

Chapter 3

Establishing the Vacancy

3.1 Background

On 16 January 2018 the Department of Education issued Circular Letter 0003/2018 **“Leadership and Management in Post-Primary Schools”**. The Circular, in the context of the restoration of posts, sets out a leadership and management framework for posts in recognised post-primary schools.

Circular 0023/2021 was issued in May 2021 and sets out the revised table for the Allocation of Assistant Principal Posts 2021/2022

3.2 Establishing the vacancy for Assistant Principal I and Assistant Principal II Posts and Programme Co-ordinator Posts (at AP I and AP II level).

3.2.1 Establishing if a school has a vacancy for an Assistant Principal post:

Assistant Principal posts of responsibility may be filled by Boards of Management, as appropriate, in accordance with the allocation set out in the table below subject to full adherence to this Circular. This revised allocation of posts is effective from 1st September 2021.

The number of Assistant Principal posts in a school is determined by reference **to the final approved teacher allocation for the previous school year excluding supernumerary posts and substitution allocation**. Schools that fall below the Assistant Principal thresholds set out in the following table can fill Assistant Principal vacancies as they arise to the level of the thresholds set out in this table ([circular letter 0023/2021 which supersedes Table 5.1 of CL 0003/2018](#)).

Allocation of Assistant Principal Posts 2021/2022
(effective from 01-September-2021)

Whole Time Equivalent (WTE)	Assistant Principal I (AP I)	Assistant Principal II (AP II)
4 - 8	0	1
9 - 12	1	1
13	1	2
14 - 17	2	2
18	2	3
19 - 20	3	4
21 - 24	3	5
25 - 26	4	5
27 - 30	4	6
31 - 33	5	6
34 - 37	6	6
38 - 43	7	7
44 - 46	7	8
47 - 49	7	9
50 - 55	8	9
56 - 64	8	10
65 - 80	9	10
81 - 90	9	11
91 - 100	10	11
101+	11	12

In amalgamation situations, where a Principal or Deputy Principal does not assume the role in the new school they retain the post of responsibility allowance on a personal basis subject to performing the relevant roles and responsibilities at a minimum level of AP I.

In the case of redeployment of a post of responsibility holder in circumstances of a school closure, refer to the *Redeployment Scheme for Post Primary Qualified Teachers Surplus to Requirements in Consequence of School Closure*.

The thresholds for AP I and AP II post holders operate independently of each other. Where a school has excess AP I posts, this will not prevent the appointment of an AP II post where the number of AP II posts is less than the threshold.

Note: Assistant Principal posts held on a personal basis must be counted when calculating the thresholds of Assistant Principal posts.

Two or more permanent posts to be filled

Where a school has two or more permanent vacancies at the same level (e.g. Assistant Principal I level x 2 posts) at the same time in the school year, the school can hold one competition advertising two or more posts (one advert) and using one interview.

However, if the school has two or more vacancies at different levels, for example, Assistant Principal I x 1 post and Assistant Principal II x 1 post at the same time in the school year, separate competitions should be held i.e. separate advertisements, separate application forms and separate interviews.

A separate competition (advertisement, application form, interviews) should always be held for a Programme Co-ordinator post.

Note: If other combinations/scenarios arise, discuss with ACCS before proceeding.

Acting-Up Posts

The filling of acting-up posts will only apply in situations where a school is **at or below its threshold** as per the table of circular letter 0023/2021.

- The advertisement and appointment documentation should state that the post is an acting-up post.
- The school will determine when the temporary post should be filled.

Payment of an Acting-up Assistant Principal Allowance

Where a school does not have post holder(s) in excess of the thresholds provided in Table of circular letter 0023/2021 (see 3.2.1 above) and an actual post holder is absent on approved paid (e.g. Maternity Leave, Career Break, Secondment, long-term sick leave) or unpaid leave for a minimum period of **84 consecutive days**, a teacher who carries out the role of Assistant Principal while the actual post holder is absent may be paid the appropriate allowance subject to the conditions set out below.

- Payment of the allowance will be subject to the Board of Management certifying that the teacher fulfilled the role and responsibilities associated with the post while the actual post holder was on approved paid or unpaid leave of absence for a **minimum period of 84 consecutive days**.
- Subject to the actual post holder being absent for a minimum period of 84 consecutive days, payment will be made retrospectively. In the case of an acting appointee replacing a teacher on sick leave, the allowance will be paid on a fortnightly/monthly basis provided medical certification of absence in respect of the actual post holder has been recorded on the OLCS system.
- Where an actual post holder is absent on approved paid or unpaid leave which expires **during** a school vacation period, and the Board of Management certifies that the acting roles and responsibilities were carried out up to the date of expiry, the Acting-Up allowance may be paid up to the date of expiry only. Where the actual post holder is absent on paid or unpaid leave until the date of **commencement** of a school vacation period an acting allowance cannot be paid for the duration of the vacation period even if the Board of Management certifies that the acting role was carried out.

Applications for payment under the terms of CL 0003/2018 should be submitted on the appropriate form to the Department's Payroll Section.

Note: the successful candidate needs to be in the position for **84 consecutive days or more (12 weeks) to be paid an allowance for an Acting-Up post. There is no payment for a temporary post of shorter duration.**

Remember: The documentation (advertisement, Application Form etc) needs to reflect the fact that the post is an Acting-Up post.

3.2.2 Programme Co-ordinator - Establishing if a school has a vacancy

A Programme Co-ordinator post can be established in each school offering one or more of the following programmes:

- Leaving Certificate Applied Programme (LCAP)
- Leaving Certificate Vocational Programme (LCVP)
- Transition Year Programme

- Junior Certificate Schools' Programme

The allocation of a Programme Co-ordinator post is in addition to the allocation of AP I and AP II posts. Schools can fill the existing the Programme Co-ordinator vacancy even when there is a pre-existing surplus of AP I and/or AP II posts in a school.

The Programme Co-ordinator post **does not form part of the normal cohort of school posts of responsibility** and will lapse when none of the programmes listed at 3.2.2 above is being provided by the school. It is advisable that this is noted in an advertisement where such a vacancy arises.

AP I level:

- Where student numbers are **100 or more on the above programmes**, the Programme Co-ordinator will be remunerated at the level of an **AP I post**.

AP II level:

- Where student numbers are **up to and including 99 students**, the level of allowance will be at the level of an **AP II post**.

Where an existing post holder is appointed to the Programme Co-ordinator post, s/he will receive the higher of the relevant allowances and the reduction in teaching hours as per circular 0003/2018. The post of responsibility thus vacated can **only** be back-filled and on a temporary basis if the school is within the thresholds prescribed in the table of CL 0023/2021.

It is recommended that annually the student numbers in the relevant programmes as per 3.2.2 above be reviewed in order to ensure that the post holder has the relevant number of hours' reduction and allowance rate.

3.2.3 Self-financing Adult Education Posts

Director of Adult Education at Deputy Principal Level - Establishing a vacancy

A Director of Adult Education post may be established in each school offering a part-time adult education programme for **a minimum of 1,500 enrolment hours**. Enrolment hours are based on the preceding academic year and these figures should be certified by the Director of Adult Education and the Chair of the Board of Management in a School Return submitted to DES in June.

The level of the allowance payable to the Director will be determined by reference to the number of enrolment hours in the preceding year. Details of the allowance are set out in the table on page 19.

Appointments to the post of Director of Adult Education will be from applicants within the school and in accordance with the normal procedures for appointment to a Deputy Principal post.

For a **first filling of posts** arising from an amalgamation or in circumstances where a school is required to fill Director of Adult Education posts in a start-up night school scenario, regard should be had to CL 46/00, the following arrangements will apply:

- (i) Where a post-holder or post-holders are currently carrying out the duties the competition will be confined, in the first instance, to existing Assistant Principal holders in the night school
- (ii) In the absence of Assistant Principals in the night school the competition will be confined to existing Assistant Principal II Teachers in the night school,
- (iii) In such instances the following procedures will apply:
 - The post will be advertised within the school
 - Eligible candidates will apply for the post
 - The competition will be by way of competitive interview

In the event that there is only one candidate, that candidate will meet with the Principal/Chairperson of BOM with a view to clarifying and accepting the duties. Except in the case of an adverse report, the candidate will be appointed to the post following this process.

Schools that meet the requirements for a Director of Adult Education may fill the vacancy as it arises as per CL 46/00.

Contact ACCS for guidance and documentation on the appointment of a Director of Adult Education.

Assistant Director/s of Adult Education

Assistant Directors of Adult Education at Assistant Principal I and/or Assistant Principal II level may be established in each school offering a part-time adult education programme in accordance with the table overleaf. Enrolment hours are based on the preceding academic year and these figures should be certified as above.

The level of the allowance payable to the Assistant Director/s is in accordance with the Allowance for AP I and AP II posts as determined by the Department of Education.

Appointments to the post of Assistant Director of Adult Education will be from applicants within the school and in accordance with the normal procedures for appointment to Assistant Principal I and II posts.

The following exceptions will apply in the case of the first filling of these posts following the agreement outlined in CL 46/00:

- (i) In the case of a vacant Assistant Director post at Assistant Principal I level the competition will be confined to existing Assistant Principal II Teachers in the night school.
- (ii) In such instances the following procedures will apply:
 - The post will be advertised within the school
 - Eligible candidates will apply for the post
 - The competition will be by way of competitive interview

In the event that there is only one candidate, that candidate will meet with the Principal/ Chairperson in the case of Community, Comprehensive and Voluntary Secondary schools with a view to clarifying and accepting the duties. Except in the case of an adverse report, the candidate will be appointed to the post following this process

Figure 2 - Enrolment hours in categories A – M inclusive (CL 46/00 amended by PPT 16/05)

Category	Enrolment Hours	Enrolments	Director Hours Reduction	Assistant Director		
				Assistant Principal I Posts	Hours Reduction	Assistant Principal II Posts
A	1500-2000	75-100				
B	2001-6000	101-300				
C	6001-10000	301-500				
D	10001-16000	501-800	4			
E	16,000-22,000	800-1,100	6			1
F	22,000-28,000	1,100-1,400	8			1
G	28,000-34,000	1,400-1,700	8	1	4	0
H	34,000-40,000	1,700-2,000	9	1	4	1
I	40,000-50,000	2,000-2,500	9	1	4	2
J	50,000-60,000	2,500-3,000	9	1	4	2
K	60,000-70,000	3,000-3,500	10	2	8	2
L	70,000-80,000	3,500-4,000	10	2	8	2

M	80,000+	4,000+	10	3	12	2
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It is recommended that enrolment hours and enrolments be reviewed annually to ensure that post holders are employed to the relevant category with the relevant terms of employment e.g. hours reduction and allowance rate. It should also be borne in mind that if the teacher appointed to the post is contracted for less than full hours, then the hours' reduction should be adjusted accordingly.

(a) Level of hours reduction for Director and Assistant Director (AP I)

The **level of hours reduction** may increase or decrease annually having regard to the level of enrolment in the preceding year but will not drop below the threshold of 4 hours per week.

(b) Level of hours reduction for Assistant Director (AP II) – not applicable

(c) Commensurate allowance for Director of Adult Education posts

Where enrolments/enrolment hours increase, the allowance increases accordingly. The allowance for Director of Adult Education does not drop if enrolments decrease.

Note: Should the provision of the Adult Education programme cease, such post holders will be assigned appropriate duties in the day school and will be taken into account in determining the overall level of posts within the school.

Advertising the Post

It is advisable that the category of the post (i.e. A – M) is noted in the advertisement where such a vacancy arises. Circulars 46/00 and PPT 16/05 should also be referenced when advertising appointments for Director of Adult Education posts.

📌 Points to Remember

- Prior to any advertisement, always refer to **CL 0003/2018**.
- The number of Assistant Principal posts is determined by reference to the final approved teacher allocation for the previous school year excluding supernumerary posts and substitution allocation. See table in **CL 0023/2021**.
- **Programme Co-ordinator posts** - when counting the number of students in the school, it must be based on the official student numbers from **the preceding 30th September year** e.g. positions for advertising in September 2021 will be based on DES official student numbers enrolled on the 30th September 2020.
- Posts should be advertised, as far is practical, in the academic year in which the post becomes vacant and as close as possible to the vacancy occurring. Posts should not be advertised in advance of the post becoming vacant e.g. where a retirement is due for 31 August, the post does not fall vacant until after this date and the competition should not commence until this date has expired.
- When advertising **acting-up posts** this should be reflected in the advertisement and the documentation relating to that competition.
- When advertising a Programme Co-ordinator, Director of Adult Education post* or Assistant Director of Adult Education, these posts do not form part of the normal cohort of school posts of responsibility. It is advisable that this is noted in an advertisement where such a vacancy arises. **A dedicated separate competition and interview for such post(s) should be held.**

**contact ACCS re: appointment of a Director of Adult Education*

- **Redeployment into a school**
Circular letter 25/2011, Appendix 2, paragraph 22 states: *“All post-holders will retain their posts of responsibility allowance on a personal basis on redeployment. Post-holders will be required to carry out in-school management duties in the receiving school in line with the needs of that school”*.
- CL 0003/18 states: *“Posts of responsibility held on a personal basis must be counted when calculating the threshold of Assistant Principal posts”*. Also refer to CL 0023/2021 Allocation of Assistant Principal Posts 2020/2021
- **For Director and Assistant Director of Adult Education Posts** – when counting enrolments and enrolment hours, the figures used are from the preceding academic year and must be consistent with reporting requirements to the DES.

It is strongly advised that when recruiting for Directors and Assistant Directors of Adult Education (CL 46/00 amended by PPT 16/05) that the relevant circular letters are read prior to the initiation of any recruitment process.