service as a teacher in another school or scheme

Any teacher who has service in another school or scheme recognised by the Department of Education and Skills, where such service is a minimum of the value of 1 quartile in the competition in question will be moved to the next higher quartile than

that justified by service in the school, subject to not exceeding 20 points overall mark on seniority.

## **2. Phasing**

### **Permanent Posts**

2009-2010 - The current arrangements will apply

2010-2011 - Two-thirds of the available permanent posts at Assistant Principal level and two-thirds at Special Duties level will be filled under the current arrangements. One third of the available permanent posts at Assistant Principal level and one-third at Special Duties level will be filled under the new arrangements.

2011-2012 - The same arrangement as 2010-2011

2012-2013 - The same arrangement as 2010-2011

2013-2014 - One half of the available permanent posts at Assistant Principal level and one half at Special Duties level will be filled under the current arrangements. One half of the available permanent posts at Assistant Principal level and one half at Special Duties level will be filled under the new arrangements.

2014-2015 - The same arrangements as for 2013-2014

2015 onwards - All available permanent posts at Assistant Principal level and Special Duties level will be filled under the new arrangements.

### **Temporary Posts**

The new arrangements will apply to all temporary appointments to Assistant Principal and Special Duties Teacher w.e.f. the commencement of the 2013/2014 school year. Existing arrangements will continue to apply to such posts up and to the end of the 2012/2013 school year.

### **Interview Process**

During the transition period the interviews for all posts (**Temporary and Permanent**) will be carried out using the full set of criteria listed above, but the marks will be adjusted, in order to reflect the different values for seniority, that currently exist.

## **3. Appeal System**

A single appeal system will apply across all sectors to ensure that the correct procedures are followed. This system will apply to all appointments from the commencement of the transition period. The Appeal Board will consist of a nominee of the union, a nominee of the management authority and an agreed independent Chairperson.

#### **4. Composition of the Selection Board**

##### In the VEC sector

The composition of the Selection Board will be:

CEO or the nominee of the CEO (May be the principal)  
VEC representative (Member)  
Independent member to be drawn from a panel to be agreed with the union(s)

The CEO or his/her nominee will not act as Chairman.

##### In the C&C sector

The composition of the Selection Board will be:

School Principal (will not act as Chairman)  
Trustee nominee  
Independent member to be drawn from a panel to be agreed with the union(s)

##### In the Voluntary Secondary Sectors:

The composition of the Board will be:

The Principal  
A nominee of the Board of Management  
Independent Chairperson to be drawn from a panel agreed with the unions.

#### **5. Appeals system for appointment to the posts of Principal and Deputy Principal.**

There is agreement in principle to the introduction of an appeal system in the case of appointments to the posts of Principal and Deputy Principal. Discussions will commence between the parties to give effect to this agreement.