



Circular 03/98

To: Authorities of Secondary Schools

Implementation of Revised In-School Management Structures in Secondary School

The Agreement on Pay and Conditions of Teachers under Clause 2(ii) of Annex 1 of the Programme for Competitiveness and Work contained proposals in relation to in-school management. The Minister for Education and Science now authorises the implementation of the revised in-school management structures in secondary schools in accordance with the detailed terms set out in [Circulars 4/98](#) and [5/98](#) as negotiated between the ASTI, the JMB and the Department of Education and Science.

These proposals are aimed at improving significantly through restructuring in-school management in second level schools and respond to teacher union claims for improved career structures and opportunities for teachers and increased payment for post holders.

The objects of this restructuring include:

Matching responsibilities of the posts more clearly to the central tasks of the school and the clear specification of responsibilities for various posts.

Focusing on the provision of opportunities for teachers to assume responsibility in the school for instructional leadership, curriculum development, the management of staff and their development and the academic and pastoral work of the school.

The current structure of posts of Principal, Vice-Principal, Grade A and Grade B will be replaced by grades of Principal, Deputy Principal, Assistant Principal and Special Duties Teachers respectively.

The current schedules for the allocation of posts to schools which are based on points categories of schools will be replaced by schedules based on the numbers of approved teachers posts in schools. Details of the revised schedules for second level schools together with the method of calculation of whole-time teacher equivalents for the purpose of calculating the level of allowances of Principals and Deputy Principals and generating posts of Assistant Principal and Special Duties Teachers posts are contained in [Circular 6/98](#).

Rates of Allowances

The rates of allowances for posts in the revised structure will be set by increasing the current rates of allowances for corresponding posts by 28%. In addition the minimum rate of allowance for Principals will be increased and the cap on Principals' and Deputy Principals' allowances will be raised. Rates of allowance for Principals and Deputy Principals will be set by reference to the approved number of teachers on the staff of the school.

Increased allowances for Principals and Deputy Principals will be implemented in three equal phases from 1 September 1996, 1 September 1997 and 1 September 1998.

Increased allowances for Assistant Principal and Special Duties Teachers will be implemented in three equal phases from 1 January 1997, 1 September 1997 and 1 September 1998.

In order to qualify for payment of the revised rate of allowance, Principals, Deputy Principals and post-holders will be required, in accordance with their contracts to undertake the duties and responsibilities of the grades assigned to them.

In the event that an existing Principal, Vice-Principal or post-holder is not prepared to undertake revised duties assigned to him/her, the Principal, Vice-Principal or post-holder may retain duties of a similar level of responsibility to his/her existing duties and his/her allowance at the appropriate level.

Appropriate duties will be assigned following consultation with the individuals concerned.

Full details of the allowances payable and the conditions for the payment of such allowances are contained in [Circular 7/98](#).

Conditions Governing Proposals

The revised in-school management arrangements are subject to the following conditions relating to:

- (a) the responsibilities and duties attaching to the post and;
- (b) appointment to the posts.

Responsibilities / Duties

The Principal, Deputy Principal and holders of posts of responsibility will together form the in-school management team for the school.

The Principal has overall responsibility under the authority of the Board of Management/Manager for the day-to-day management of the school.

All post holders will, in accordance with their contracts, undertake the duties of the grade of post to which they are appointed.

Duties will be assigned in accordance with the procedures set out in [Circulars 4/98](#) and [5/98](#).

Appointments

Appointment to all posts will be made through formal selection procedures.

In the case of a vacancy occurring in the Principalship, the post will be filled by way of open competition.

In filling vacancies for Deputy Principals in secondary schools it is proposed initially to confine open competition to larger schools i.e. schools of 17 whole-time teacher equivalents or more calculated in the manner set out in Circular 6/98. The progressive introduction of open competition in schools of lower enrolment will be considered in the light of experience.

In the case of other posts, vacancies will be from the among the teachers in the school.

The arrangements relating to appointment to posts of Assistant Principal and Special Duties Teacher in secondary schools and the duties attaching to such posts are contained in Circular 5/98.

Transitional Arrangements

In regard to the initial appointments to the posts the following arrangements will apply:-

(a) All existing Principals and Vice-Principals may be appointed to the new posts of Principal and Deputy Principal respectively provided they are prepared, in accordance with their contracts, to undertake the duties and responsibilities assigned to those posts.

(b) Existing Grade B post-holders and Grade A post-holders may be appointed to the new grades of Special Duties Teacher and Assistant Principal, respectively, provided they are prepared, in accordance with their contracts to undertake the duties and responsibilities of the grades assigned to them.

(c) In the case where the number of new Assistant Principal posts is greater than the number of existing Grade A posts, appointment to the additional Assistant Principal posts will be by way of the agreed selection procedures confined initially to existing Grade B post-holders.

Monitoring of the Revised Arrangements for In-School Management

The proposals on in-school management involve substantial additional payments to Principals, Deputy Principals and other post-holders aimed at significantly improving in-school management in second level schools. The Department of Education and Science needs to ensure that the objectives of in-school management restructuring will in fact be achieved.

In order to carry out the necessary monitoring of the operation of revised in-school management arrangements the Department of Education and Science will periodically obtain from school authorities the schedule of posts of responsibility attaching to the school. Certification will be sought that the school authorities are satisfied that, insofar as possible, the necessary in-school management duties are being carried out through the implementation of the school's in-school management arrangements.

In the case of individual appointments to posts of responsibility, schools should, when seeking sanction for the appointment, submit a copy of the list of duties of the post.

In conjunction with school management and teacher organisations at national level, the Department of Education and Science will examine the operation of the revised in-school management arrangements on a regular basis with a view to ensuring that the system is operating satisfactorily.

Dissemination of Circular

You are requested to ensure that copies of this circular are provided to the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

John Dennehy,
Secretary General

February, 1998.

C. Haugh,
Principal Officers.
14 January, 1998.