

1. What will an Assistant Principal and a Special Duties Teacher be known as?

They will be known as Assistant Principal I (API) and Assistant Principal II (APII) respectively.

2. Does the role of Programme Co-ordinator fall under API or APII?

Programme Co-ordinator posts continue to be remunerated at APII where there up to 99 students involved in relevant programmes and API where the number of students is 100 or more.

3. Will I lose my current post or have I to reapply for my post under the new circular 0003/2018?

No, if you are current post holder you will not lose your post but your existing post title has changed since the introduction of the circular to Assistant Principal I, if you currently hold an Assistant Principal post, and Assistant Principal II, if you currently hold a Special Duties post.

In addition, the terms of new circular 0003/2018 now apply to your post going forward.

4. How many new API or APII posts will our school be allocated?

ASTI understands that all schools have been written to by the Department of Education and Skills to confirm their entitlement.

5. Has the eligibility criteria changed in order to apply for an API or APII post?

To be eligible to apply for a leadership post in post-primary schools, applicants must be:

AP I level:

- fully registered under route 2 for voluntary secondary schools and C&C schools, route 2 or 3 in the ETB sector; and
- have a minimum of 3 years teaching service recognised by DES/ ETB for incremental credit purposes.

AP II level:

- fully registered under route 2 for voluntary secondary schools and C&C schools, route 2 or 3 in the ETB sector; and
- have a minimum of 1 years teaching service recognised by DES/ ETB for incremental credit purposes.

6. How should the new posts be advertised under Circular 0003/2018?

Notice of any vacant post should be posted in a prominent position on the staff notice board within the school for a period of not less than 5 school days.

Members of staff on approved paid or unpaid leave of absence or on secondment, are eligible to apply and, therefore, a copy of the advertisement for the vacant post should be sent to them.

The notice shall specify the closing date for receipt of applications which should not be earlier than 10 school days after the initial date of posting of the notice in the school, or 5 school days in the case of acting-up posts.

The notice shall specify the level of the post, either API or AP II. The roles and responsibilities of the post will be based on the leadership and management needs and priorities of the school at that time, as agreed under the last review.

7. Has the interview process under the circular 0003/2018 changed?

The interview board under the new circular must have a gender mix.

The board must be comprised of the following:

Voluntary Secondary Sector: the school principal, one nominee of the Board of Management and an Independent Chairperson with professional experience in education to be drawn from a panel to be agreed with the unions.

ETB: the CE or the nominee of the CE (who may be the Principal), an ETB representative (member) and an independent member to be drawn from a panel agreed with the unions.

Designated Community Colleges: in accordance with the provisions of the Deed of Trust/Articles of Management for such schools.

Community and Comprehensive Schools: the school principal, Trustee nominee and one Independent member to be drawn from a panel to be agreed with the union(s).

8. Has the selection and marking scheme changed under the new circular 0003/2018?

Yes, the new selection criteria for posts of responsibility is as follows:

- i. Leading Learning and Teaching – 22 marks
- ii. Managing an Organisation – 22 marks
- iii. Leading School Development – 22 marks
- iv. Developing Leadership Capacity – 22 marks
- v. Seniority – 12 marks

9. Has seniority been removed as a selection criterion in the new circular 0003/2018?

No, seniority is gradually being phased out. For the 2017/18 and 2018/19 school years a maximum of 12 marks (out of 100) for seniority will be awarded in the interview process.

From the 2019/20 school year onwards seniority will no longer be a criterion.

10. In 2019/20 what will the selection criteria then be?

As seniority will have been phased out at this stage, there will be four selection criteria from the 2019/20 school year.

These will be demonstrated with relevant examples of professional, educational and life experiences of:

- i. Leading Learning and Teaching – 25 marks
- ii. Managing an Organisation – 25 marks
- iii. Leading School Development – 25 marks
- iv. Developing Leadership Capacity – 25 marks

11. Has the appeals process changed under the new circular 0003/2018?

No, the appeals process is largely unchanged, however, the grounds for appeal have changed.

The new grounds for appeal are set out below:

- (a) Pre-interview:
 1. Failure to consult staff on the roles and responsibilities as set out in 4.1
 2. Breach of the advertising rules
 3. Non-notification about the vacancy to teachers on leave of absence/secondment
- (b) Composition of the Interview Board:
 4. Lack of gender mix on Interview Board
 5. Incorrect/ incomplete composition of the Interview Board
- (c) Marking/Selection Criteria:
 6. A computational error in the Interview Board marking sheets which makes a material difference to the outcome
 7. A departure from the agreed selection criteria or marking scheme.

12. Is there a review process and when will it take place?

A review process will take place at least once every two years or when the Board of Management/ ETB determines that a significant restructuring is required.

13. What does the new review process involve?

Firstly, the review process will be initiated by the BOM/ETB and secondly, a consultation with all staff will commence after the BOM/ ETB have met.

The purpose of the review is to consider the leadership and management needs and priorities of the school going forward and to ensure that the current posts and new posts fulfil these needs.

The determination of the leadership and management needs and priorities of the school should, in so far as possible, be achieved by consensus between the Board of Management/ ETB and the teaching staff. However, if, following consultation, consensus is not possible, final decisions in the matter rest with the Board of Management/ ETB.

After the consultation process ends, the full list of identified leadership and management needs and priorities, as determined by this process, shall also be posted on the staff notice board and this shall be updated as necessary.

14. What criteria do staff have to take into account during the consultation process?

- the leadership and management needs and priorities of the school; and
- the roles and responsibilities which need to be performed for the effective leadership and management of the school.

15. How long will the consultation process be and how many meetings should take place?

The required consultation process should be completed within 6 to 8 weeks.

16. Are teachers expected to attend these consultation meetings in their free time?

No, the meetings should form part of teachers Croke Park Hours.

17. I am a current post holder, can my duties be re-assigned? If so, how will this be decided?

All post holders are subject to assignment / re-assignment in accordance with the new circular 0003/2018. This includes teachers who hold a post of responsibility on a personal basis.

Once the review process has been completed and the list of leadership and management needs and priorities of the school has been finalised, the Principal will consult with the new appointees and current post holders in relation to their duties. These roles and responsibilities shall be commensurate with the level of the post, either API or APII.

The roles, responsibilities and objectives associated with the post will be discussed during the individual consultations with each post holder and may be linked to school self-evaluation.

18. What is a Statement of Roles and Responsibilities?

Once the individual consultations with the new appointees and the current post holders take place, the roles and responsibilities assigned to each post holder will be set out in a Statement of Roles and Responsibilities. See Appendix 2 of the new circular 0003/2018.

19. Will there be a Schedule of Posts shared with staff under the new circular 0003/2018?

A list of the post holders, the level of their post and a summary of their roles and responsibilities shall be posted on the staff notice board when the above consultations are complete.

20. What is an annual report and who is responsible for completing it?

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 complete can be found at Appendix 3 of the circular 0003/2018.

21. What is an annual review and what does it entail?

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.

The review discussion involves a:

- (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.

22. Can my post duties be re-assigned as a result of my annual review?

Yes, this review may result in a re-assignment of your duties as a post holder as a consequence of the needs and priorities of the school continuously evolving.

In addition, the importance of providing opportunities for post holders to build on and develop leadership skills and capacities within a number of leadership roles should be taken into account at each review.

This is considered in the circular as an important element of the post holders own professional development.

23. I am on a fixed term contract / am currently working part – time hours / am currently job sharing, how will that effect my post if I am offered one?

The taking up of a post of responsibility may require a change in the attendance from such a teacher.

Where a fixed term teacher is successful in his/her application for a post of responsibility, the entitlement of that teacher to the post will lapse on the expiry of the fixed term contract except where the teacher has secured a CID.

24. I have been asked to act up in a post, am I entitled to be paid an allowance for this?

Where an actual post holder is absent on approved paid or unpaid leave which expires **during** a school vacation period, and the Board of Management/ ETB certifies that the acting roles and responsibilities were carried out up to the date of expiry, the acting up allowance may be paid up to the date of expiry only.

Where the actual post holder is absent on paid or unpaid leave until the date of **commencement** of a school vacation period an acting allowance cannot be paid for the duration of the vacation period even if the Board of Management/ ETB certifies that the acting role was carried out.

25. Can I retain my acting up allowance when the absent teacher returns to school?

Retention of an acting-up allowance by an acting post holder is permitted where the teacher has carried out the role for a period in excess of 5 consecutive school years. The teacher will retain the allowance on a personal basis.

However, acting up for teachers on career break or who are job sharing is excluded.