



To: Authorities of Secondary Schools

Implementation of Revised In-School Management Structures In Second Level Schools

1. The Minister for Education and Science hereby authorises second level school authorities to implement the procedures outlined below in relation to the creation of posts of Assistant Principal and Special Duties Teacher in second level schools.
2. 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 Teacher respectively.
3. With effect from 1st March, 1998, the current schedules for the allocation of posts of responsibility to schools, which are based on points categories of schools, will be replaced by schedules based on the numbers of approved teacher posts in schools.

Approved teacher posts for the purposes of determining the allowances payable and the number of posts of responsibility to which a school is entitled are defined as the wholetime teacher equivalents of
 - all sanctioned ex-quota posts,
 - all supernumerary teaching posts of a permanent nature, notional teacher allocation based on the Pupil Teacher Ratio, and surplus posts or concessionary posts (subject to certain conditions).
4. [Appendix A](#) sets out the details of the method of calculation of wholetime teacher equivalents for the purpose of
 - (a) calculating the level of allowances of Principals and Deputy Principals and
 - (b) generating posts of Assistant Principal and Special Duties Teacher Posts.
5. Details of the revised schedules of posts for second level schools are contained in [Appendix B](#).
6. Posts arising from the implementation of these proposals must be filled in accordance with the terms of [Circular 5 /98](#).
7. The Department will notify school authorities of the number and level of posts to which they are entitled.
8. **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.

Appendix A

Calculation of Wholetime Teacher Equivalent for the purposes of calculating the level of allowances for Principals and Deputy Principals and generating posts of Assistant Principal and Special Duties Teacher in second level schools.

(i) Actual allocation of ex-quota posts* to the school on 1 st September of the current year

- *Principal
- *Deputy Principal
- *Special Deputy Principal
- *Guidance
- *Remedial
- *Resource
- *Disadvantaged Area
- *Home School Liaison
- *Class A1 / Lán Ghaelach
- *Small School (VECS)
- *Chaplains (C&C Schools, Community Colleges)

Total Ex-Quota

(ii) Add Supernumerary Teaching Posts of a permanent nature which arise because of declining enrolments in a school

Teachers allocated under Par. 5.2 of Redeployment Scheme (Provided they are in at least their second year in the school.)

Curricular concessions (735 hours per annum = 1 WTE) (Provided concession is being allowed to the school for a third consecutive year. Full WTEs only to be taken into account.)

Total Concessionary

(iii) Add Notional PTR teacher allocation (Calculate as follows)

(a) enrolment of Junior and Senior Cycle students (including VTOS dispersed mode) on 30 September of previous year divided by 19

(b) enrolment of LCAP and LCVP students (including VTOS dispersed mode) on 30 September of previous year divided by 16

(c) enrolment of PLC students (including VTOS - dispersed mode) on 30 September of previous year divided by 16 and multiplied by 1.5.

(d) Notional PTR allocation {(a) + (b) + (c)}

(iv) Approved Teaching Posts

Total at ex-quota (i)
Total concessionary (ii)
Notional PTR at (iii)(d)

Total # WTE

Whole post numbers only with rounding up or down to be taken into account in the expression of the final total.

Appendix B

SCHEDULE FOR ASSISTANT PRINCIPAL AND SPECIAL DUTIES TEACHER POSTS

WTES	Assistant Principal	Special Duties Teacher
4-5	0	0
6-7	0	1
8	0	2
9-11	0	3
12	1	3
13	1	4
14-15	2	3
16-17	3	3
18	3	4
19-20	4	5
21-22	5	5
23-24	6	6
25-26	6	8
27-29	6	10
30-33	8	11
34-37	8	12
38-43	8	13
44-46	9	13
47-49	9	14
50-53	9	15
54-55	10	15
56-59	11	15
60-64	11	16
65-71	11	17
72-74	11	18
75-76	12	18
77-78	12	19
79-80	12	20
81-82	12	21
83-84	13	22
85-88	13	23
89-92	13	24
93-95	14	24
96-99	14	25
100-102	14	26
103-106	14	27
107-109	14	28

110-111	15	28
112-113	15	29
114-115	15	30
116-117	16	30
118-119	16	31
120-123	16	32
124-129	16	33
130-131	17	33
132-134	17	34
135-136	18	34
137-139	18	35
140-143	18	36
144-145	18	37
146-147	19	37
148-149	19	38
150-152	20	38
153-154	20	39
155-156	20	40
157-159	20	41
160-162	21	41
163-164	21	42
165-169	21	43
170-172	21	44
173-175	22	44
176-178	22	45
179-180	23	45
181-182	23	46
183-184	24	46
185-187	24	47
188-192	24	48
193-195	25	48
196-199	25	49
200	25	50

1. The schedule is based on the allocation of wholetime teacher equivalents.
2. An adjustment is made for PLC students using a factor of 1.5 to produce a notional WTE for PLC schools.
3. A school which would lose posts by reference to the schedule will retain entitlement to its current level of posts until the year 2000.
4. In addition to the posts generated by the schedule, all schools with an enrolment of 70 or more Transition Year students will be entitled to an additional Special Duties teacher post.