



Clarification in relation to the advertising and appointment of Posts of Responsibility

17 February 2014

Parties to this clarification include:

- Association of Community and Comprehensive Schools (ACCS)
- Association of Secondary Teachers, Ireland (ASTI)
- Education and Training Boards Ireland (ETBI)
- Teachers' Union of Ireland (TUI)

The parties have agreed the following by way of clarification with respect to the advertising, phasing and appointment of vacant Posts of Responsibility (Assistant Principal posts) in the Community and Comprehensive (C&C) and Education and Training Board (ETB) sectors.

Items 1, 8.1 and 8.2 apply to the ETB sector only.

All other items apply to both C&C and ETB sectors.

1. The post is to the “School” not “Scheme”

The parties to this agreement advise that in the case of an ETB scheme, the post is generated by the **school** and not the scheme. **Hence the sequencing that applies to the filling of vacant permanent AP posts is to the particular school concerned.**

[Applicable to ETB sector only]

2. Marks applying to vacant posts under the “current” arrangements

Filling under the “current” arrangements = the marks available under each criterion are as follows:

Criterion 1: Seniority *[30 marks]*

Criterion 2: Knowledge, understanding and capacity to meet the needs of the job *[17.5 marks]*

Criterion 3: Capacity to contribute to the overall development of the school *[17.5 marks]*

Criterion 4: Interpersonal and communication skills *[17.5 marks]*

Criterion 5: Capacity to contribute to the overall organisation and management of the school *[17.5 marks]*

Quartiles not used in the counting of seniority.

3. Marks applying to vacant posts under the “new” arrangements

Filling under “new” arrangements = the marks available under each criterion are as follows:

20 marks for all 5 categories:

Criterion 1: Seniority *[20 marks]*

Criterion 2: Knowledge, understanding and capacity to meet the needs of the job *[20 marks]*

Criterion 3: Capacity to contribute to the overall development of the school *[20 marks]*

Criterion 4: Interpersonal and communication skills *[20 marks]*

Criterion 5: Capacity to contribute to the overall organisation and management of the school *[20 marks]*

Quartiles used in the counting of seniority.

4. Where 2 or more permanent posts have been identified as vacancies for the same school at the same time during the 2013/15 cycle, the following options are available to the employer with respect to the advertising and recruitment for vacant permanent posts:

Option (a)

Hold 1 competition advertising 2 or more posts using 1 interview and apply 2 marking schemes “current” and “new” as appropriate. Refer herein to item 5.

For each vacant post, the marks for seniority are adjusted to reflect the remaining candidates in the competition. Where the first available permanent post is filled under “current” arrangements, the marks of the remaining candidates in the competition should be adjusted under “new” arrangements so as to fill the next available vacant post. The sequencing then reverts to “current”, then “new” and so on.

Option (b)

Hold a separate competition for each vacant post using separate interviews which should closely follow each other. Apply the appropriate marking scheme following the instruction herein item 5.

The decision as to whether to use (a) or (b) rests with the employer.

5. Phasing arrangements under CL 42/10

Extract, Appendix 1 Part 2 (CL 42/10) = Permanent Posts

2013/14 = One half of the available posts at Assistant Principal level...will be filled under the current arrangements. One half of the available posts at Assistant Principal level...will be filled under the new arrangements.

2014/15 = The same arrangements as for 2013/14 apply i.e. one half of the available posts at Assistant Principal level...will be filled under the current arrangements. One half of the available posts at Assistant Principal level...will be filled under the new arrangements.

5.1 From 17 February 2014, the phasing arrangements are clarified as follows:

2013/15 years: The period in question is a **rolling period** rather than an annual period. This means that for the phasing arrangements for 2013/14 and 2014/15 school years **operate as one block**. Hence the sequencing of permanent posts to the **school concerned operates over the two-year academic period and does not start afresh at the start of 2014/15 year.**

From the 2015/16 year:

The phasing arrangements no longer apply and all vacant posts should be filled under the “**new**” arrangements only.

See appendix A for examples.

5.2 From 17 February 2014 with respect to permanent posts which fall vacant going forward for the duration of the 2013/15 cycle:

- the first post to fall vacant in a given school should be filled using the “current” arrangement;
- the second post to fall vacant should in a given school be filled using the “new” arrangement;
- the third post to fall vacant in a given school should be filled using the “current” arrangement;
- the fourth post to fall vacant in a given school should be filled using the “new” arrangement;
- etc.

Where this practice has operated since September 2013 i.e. where the first post to fall vacant in a given school was filled using the “current” arrangement, the next using “new” etc., sequencing should continue in line with the practice outlined in 5.2.

Where this practice has not operated since September 2013, the first post to fall vacant in a given school with effect from 17 February 2014, should be filled by the “current” arrangement and thereafter, follow the sequence as per 5.2.

Advertisements for all vacant permanent posts for the duration of the 2013/15 cycle should indicate the arrangement that applies e.g. “current”, “new”. Where there are multiple posts the advertisement should indicate the number to be filled under “current” and the number to be filled under “new” arrangements.

6. Eligibility is outlined in CL PPT 07/02 for the C&C sector and CL PPT 06/02 for ETB sector.

An extract follows:

In the case of an Assistant Principal...all qualified teachers on the staff of the school with a minimum of three years...whole-time teaching service or its equivalent and who are contracted for the full school year are eligible to apply for the post.

Calculation of service for eligibility for posts

The following service will reckon as a full year's service:

(a) *Permanent, temporary, eligible part-time/pro rata, substitute or part-time service which collectively or separately amount to 22 weeks or more in any one school year will reckon as a full year for eligibility purposes.*

OR

(b) *Permanent, temporary, eligible part-time/pro rata, substitute or part-time service which collectively or separately amount to 200 hours or more in any one school year will reckon as a full year for eligibility purposes.*

7. Service as a teacher in another school or scheme

In respect of the “new” arrangements (CL 42/2010), any teacher who has service in another school/scheme recognised by the Department of Education and Skills where such service is the minimum of the value of one quartile in the competition in question, will be moved to the next higher quartile than that justified by service in the school (in case of ETB by service to the school/scheme) subject to not exceeding 20 points overall mark on seniority.

Irrespective of the length of service in another school, the candidate may only move by one quadrant

Example

The longest serving candidate has 16 years’ service in the school/ETB and all other candidates will have marks allocated accordingly.

Longest serving	16 years/ 4	= 4-year quartile
First quartile	13 – 16 years	= 20 marks
Second quartile	9 - 12 years	= 15 marks
Third quartile	5 – 8 years	= 10 marks
Fourth quartile	0 - 4 years	= 5 marks

- **Candidate A** with 6 years’ experience in the school/ETB is placed in the third quartile and gains 10 marks
- **Candidate B** with 10 years’ experience in the school/ETB is placed in the second quartile and gains 15 marks
- **Candidate C** with 6 years’ experience in the present school school/ETB plus 10 years’ experience in another school, is placed in the second quartile and also gains 15 marks.
- **Candidate D** with 6 years’ experience in the present school school/ETB plus 2 years’ experience in another school, is placed in the third quartile and gains zero additional marks because it is not the minimum value of one quartile i.e. four years would be required to go up a quartile in this competition.

8. What qualifies as service when it comes to ETBs?

- 8.1 Service in any of the former VECs comprising that ETB where a post of responsibility becomes vacant, is counted exactly the same as service to the school/ETB (and not counted as service generated from another school or scheme). ***[Applies to ETB sector only]***
- 8.2 With respect to the “current” arrangements, service from ETBs, other than the ETB where the post is vacant, is treated as service from another school or scheme. ***[Applies to ETB sector only]***
- 8.3 Teachers redeployed as a consequence of the national redeployment scheme will transfer their reckonable teaching service for promotion purposes in the previous school to the receiving school/ETB. This service will be reckonable for promotion purposes in the receiving school/ETB. For the purpose of marking for seniority under both the “current” and “new” arrangements, the service carried into the receiving school/ETB is treated exactly the same as if the service had been given in the school/ETB. This applies whether under the “current” or “new” arrangements. ***[Applies to C&C and ETB sectors]***

9. Temporary Posts

Filling of temporary posts will only apply in situations where a school is **on or below** the **Assistant Principal (AP) threshold** as per CL 04/2014. Hence once a school is within the threshold, Department sanction is not required.

Temporary posts do not form part of the sequencing arrangements outlined for permanent posts because all temporary appointments should be filled under the “new” arrangements.

Advertisements for all vacant temporary posts should indicate the arrangement that applies i.e. “new”.

- 10. The application date of this clarification is 17 February 2014 and applies to any recruitment competition which has not, on that date, progressed to interview stage.**

Appendix A - Examples

Example = Schools in named ETB with vacant permanent Assistant Principal (AP) Posts

School X

Available Posts	School Year	Filled using “current” or “new”
3	2013/14	First – “current” Second – “new” Third – “current”
1	2014/15	First - “new”
Which may arise in	2015/16	All under “new”

School Y

Available Posts	School Year	Filled using “current” or “new”
2	2013/14	First – “current” Second - “new”
2	2014/15	First – “current” Second– “new”
Which may arise in	2015/16	All under “new”

School Z

Available Posts	School Year	Filled using “current” or “new”
1	2013/14	First – “current”
0	2014/15	
Which may arise in	2015/16	All under “new”

END