

# **Chapter 1**

## **Glossary of Terms/Definitions**

## GLOSSARY OF TERMS/DEFINITIONS

Term	Definition
Appeal Procedure/Appeal System	The Appeal Procedures for posts (excluding Director of Adult Education) is outlined in Circular Letter 0003/2018.
Board of Management (BOM)	<p>The primary role of a board of management is that of school governance. Governance is about providing direction and oversight for a school while ensuring that the rights of all members of the school community are upheld and that the school is accountable for its work.</p> <p>The functions of a board of management may, in the main, be categorised under three different headings:</p> <ul style="list-style-type: none"> <li>• Policy setting and strategic planning</li> <li>• Monitoring the implementation of policy, strategy and plans</li> <li>• Supporting the principal and his/her staff</li> </ul>
Competency	A skill, knowledge, ability or personal attribute which underpins effective performance in the job
Competency based Interview	An interview that focuses on getting evidence of the required competencies
<i>Competencies/ Selection Criteria for Assistant Principal I, Assistant Principal II, including those appointed at level of AP I and AP II for self-financing Adult Education.</i>	<p><i>Reference CL 0003/2018</i></p> <ul style="list-style-type: none"> <li>• <i>Leading Learning and Teaching</i></li> <li>• <i>Managing an Organisation</i></li> <li>• <i>Leading School Development</i></li> <li>• <i>Developing Leadership Capacity</i></li> </ul>
Selection for Director of Adult Education posts	<p>Reference section 11.1, circular letter <b>46/2000</b></p> <p>“Appointments to the post of Director of Adult Education will be from applicants within the school and in accordance <b>with the normal procedures for appointment to a Deputy Principal post</b>”.</p>
Competitions for Posts of Responsibility	<p>A competition is undertaken to fill vacant post/s. This means that a school which may wish to advertise one post would run a single competition for that post. Similarly, where more than one post is being recruited for <b>at the same time at the same level</b>, a single competition should be held for those vacant post/s using a single advertisement, application form and selection interview.</p> <p>Separate competitions must be held for vacant posts at each level.</p>

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Consultation	<p>Consultation is a process of engaging in meaningful discussion whereby the views of the parties are sought and considered in achieving a decision/outcome.</p> <p>Consultation does not require that all parties agree nor does it require that the view of majority (i.e. consensus) is the determined view.</p>
Data Protection	<p>Data protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their personal data.</p> <p>The School's Data Protection Policy (which includes a Records' Retention Schedule) provides information on the rationale for processing, retention and disposal of information concerned to recruitment following a defined period.</p>
DE	Department of Education
<p>Discrimination</p> <p><i>Discrimination (continued)</i></p>	<p>It is essential that all aspects of the recruitment process, including but not limited to the design of the application form, the advertisement are equality proofed.</p> <p>The following are the nine grounds of discrimination prohibited under the Employment Equality Acts 1998 to 2011:</p> <ul style="list-style-type: none"> <li>▪ civil status</li> <li>▪ family status</li> <li>▪ gender</li> <li>▪ sexual orientation</li> <li>▪ age</li> <li>▪ disability</li> <li>▪ race</li> <li>▪ religion</li> <li>▪ membership of the traveller community</li> </ul>
Eligibility criteria for various posts	<p><b>Assistant Principal I and Programme Co-ordinator (AP I level):</b>  <i>Applicants must be:</i></p> <ul style="list-style-type: none"> <li>• <i>fully registered with the Teaching Council under route 2 for voluntary schools, route 2 or 3 in the ETB sector and in C&amp;C schools route 2 or route 3 as per the DE clarification issued in June 2018</i></li> <li>• <i>have a minimum of 3 years' teaching service recognised by DE for incremental credit purposes. [Where it is not obvious that the applicant has a minimum of 3 years' teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service]</i></li> </ul> <p><b>Assistant Principal II and Programme Co-ordinator (AP II level):</b>  <i>Applicants must be:</i></p> <ul style="list-style-type: none"> <li>• <i>fully registered with the Teaching Council under route 2 for voluntary schools and C&amp;C schools, route 2 or 3 in the ETB sector and in C&amp;C schools route 2 or route 3 as per the DE clarification issued in June 2018</i></li> </ul>

Term	Definition
	<ul style="list-style-type: none"> <li>• <i>have a minimum of 1 year’s teaching service recognised by DE for incremental credit purposes. [Where it is not obvious that the applicant has a minimum of 1 year’s teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service]</i></li> </ul> <p><b>Director of Adult Education:</b>  <i>All qualified teachers on the staff of the school who are contracted for the full school year and have a minimum of 5 years’ whole-time teaching service or its equivalent, are eligible to apply. [CL 46/00 refers]</i></p> <p>Note: “Terms and Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools” [Edition 2 – Chapter 1] states: A person cannot be appointed to a post of responsibility unless they are registered with the Teaching Council.</p>
Principles of good recruitment and selection	Principles: <ul style="list-style-type: none"> <li>• Probity</li> <li>• Appointments are made on merit</li> <li>• That the appointment process is in line with best practice</li> <li>• A fair appointment process applied with consistency</li> <li>• Appointments made in an open, accountable and transparent manner</li> </ul> Commission for Public Service Appointments refers.
Recommended candidate	The recommended candidate is the person who was recommended for the post in the first instance by the Interview Board, and who would be appointed were no appeal lodged or where the Appeal Board determined that appeals lodged were rejected.
Interview Board	Interview Board
Service for eligibility to apply for posts	To be eligible to apply, candidates must have the minimum length of service applicable to that particular post.
School Days (defined for the purpose of recruitment)	School days are defined as days in which the school is in operation for students. [CL 0003/2018: 8.1]
School Days (defined for the purpose of appeals of posts of responsibility) a	School days are defined as days in which the school is in operation for students. Where the outcome of the competition is notified to applicants in the week immediately prior to the June State examinations, the <i>Appeal Date</i> shall occur within the first 12 official examination days of the State examination period. If an appeal is received by this <i>Appeal Date</i> , no appeal hearing shall be convened before the next school year. [CL 0003/2018: 18.7]

Term	Definition
	<b>Note: COVID-19 Info Note TC 22/202: Definition of school days in terms of advertising extends to any period of school closure to students during which tuition continues to be provided to them.</b>
The Teaching Council of Ireland	<p>The Teaching Council is the regulator of the teaching profession and promotes professional standards in teaching. It acts in the interests of the public good while upholding and enhancing the reputation and status of the teaching profession.</p> <p>The Commencement Order for Section 30 of the Teaching Council Act 2001 was signed on 1 November 2013. The order set a legislative deadline of 28 January 2014 for teachers to register with the Teaching Council. After 28 January 2014, teachers employed in State-funded teaching positions in recognised schools must be registered in order to be paid from public funds.</p>
Acting-Up Posts	<p>Appointments in an Acting-Up capacity are made in situations where it becomes necessary to appoint a post holder, for a defined period or purpose, to address a short-term business need. The filling of Acting-Up posts will only apply in situations where a school is at or below its threshold as per circular letter 0003/2018.</p>