



**Circular Letter 0038/2026**

**To: The Managerial Authorities of Recognised Secondary,  
Community and Comprehensive Schools, Special Schools  
and  
the Chief Executives of Education and Training Boards**

## **Senior Cycle Redevelopment (SCR) Implementation Support Measures**

### **Provision of a dedicated Post of Responsibility – the Senior Cycle Level 1 and Level 2 Programme Co-ordinator - to support the enactment of Senior Cycle Level 1 and Level 2 Learning Programmes**

#### **Introduction**

1. The Senior Cycle Redevelopment Programme Implementation Support Measures document (the SCRISM) published in May 2025 contains a commitment to provide an additional post of responsibility at Assistant Principal I or II (AP I or AP II) level (as defined in Circular 0003/2018) to support the enactment and realisation of the Senior Cycle Level 1 and Level 2 (L1\L2) Learning Programmes. This post shall be referred to as the Senior Cycle (SC) Level 1 and Level 2 Learning Programmes Co-ordinator.
2. Circular 0026/2025 (and subsequent revisions to same) in regard to post-primary schools and Circular 0027/2025 (or subsequent revisions to same) in regard to primary schools set out that the number of Assistant Principal posts in a school is determined by reference to the final approved teacher allocation for the previous school year excluding supernumerary posts and substitution allocation. SC L1\L2 Programmes Co-ordinator post is in addition to and does not form part of the normal cohort of school posts of responsibility. The post responds to the specific needs of the school in relation to supporting and fully implementing the Senior Cycle Level 1 and Level 2 programmes as determined by the Minister for Education and Youth.
3. The SC L1\L2 Programmes Co-ordinator post will be reviewed by the Department during the school year 2030/31 and to be completed by the end of that school year. The review will, amongst other matters, have regard to the eligibility criteria; the student enrolment thresholds and the levels of timetable alleviation.
4. The Department recognises that schools implementing the Senior Cycle Level 1 and Level 2 Learning Programmes require significant time for coordination, planning, tracking, consultation, communication, and reporting regarding students

with special educational needs. Accordingly, the establishment of the SC L1\L2 Programmes Co-ordinator post is to be given effect from the start of the 2026/27 school year.

5. The provision of this post is contingent on schools (whether a mainstream post-primary or special school) confirming that their Senior Cycle Level 1 and Level 2 Programme students have access to teaching, learning and assessment practices fully in line with the redevelopment programme as outlined by the Minister for Education and Youth, and the associated specifications designed by the National Council for Curriculum and Assessment (NCCA) and approved by the Minister, including all assessment and validation arrangements.

### **Eligibility to apply for, and be appointed to, SC L1\L2 Programmes Co-ordinator post**

6. The Senior Cycle Redevelopment Implementation Support Measures Agreement (the Agreement) contains a package of measures designed to support the implementation of the Senior Cycle Redevelopment programme in schools and the related curriculum development, assessment and teacher professional learning processes. The SCRISM measures apply to those post-primary teachers who have accepted the Agreement and do not apply to those who rejected it.
7. An Addendum to this Circular setting out in further detail its operation in special schools, in line with the parameters herein, will be provided by the end of May 2026.
8. Therefore, where a Union has accepted the terms of the Agreement its members shall be eligible to apply for and be appointed to the SC L1\L2 Programmes Co-ordinator post provided for by this Circular. As the Agreement has been accepted by members of the TUI, those teachers are entitled to this benefit as set out at paragraph 6 above. The position of ASTI members by virtue of their rejection of the Agreement is that they are not eligible to apply for or be appointed to these posts. Provision must also be made for teachers who are not members of either Union.
9. Accordingly, to ensure that school management is aware of whether this Circular shall apply to a particular teacher applying for the post, school management shall have regard to the Declaration Form at Appendix 1 of this Circular which should be submitted by teachers applying for the post by the closing date for applications.
10. As the SC L1\L2 Programmes Co-ordinator post relates to programmes in Senior Cycle, the eligibility, advertising, selection and appeal processes outlined in circular 0003/2018, or any subsequent Circular which supersedes it, are applicable to this post. Specifically, Section 7 of circular 0003/2018 (and Information Note TC 0004/2024) as regards the eligibility of a post-primary teacher applies and in addition the teacher shall be a teacher eligible in accordance with paragraphs 6 to 9 of this Circular, i.e. being a teacher who is a party to the Agreement.
11. Section 9 of circular 0003/2018, refers to the composition of interview boards as comprising some members to be agreed with relevant union(s). For the purposes of a post as L1/L2 Co-ordinator, that is the subject of this Circular, such reference to a union shall mean only a union or unions whose membership have accepted the Agreement in respect of a post in a post-primary school. In respect of special schools only, in regard to Section 9 of circular 0003/2018, the Irish National Teachers Organisation shall also be a Union to be consulted.

## Roles and Responsibilities of the L1/L2 Programmes Co-Ordinator post

12. The Department recognises the importance of supporting the implementation of the Senior Cycle Level 1 and Level 2 Learning Programmes at a leadership level in schools. Assistant Principals occupy positions of strategic importance in the leadership, management and administration of the school. As per circular 003/2018, in line with the principles of distributed leadership, Assistant Principals work in teams in collaboration with the Principal and/or Deputy Principal(s).

13. Whilst the needs and priorities may vary according to school context, the SC L1\L2 Programmes Co-ordinator responsibilities will include:

- Ensuring that the students undertaking the Programme(s) are properly registered on the PPOD or POD systems or otherwise as necessary including with the SEC where required for certification purposes;
- Acting as the ‘co-ordinating teacher’ as set out in “Guidelines to support the assessment of the Senior Cycle Level 1 and Level 2 Learning Programmes” published by the NCCA<sup>1</sup>
- Ensuring that the NCCA Guidelines to support the assessment of the Senior Cycle Level 1 and Level 2 Learning Programmes are provided to relevant teachers.
- Supporting relevant teachers in the internal validation process and in recording the descriptors of achievement awarded to each student.
- Ensuring arrangements are in place amongst module teachers to facilitate the internal validation process and to capture evidence of student learning across the duration of the programmes and for the retention of student portfolios including records and pieces of work, as appropriate, for the purposes of validation in a safe and secure manner.
- Ensuring arrangements are in place to make sure that all relevant documentation is retained appropriately and made available for internal and external purposes as appropriate.
- Liaising with the State Examinations Commission (SEC) on:
  - Ensuring students are registered for certification purposes as necessary and appropriate;
  - Confirming individual student achievement in each module is recorded appropriately by the school;
  - Facilitating school visits from SEC Validators;
  - Managing and updating student records as necessary;
  - Staying informed and up-to-date regarding developments and practices as this programme evolves.
- Supporting Principal and Deputy Principal(s) in encouraging greater teacher collaboration in the delivery of the programmes, and the coordination and delivery of relevant teacher professional learning;
- Communicating with teachers, students, parents\guardians and the wider school community on the Senior Cycle Level 1 and Level 2 Learning Programmes, both prior to a student enrolling in the programme(s) as

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<sup>1</sup> [SCL1L2LP-Assessment-Guidelines\\_EN.pdf](#)

regards the programme's suitability for that student and during their progression through the programme(s); and,

- Developing, maintaining, delivering or supporting, as appropriate, arrangements and processes concerned with planning for relevant student transitions subsequent to school completion; to include exploration of options relating to employment, further study or training in accordance with the Programme Statement.

14. This post will be implemented across schools offering the Senior Cycle Level 1\Level 2 Learning Programmes from the commencement of the 2026/27 school year and will include timetable alleviation at an appropriate level.

### **Timetable alleviation**

15. The timetable alleviation for the LC L1\L2 Programmes Co-ordinator will be resourced by way of a commensurate increase in the teacher allocation to the school. The provision of these additional resources is contingent on schools confirming that their Senior Cycle students have access to teaching, learning and assessment practices fully in line with the redevelopment programme as outlined by the Minister for Education and Youth, and the associated specifications designed by the NCCA and approved by the Minister, including all assessment arrangements.

16. This additional time allocation is in the form of weekly hours. The hours are to be utilised for L1/L2 Co-ordination by provision of a weekly timetable alleviation for the post holder.

17. A school will arrange to provide a reduction in teaching hours to the post holders from within the overall hours available to the school.

18. The reduction in hours will be on the following basis for all recognised schools in which the Level 1 and Level 2 Programmes are offered, whether the school is a special or mainstream post-primary school:

- 4 hour class contact time reduction for the L1/L2 Co-ordinator AP I post holder in each school
- 0 or 2 hour contact time reduction for the L1/L2 Co-ordinator AP II post holder in each school; depending on the enrolment criteria below.

19. The reduction in teaching hours will be compensated for by way of a commensurate concession in the teacher allocation to the school.

20. An Addendum to this Circular setting out in further detail its operation in special schools, in line with the parameters above, will be provided by end May 2026.

### **Senior Cycle Programme enrolment criteria for the allocation of the L1/L2 Programmes Co-ordinator post**

L1/L2 Co-ordinator Assistant Principal posts of responsibility will be filled by Boards of Management/ ETBs, as appropriate, in accordance with the allocation set out in the Table 1 below subject to full adherence to this Circular 0038/2026.

Table 1 - Allocation

<b>Number of students enrolled in Senior Cycle Level 1 and/or Level 2 Programmes</b>	<b>AP I Number of Posts at this Level</b>	<b>AP II Number of Posts at this Level</b>
1 – 3 students: no timetable alleviation for post holder	0	1
4 - 11 students: 2 hours timetable alleviation	0	1
12+ students: 4 hours timetable alleviation	1	0

### **Circulation and Queries**

21. Please ensure that copies of this Circular are provided to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all post-primary teachers in your employment including those on leave of absence.
  
22. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
  
23. Enquiries regarding this Circular should be e-mailed to [SCR\\_Info@education.gov.ie](mailto:SCR_Info@education.gov.ie)

Neville Kenny  
Principal Officer  
Senior Cycle Redevelopment Programme Management Office  
9 April 2026

## APPENDIX 1 - TEACHER DECLARATION FORM - CIRCULAR 0038/2026

To be completed by teachers applying for this post, SC Level 1 and Level 2 Co-Ordinator

<b>Teacher Name:</b> (enter name here)	
	In the space provided below, please indicate clearly the declaration you are making; i.e. by writing Yes in the box below.
<p>(i) I confirm that <b>I am a member of the TUI or neither a member of the TUI nor ASTI</b>; and I hereby confirm my entitlement to have the benefit set out in Circular 38/2026 (i.e. eligibility to apply for and be appointed to a SC Level 1 and Level 2 Co-ordinator post of responsibility) applied to me.</p> <p>I also consent to the data provided herein being shared with the Department of Education and Youth\or my employer Education and Training Board for the purpose of verifying this declaration; and that data relating to my union affiliation in the payroll systems of the Department of Education and Youth or my employer Education and Training Board being used for the purposes of verifying my entitlement under Circular 38/2026.</p>	
<b><i>Only for the purpose of facilitating the verification of the declaration made above please provide the following additional data:</i></b>	
Teacher Payroll Number (not Teaching Council registration number)	
PPSN	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS DECLARATION TO YOUR SCHOOL PRINCIPAL BY THE CLOSING DATE FOR APPLICATIONS. PLEASE RETAIN A COPY FOR YOUR OWN RECORDS.**