



Circular 0039/2014

To: The Managerial Authorities of Recognised Primary Schools

**REVISED MARKING SCHEME FOR APPOINTMENT TO DEPUTY PRINCIPAL,
ASSISTANT PRINCIPAL AND SPECIAL DUTIES TEACHER IN RECOGNISED
PRIMARY SCHOOLS**

Following agreement between the parties to the Teachers Conciliation Council, the Minister for Education and Skills directs you to implement the following changes to the marking scheme for appointment to posts of responsibility for eligible registered teachers employed in an approved teaching post funded by monies provided by the Oireachtas.

This circular supersedes Circular Letter 0028/2011 and Section 9(g) of Circular 07/03. Proposed appointments under this Circular are subject to the current moratorium on posts of responsibility at Assistant Principal and Special Duties teacher grades.

These procedures apply to teachers who are in receipt of incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract (e.g. temporary whole-time (TWT), regular part-time (RPT)) as defined in the Protection of Employees (Fixed-Term Work) Act 2003.

The revised marking scheme is to be implemented by each employer from 28 April 2014. Any promotion competition in progress on the 27 April 2014 will continue under the previous arrangements and all competitions initiated thereafter must follow the procedure set out in this circular.

Please ensure that copies of this circular are provided to all members of the Board of Management and its contents are brought to the attention of all people in teaching posts in their employment including those on any form of paid or unpaid leave of absence.

This Circular can be accessed on the Department's website under www.education.ie Home – Education Staff – Information – Employment Terms and Conditions – Posts of Responsibility.

Alfie Barrett
Teachers/SNA Terms and Conditions
23 April 2014

1. Purpose of this Circular

This circular outlines changes to the marking scheme for the appointment of Deputy Principal, Assistant Principal and Special Duties teacher in recognised primary schools.

2. Criteria for Selection and Revised Marking Scheme.

The marking scheme for selection is amended as follows:-

1) Length of service	20 marks
2) Knowledge, understanding and capacity to meet the needs of the job	20 marks
3) Capacity to contribute to the overall development of the school	20 marks
4) Interpersonal and communication skills	20 marks
5) Capacity to contribute to the overall organisation and management of the school	20 marks

Criteria 1 - 'Length of Service'

In addition to the method of calculating the 'Length of Service' criteria set out in Circular 07/03, the 'Length of Service' criteria will be reckoned as follows:

(a) Service in the school or in case of Education and Training Boards (ETBs), service in the scheme

The service in the school/scheme of the most senior applicant will qualify for 20 points. Using that service as a base line, it will be divided by four in order to establish four quartiles.

- All applicants in the top quartile will each receive 20 points
- All applicants in the second quartile will each receive 15 points
- All applicants in the third quartile will each receive 10 points
- All applicants in the lower quartile will each receive 5 points

(b) Service as a teacher in another school or scheme

Any teacher who has service in another school or scheme recognised by the Department of Education and Skills, where such service is a minimum of the value of 1 quartile in the competition in question, will be moved to the next higher quartile than that justified by service in the school or ETB scheme, subject to not exceeding 20 points overall mark on Length of Service. Recognised service is service which the Department/ETB has recognised for incremental credit purposes.

Criteria 2 to 5

It is a matter for the Selection Board to develop its own marking system. However, it is mandatory that the 5 selection criteria are each given equal weighting of 20 marks.

3. Records of Interviews

Section 9(g) of Circular 07/03 is amended as follows:-

Records of the interviews including marking sheets shall be kept by the Chairperson of the Selection Board until the appointment process is finalised.

4. Further Information

Queries in relation to this circular may be sent to the Department at the following email address: teachersna@education.gov.ie

Appendix 1 - Example of Appointment to a vacant post using “new” marking scheme

- All Marks are for Example Purposes Only
- Responsibility rests with the employer to ensure accuracy of calculations

SCENARIO:
Assistant Principal Post identified as vacant in School X on the 28/4/14.
Fill vacancy using “new” marking scheme.

8 Applicants have applied for the post. Service details below:				Notes: Marks for 'Length of Service' may be calculated prior to interview.
Service Record				
	Candidate	Reckonable Service in the School/ Scheme (years)	Other Reckonable Service outside school/scheme	
	Candidate A	21	2	
	Candidate B	17	5	
	Candidate C	13	10	
	Candidate D	11	0	
	Candidate E	6	2	
	Candidate F	6	4	
	Candidate G	5	14	
	Candidate H	4	2	

Table 1.1: - Quartile Calculation

Marks for Length of Service	Determined under "new" marking scheme	
Longest Serving =	21 years	
1st Quartile	15.76 - 21 years	20 marks
2nd Quartile	10.51 - 15.75 years	15 marks
3rd Quartile	5.26 - 10.50 years	10 marks
4th Quartile	0 - 5.25 years	5 marks

$21 / 4(\text{quartiles}) = 5.25$

*The Quartile Value is calculated as follows:
 Longest Service divided by 4.
 5.25 years being the quartile value,
 where 21 years is the longest service.*

Calculations of the ‘Length of Service’ Criteria for each Candidate can be determined prior to the Interview Process and inserted into Overall Marking Scheme Table 1.4

Table 1.2 - Calculation of 'Length of Service' Criteria

Candidate	Reckonable Service in the School (years)	Length of Service using Quartiles (see table 1.1 - Sub-Total: A) (20 Marks)	Other Reckonable Service in another school or scheme (in years)	Max 1 additional quartile (5 marks) if candidate has 5.25 reckonable years or more service completed (Sub-Total: B)	Total marks for Seniority (Max Score 20 marks) (Sub-Totals A+B)
Candidate A	21	20	2	0	20.00
Candidate B	17	20	5	0	20.00
Candidate C	13	15	10	5	20.00
Candidate D	11	15	0	0	15.00
Candidate E	6	10	2	0	10.00
Candidate F	6	10	4	0	10.00
Candidate G	5	5	14	5	10.00
Candidate H	4	5	2	0	5.00

Calculate marks for criteria 2-5 during the interview process

TABLE 1.3 - Marking Scheme for Criteria 2 - 5:

Candidate	Criteria 2 (20 marks)	Criteria 3 (20 marks)	Criteria 4 (20 marks)	Criteria 5 (20 marks)
Candidate A	16.00	15.00	15.00	14.00
Candidate B	15.00	17.00	14.00	15.00
Candidate C	17.00	15.00	13.00	12.00
Candidate D	17.00	16.00	17.00	17.00
Candidate E	11.00	8.00	13.00	17.00
Candidate F	10.00	11.00	11.00	10.00
Candidate G	11.00	10.00	12.00	10.00
Candidate H	9.00	11.00	11.00	12.00

TABLE 1.4 - Marking Scheme for Post

*Candidate with longest service in the school/scheme = 21 years
(see quartiles in Table 1.1):*

Candidate	Criterion 1 from Table 1.2 (out of 20 Marks) (Sub-Totals A+B)	Criterion 2 (20 Marks)	Criterion 3 (20 Marks)	Criterion 4 (20 marks)	Criterion 5 (20 marks)	Overall Marks out of 100
Candidate A	20.00	16.00	15.00	15.00	14.00	80.00
Candidate B	20.00	15.00	17.00	14.00	15.00	81.00
Candidate C	20.00	17.00	15.00	13.00	12.00	77.00
Candidate D	15.00	17.00	16.00	17.00	17.00	82.00
Candidate E	10.00	11.00	8.00	13.00	17.00	59.00
Candidate F	10.00	10.00	11.00	11.00	10.00	52.00
Candidate G	10.00	11.00	10.00	12.00	10.00	53.00
Candidate H	5.00	9.00	11.00	11.00	12.00	48.00

**Candidate D: Highest overall score.
Nominated as most suitable candidate.**