



Circular 0020/2012

**To: The Managerial Authorities of recognised
Secondary, Community and Comprehensive Schools and
The Chief Executive Officers of Vocational Education Committees**

WEB BASED ADVERTISING OF TEACHING POSTS

School management authorities are reminded that the existing arrangements continue to remain in place whereby teaching vacancies are filled in the first instance through the redeployment of surplus permanent and CID holding teachers. When this process is completed each year schools are then informed that they can proceed to fill any remaining vacancies through the normal recruitment process.

The Minister for Education and Skills wishes to inform Vocational Education Committees (VECs), and management authorities of post-primary schools that, subject to the requirements of the redeployment scheme, schools can, with immediate effect, use websites as advised by their respective management bodies for advertising teaching posts.

Circular 31/2011 outlines the current registration and qualification requirements for appointments to teaching posts and the procedures to be followed in the appointment of short-term/substitute vacancies.

With effect from 1st June 2012 and on receipt of sanction from the Director of Redeployment:-

- o Subject to the requirements of the redeployment scheme all vacancies of 24 weeks¹ or more shall be notified to all teaching staff of a school and may, as an alternative to the existing practice of placing advertisements in the national newspapers, be advertised on one of the websites below as notified by the management bodies.

As an interim measure, and to allow web based advertising of posts to become well established, a shortened version of the advertisement must also be placed in a national newspaper directing applicants to the relevant website. This requirement will cease for teaching posts advertised on or after 1 January, 2013.

- o Initial advertising arrangements are as follows:-

Posts of Principal and Deputy Principal
www.publicjobs.ie

All other teaching posts
www.educationposts.ie

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

¹ The advertising procedures under the formal recruitment process have been amended. A post, which it is anticipated will be vacant for a period in excess of 24 weeks, shall now be advertised and filled through a formal recruitment process.

A copy of the advertisement must be kept and placed in the personnel file of the successful candidate. If the position is advertised online a copy of same must be downloaded and placed in the personnel file of the successful candidate.

School authorities are reminded that in any school year restrictions to advertising will apply once the redeployment scheme is in operation.

This circular supersedes all previous circulars, memoranda, rules and regulations in relation to this area. Please ensure that copies of this circular are provided to all members of the Board of Management/Vocational Education Committee and to bring its contents to the attention of all teachers in your employment, including those on leave of absence.

This circular can be accessed on the Department's website under www.education.ie.

All enquiries regarding this circular should be e-mailed to teachersna@education.gov.ie

Dalton Tattan
Principal Officer
Teacher/SNAs Terms & Conditions
01 June 2012