



Primary Circular 0062/2008

## TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS

### WEB BASED ADVERTISING OF TEACHING POSTS

The Minister for Education and Science wishes to inform the Boards of Management of primary schools that **with immediate effect** websites as advised to them by their respective management bodies may be used for advertising all teaching posts as an alternative to the current practice of placing advertisements in the national newspapers.

However, as an interim measure and to allow web based advertising of posts to become well established a shortened version of the advertisements **must also** be placed in a national newspaper. This requirement will cease with effect from 1 January, 2009.

In general, the main management bodies have advised the Department that schools represented by them can advertise on any of the following websites:

[www.educationposts.ie](http://www.educationposts.ie)

[www.eteach.ie](http://www.eteach.ie)

[www.staffroom.ie](http://www.staffroom.ie)

Educate Together has advised the Department that schools represented by them should advertise on [www.educatetogether.ie](http://www.educatetogether.ie) as well as on any of the websites listed above.

Any changes to the list of websites are a matter for each management body.

The Public Appointments Commission website [www.publicjobs.ie](http://www.publicjobs.ie) will also continue to be available as an option for advertising Principal posts and the procedures for using this are as set out in Circular 19/05. However, due to the volume of advertisements involved it is not available as an option for advertising other teaching posts.

The procedures for the appointment of teachers to primary schools and the rules governing the advertisement of posts as agreed between the Education Partners are outlined in Appendix D of the Constitution of Boards and Rules of Procedure for Boards of Management of National Schools, reviewed and updated in November, 2007. The review of the procedures includes agreement to allow for web based advertising for all teaching posts specifically with a view to reducing costs for Boards of Management.

The specific requirements for each advertisement (see extract from Appendix D attached) set out in the agreed procedures must continue to be adhered to in all advertisements whether done by national newspaper or by website. If using a website, the following shortened form of advertisement must also be put in a national newspaper using the following format:

“Permanent/fixed-term/part-time teacher required from 1 September, 2008 St. Mary’s NS, Bray RN12345X. See [www.....](#) for details” (Board of Management to insert name of relevant website).

Boards of Management are also reminded that they must not advertise permanent teaching posts until the appropriate redeployment panel is either cleared or when those on the panel have declined in writing the offer of a post.

You are requested to bring the procedures outlined in this Circular to the attention of all Board members, all teaching staff and parents' representatives.

**The Circular can also be viewed and downloaded on the Department of Education and Science Website: [www.education.ie](http://www.education.ie) under Education Personnel/Primary/Circulars & Information Booklets. An Irish version of this circular is also available on the Department's website.**

**Queries regarding the Circular may be e-mailed to [primary\\_payments@education.gov.ie](mailto:primary_payments@education.gov.ie).**

Hubert Loftus  
Principal Officer

14 May, 2008.

## Extract from Appendix D – Constitution of Boards & Rules of Procedure

### Advertisements

#### Procedures for appointment of Teachers (Section 1) and Principals (Section 2).

##### Section 1: Appointment of a teacher

- (i) The advertisement **shall** state
- the name, address, roll number and patronage of the school,
  - the number of teaching posts (including Principal)
  - the nature of the vacancy (i.e. whether a teaching post or a Principalship)
  - the status of the vacancy (i.e. whether permanent fixed-term/temporary or substitute teacher)
  - the latest date for receipt of completed applications, *which shall not be earlier than two weeks after the last date of publication of the advertisement*
  - date of commencement of employment in the teaching post
  - that a curriculum vitae must be submitted with the application
  - whether additional references, reports or other documentary information are required e.g., evidence of registration with Teaching Council and compliance with current vetting requirements
- (iii) The advertisement **may** also state:
- The nature of the duties which, initially, may be allocated to the post (*e.g. learning support resource teacher, resource teacher, etc.*). It should be noted that duties included in the advertisement may be subject to change
  - Whether or not a list of suitable applicants may be set up from which future vacancies may be filled, however permanent vacancies may not be filled from a panel established following interviews for a fixed term post (*valid for the four month period from the date of the advertisement. This particular list may only be compiled if it has been referred to in the advertisement*).
  - Whether a stamped addressed envelope is required for the return of documentation
  - That applicants should mark envelope “Application”
  - The advertisement should indicate if standard application form (Principal) is to be used (i.e.CPSMA standard form). **See \*\* below**
- (iv) Special care shall be taken in drafting the advertisement, especially in indicating the gender category of the school, so as to ensure that it will be understood by all that both men and women are eligible to apply and will be given equal consideration.
- (v) Advertisements must not indicate or be reasonably understood to indicate an intention to discriminate on the grounds as set out in Section 6(2) of the Employment Equality Acts, 1998 – 2004, i.e., gender, marital status, family status, sexual orientation, religion, age,

disability, race & member of the Travelling Community, with the exception of Section 37 of the Employment Equality Act regarding the protection of a schools ethos.

- (vi) There shall be no unreasonable delay between the insertion of the advertisement and the filling of the post.

## **Section 2 Appointment of Principal teacher**

- 1.1 The advertisement whether set out entirely in a national newspaper or placed on websites per Section 1. b) above must include all of the data relevant to a teaching post (See 1 (ii) above), i.e., school name, address, patron, number of teaching posts (including principal) in the school, effective date for filling of post, curriculum vitae to be submitted, whether additional references, reports or other documents are required, closing date for applications and the address to which applications should be sent. The closing date for receipt of applications cannot be earlier than two weeks after the date of publication of the advert. See sample advertisement below.
- 1.3 Vacancies for Principal Teachers should not be advertised in July or August, except in exceptional circumstances and with the prior approval of the Patron.

### **\*\*Application Form for Primary Principalship:**

The Department has been advised that agreement has been reached between the CPSMA/CIBE and INTO in relation to a standard Application Form for Primary Principalship. Schools may use this form as an alternative to seeking a Curriculum Vitae. The form is available to download from the CPSMA and INTO websites, and can also be uploaded to a web based advertisement for a post.