



To the Board of Management of each  
Community and Comprehensive School

## **Circular Letter 32/00**

### **Revision of Circular Letter 15/97**

#### **Appointments to**

#### **(i) Assistant Principal and Special Duties Teacher posts in Community and Comprehensive Schools**

The Minister for Education and Science wishes to advise the management authorities of Community and Comprehensive schools that, following consideration of the advices of the Attorney General in this matter and following agreement between the Association of Secondary Teachers Ireland, the Teachers' Union of Ireland, the Association of Community and Comprehensive Schools and the Department, Paragraph 7.4 of Circular Letter 15/97, which deals with appointments to posts of responsibility, has been amended.

In the context of the curriculum and organisational needs of the school as outlined by the Board of Management, the Selection Committee shall concern itself with the skills and aptitude of the candidates and their suitability for promotion to Assistant Principal or Special Duties Teacher posts.

The criteria to be adopted by the Selection Committee when determining their order of merit for submission to the Board of Management has now been agreed as follows:

*	Capacity of the applicant to meet the needs of the school and the case made at interview	50
*	Service to the school	30
*	Experience of a professional nature in the field of education and involvement in the school	20

The revised version of the Annex, as agreed between the ASTI, TUI, ACS and the Department, is attached and amends the original version.

The composition of the Selection Committee for all teaching appointments in Community Schools, including appointments to Assistant Principal and Special Duties Teacher posts, shall be that set out in the Deed of Trust. In the case of Comprehensive Schools the Selection Committee will be the Board of Management in line with existing practice.

The revised arrangements are effective immediately and should be applied to all posts remaining to be filled from the commencement of the 1999/2000 school year.

Management Authorities are requested to bring the terms of this Circular to the notice of the teachers in their schools.

Additional copies of the Circular are enclosed. School Authorities are also requested to give a copy of the Circular to the parents' representatives on the Board of Management, where such exists, or to the Parents' Association/National Parents Council representatives or other appropriate representatives of the parents.

**John Dennehy**  
**Secretary General**

**October 2000**

## ANNEX

1. **Capacity of the applicant to meet the needs of the school plus case made at interview:**
  - (a) The Selection Committee will assess the ability of the candidate to perform a range of duties.
  - (b) In evaluating the capacity of the applicant to meet the needs of the school, the performance of the candidate to date may be assessed; the candidate may present evidence or record of such performance.
  - (c) In demonstrating his/her ability to meet the needs of the school, the applicant may propose what he/she perceives to be the needs of the school in the context of the post.
  - (d) The Selection Committee may seek to assess the reaction of an applicant to certain situations which might reasonably be expected to be encountered in the performance of the duties associated with the post.
  - (e) Case made at interview would include the general professionalism of the candidate as presented at interview. It would include the presentation of the candidate himself/herself, the presentation of the application form/CV etc.
  
2. **Service to the School**
  - (a) The most senior applicant shall receive maximum marks – 30.  
Other candidates shall receive marks pro-rata e.g.  
  
Candidate A = 20 years previous experience = 30 marks  
Candidate B = 10 years previous experience = 15 marks  
Candidate C = 5 years previous experience = 7.5 marks
  - (b) The seniority of non-post-holders shall be determined at the beginning of each school year by reference to qualified service in a permanent, temporary, substitute, eligible part-time or part-time capacity in the school as a post-primary teacher
  - (c) A maximum of one year's credit may be granted in respect of any one year. Seniority will be credited in full years only and will be computed as follows;
    - (i) each full year of permanent service will reckon as one year for seniority purposes
    - (ii) Permanent, temporary, substitute, eligible part-time or part-time service for a minimum of 22 school weeks in any one school year will reckon as a full year for seniority purposes
    - (iii) permanent, temporary, substitute, eligible part-time or part-time service which, collectively or separately, amount to more than

200 hours in any school year will reckon as one year for seniority purposes.

- (iv) service in any one school year which is less than 22 school weeks will not be reckonable
- (v) service in any one school year which is less than 200 hours will not be reckonable

**3. Experience of a professional nature in the field of education and involvement in the school:**

In-school experience e.g.

- (a) Contribution of applicant to the school
- (b) Experience as a post holder in a temporary or permanent capacity
- (c) Experience as co-ordinator of a school project

Out of school experience e.g.

- (a) Professional Development ( In-Service, etc)
- (b) Subject Associations
- (c) Professional Associations
- (d) Work Experience
- (e) Course Committee Membership