

Dear School Steward,

The ASTI has issued a digital information booklet 'ASTI Guidelines for the Implementation of the Post of Responsibility Structure in Second-Level Schools'.

It can be accessed at www.asti.ie/pay-and-conditions/conditions-of-work/posts-of-responsibility

I write to highlight two key passages of the document which can be found at paragraphs 5.7 and 5.8 respectively and which are particularly relevant at this time of year. It is important that all members who hold Posts of Responsibility adhere only to the procedure outlined as follows. There are no further requirements.

5.7 Annual report:

An annual report is a document which must be completed by each post holder at the end of each school year. This must be submitted to the Principal / Deputy Principal. It will refer to the specific roles and responsibilities assigned to the post holder and discuss the outcomes of the objectives set for the post holder at the beginning of the academic year. This report will form part of the report on whole school leadership and management submitted to the Board of Management / ETB by the Principal / Deputy Principal. A template for the Annual Report to be completed can be found at Appendix 3 of the circular 0003/2018.

5.8 Annual review:

An annual review is a discussion between the post holder and Principal / Deputy Principal at the end of each school year. The review discussion will be informed by the post holder's annual report – see above and Paragraphs 12.2 and 12.3 of Circular Letter 0003/2018.

The review discussion involves: (i) review of progress in the areas of responsibility; (ii) review of the role in the context of the changing needs of the school; (iii) review of professional development of the post holder.

This process requires the production of one document only. This document is the annual report as outlined above.

The above is entirely consistent with the requirements of the appropriate Circular Letter 0003/2018.

Please bring this notice to the attention of ASTI members who are post holders in your school.

Best regards



Kieran Christie
General Secretary

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