



**Information Note TC 0022/2021
on Circular 0003/2018**

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

**Information Note on Leadership and Management Positions in
Recognised Post Primary Schools
during the school year 2021/2022**

1. Introduction

- 1.1. This Information Notes replaces [Information Note TTC 0001/2020](#).

2. Review process

- 2.1. Section 4.1 of the Post Primary [Circular 0003/2018](#) states that a review process of the leadership and management needs and priorities of the school shall occur at least once every two years or when the Board of Management/ETB, as appropriate, determines that a significant restructuring is required.
- 2.2. In light of the unprecedented circumstances and the closure of schools because of COVID-19 emergency measures, the requirement to carry out the review process every two years, as laid down in Section 4.1, was suspended for a period of 12 months from 13 March 2020 to 12 March 2021, the "suspension period". Section 6.1 of the circular shall take account of this suspension period.

3. Annual Review

- 3.1. The Annual Review at Section 12.3 of the circular may be conducted online using the template in Appendix 3 of Circular 0003/2018.

4. Advertising

- 4.1. Schools should adhere to the provisions of Section 8 of Circular 0003/2018.
- 4.2. However, if there is a period of school closure due to COVID-19, the following requirements are suspended for the period of closure of schools to some or all students. Such periods of closure do not include where a class group of students is required to remain at home temporarily due to COVID-19 restriction measures.

- 4.3. Section 8.1 states: “Notice of any vacant post shall be posted in a prominent position on the staff notice board(s) within the school for a period of not less than 5 school days, i.e. days on which the school is in operation for students”.

To fulfil the requirement to notify all staff of a vacancy, schools must provide each member of the teaching staff with a copy of the advertisement for the vacant post which shall be sent directly to the designated contact address or email address of the teacher. Within 24 hours of the sending the email a text message must be sent to alert each teacher to this email.

- 4.4. Section 8.3 states “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. In the case of acting-up posts the closing date for receipt of applications should not be earlier than 5 school days after the initial posting of the notice in the school.”

The requirement to post the notice in the school is suspended for any period of closure of schools to some or all students. The closing date for receipt of applications should not be earlier than 10 school days after the initial date of issuing the copy of the advertisement to teachers.

In the case of acting-up posts the closing date for receipt of applications should not be earlier than 5 school days after the initial date of issuing the copy of the advertisement to teachers.

5. Documentation

- 5.1. Regarding the documentation outlined in Sections 8.7 and 11.1, at the end of the competition, where a remote hearing is used, all such documentation shall be returned immediately following the interviews to the Principal of the school/ETB Human Resources Department by registered post or secure electronic means.

6. Appeals

- 6.1. Section 16 of Circular 0003/2018 sets out the grounds of appeal in respect of competitions for Assistant Principal I, Assistant Principal II and Programme Co-ordinator posts, including the appeal ground at Section 16.1 (a)1: “failure to consult staff on the roles and responsibilities as set out in 4.1”. The two-year period referred to in Section 4.1 shall not include the suspension period. Therefore, failure to complete the review within the original timeframe will not be a ground for an appeal.
- 6.2. It should be noted that where under Section 18.19 of the Process of Appeals an oral hearing is required, that where COVID-19 measures require it, this may be conducted online.

7. Definitions

- 7.1. It should be noted that the definition of school days extends to any period of school closure to students during which tuition continues to be provided to them.

8. Circulation of Information Note

- 8.1. Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all teachers in your employment, including those on leave of absence.

- 8.2. This Information Note can be accessed on the Department's website at www.education.ie

Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions

5th July, 2021