

Chapter 5

Advertising the Post and Application Forms

Advertising the Post

5.1 Introduction

All sanctioned middle leadership and management positions should be advertised in accordance with DES circular letter 0003/2018, the Eligibility Clarification issued by the DE in June 2018 and circular letter 0023/2021. Sample advertisements are included in the Appendices – 3(a), 3(b) and 3(c).

It is important that the Board of Management ensures that the correct procedures are followed in the advertising and filling of all vacancies.

Separate recruitment competitions should always be undertaken for:

Assistant Principal I

Assistant Principal II

Programme Co-ordinator at AP I level

Programme Co-ordinator at AP II level

Adult Education posts at AP I

Adult Education posts at AP II

Special conditions attach to the selection for Director of Adult Education. Refer to circular letter 46/00 amended by PPT 16/05. *'Appointment to the post of Director of Adult Education will be from applicants from within the school and in accordance with the normal procedures for appointment to a Deputy Principal post'* (CL 46/00)

5.1.2 Competitions for leadership and management posts

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 at the same level** is being recruited for **at the same time**, a single competition should be held for those vacant posts using a single advertisement, application form and selection interview.

Example Competition 1:

Where a school has two permanent posts at AP 1 level and one Acting-Up post at AP I level, the advertisement should:

- State the number of permanent posts that are vacant at the time of advertising
 - State the number of Acting-Up post(s) that are vacant at the time of advertising
- The posts are filled **in order of merit**.

No automatic right to a permanent post derives by virtue of holding an Acting-Up post.

Every permanent post must be advertised.

Documentation in relation to the recruitment, selection and appointment process should be held locally within the school and copies retained on the relevant recruitment file(s) in line with the school’s data retention schedule.

5.2 Guidelines on what an advertisement should include for Assistant Principal I and Assistant Principal II:

It should specify:

- the minimum experience and eligibility requirements. (See table below)
- the closing date for receipt of applications.
- the level of the post (AP I or AP II).
- that the appointee will become part of the leadership and management team in the school.
- that the roles and responsibilities of the post will be based on the leadership and management needs and priorities of the school and will be commensurate with the level of the post.
- that the post is an acting-up post if relevant.
- the relevant marking scheme.

Exemplar advertisements are available in the appendices and schools are advised to use these templates. See appendices 3(a), 3(b) and 3(c).

Eligibility requirements:

Post	Criteria
Assistant Principal I, Programme Co-ordinator (AP I Level) and Assistant Director of Adult Education at AP I level	<ul style="list-style-type: none"> • Fully registered under route 2 or route 3 as per the DE clarification issued in June 2018 for C&C schools and • have a minimum of three years’ teaching service recognised by the DE for incremental credit purposes
Assistant Principal II, Programme Co-ordinator (AP II Level) and Assistant Director of Adult Education at AP II level	<ul style="list-style-type: none"> • Fully registered under route 2 or route 3 as per the DE clarification issued in June 2018 for C&C schools and • have a minimum of one year’s teaching service recognised by the DE for incremental credit purposes
<p><i>The registration of teachers is governed by Section 31 of the Teaching Council Acts 2001-2015. The Council registers teachers under the Teaching Council (Registration) Regulations 2016 and the Teaching Council (Registration) (Amendment) Regulations 2016. Teachers may apply for registration in the following sectors:</i></p> <ul style="list-style-type: none"> • <i>Route 1 – Primary</i> • <i>Route 2 – Post Primary</i> • <i>Route 3 – Further Education</i> 	

In accordance with the Teaching Council Act 2001, section 30, all teachers will be required to have Teaching Council registration and to maintain registration throughout their teaching careers. **A person cannot be appointed to a post of responsibility unless they are registered (Terms and Conditions of Employment for Registered Teachers, June 2017).**

All teachers on the staff of the school who meet the eligibility requirements are entitled to apply, including part-time & fixed-term teachers. Where a fixed term teacher is successful in his/her application for a post of responsibility, the entitlement of that teacher to the post will lapse on the expiry of the teaching contract except where the fixed term teaching contract is followed immediately by a permanent/CID or further fixed term teaching contract in the school.

A. The selection criteria and applicable marking scheme

Seniority/Length of Service as a stand-alone criterion has been phased out, while still reflecting the value of a teacher’s experience and how that contributes to his/her capacity to meet the requirements of the post.

Selection criteria and mark scheme 2020/21 and thereafter:

Assistant Principal I, Assistant Principal II and Programme Co-ordinator Posts	
<i>Demonstrated capacity (with relevant examples of professional, educational and life experience) in relation to:</i>	
Leading Learning and Teaching	25 marks
Managing an Organisation	25 marks
Leading School Development	25 marks
Developing Leadership Capacity	25 marks

For Director of Adult Education posts please refer ACCS for guidance.

B. Distribution of the Competition Advertisement

Notice of vacancies whether permanent or Acting-Up must be posted in a prominent position on the staff notice board(s) within the school.

- **Notifying vacancies to teaching staff on approved leave**

Every reasonable effort shall be made to bring the vacancy to the attention of all teachers. Members of teaching staff on approved leave, paid or unpaid, or on secondment are eligible to apply and therefore, **a copy of the competition advertisement** for the vacant post/s should be sent directly to the designated contact address or email address of such teachers. **A record should be kept of notifications issued and the date of issue.**

- **Note: Advertising (COVID-19) - If there is a period of school closure due to COVID-19, the advertisement must be sent to each teacher's designated contact address or email address. Emails should be followed up with a text message within 24 hours (source: Information Note TC 0022/2021)**

C. Duration of Advertisement display and Closing Date of Application

Note: the duration of the advertisement display is different for permanent and acting-up posts.

Details are given below.

Permanent posts:

- The advertisement must be displayed on the staff noticeboard(s) in the school for a period of not less than 5 school days, i.e. days on which the school is in operation for pupils. 5 school days implies 5 full school days.
- However, it is advisable to display the advertisement until the closing date has passed. **For this reason, the advertisement should be displayed for not less than 10 school days. 10 school days implies 10 full school days.**
- In circumstances where the school is closed due to an unexpected event e.g. 'snow day' that this day/s would not be counted and the period for the display of the advertisement and closing date would be extended.
- If an advertisement is posted prior to the commencement of a school closure (e.g. mid-term break) that time must be discounted when determining the days for which the advertisement should be displayed.
- In addition to this, Principals may choose to alert staff to the advertisement via normal whole staff communication channels e.g. email, staff intranet, staff newsletters etc.
- The advertisement should specify the closing date for receipt of applications **'which should not be earlier than 10 school days after the initial date of posting of the notice in the school'** (CL 0003/2018).

Acting-Up posts

- In the case of **Acting Up** posts the closing date for receipt of applications should not be earlier than **5 school days** after the initial posting of the notice in the school.
- It is advisable that the advertisement should state that **"late applications will not be accepted under any circumstances and that it is the responsibility of the candidate to ensure that it is received on time"**.
- **Note: Advertising (COVID-19) - If there is a period of school closure due to COVID-19, the advertisement must be sent to each teacher's designated contact address or email address. Emails should be followed up with a text message within 24 hours. The requirement to post the notice in the school is suspended for any period of closure of schools to some or all students. Such periods of closure do not include where a class group of students is required to remain at home temporarily due to COVID-19 restrictions. See Information Note TC 0022/2021 on CL 0003/2018.**

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D. The Application Process

How to apply and the application form (see Appendix 2) for Assistant Principal I and II and for Programme Co-ordinator posts:

The advert should clearly state:

- How the completed application is to be returned i.e. whether you apply in writing or online, or either. It is recommended that hard copies of the application are submitted including copies for the selection board. However, this is for each employer to decide.
- Where details of the roles and responsibilities can be located.
- Should clearly state where to obtain the application form.
- A statement that appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post. The responsibilities of such posts may require the post holder to fulfil some of their responsibilities outside of school hours and/over the course of the entire school week.
- A statement that appointment to the post of responsibility will be conditional on the teacher being currently registered with the Teaching Council.

E. Distribution of the Advert

- Application forms should be readily available to applicants.
- The school must make every reasonable effort to bring the vacancy to the attention of all eligible teachers.
- Members of staff on approved leave (e.g. secondment, sick leave, career break, training days leave etc.) are eligible to apply. The school Principal shall ensure that these teachers are supplied with a copy of the notice of the vacant post (i.e. post advertisement) which should be sent to the designated contact address or email address of the particular teacher. **It is advisable that a record is kept of notifications issued and the date of issue.**
- See earlier note re: advertising and COVID-19 as per Information Note TC 0022/2021 on CL 0003/2018.

5.3 Specific requirements for particular posts

5.3.1 Programme Co-ordinator Posts (CL 0003/2018):

The notice should also specify:

- Remuneration level of the post (AP I or AP II).
- The number of students involved in the programmes as **at the 30th September of the previous academic year.**
- The commensurate reduction in teaching hours.
- That the post does not form part of the normal cohort of posts of responsibility and will lapse when none of the programmes listed is being provided by the school.

5.3.2 Assistant Director of Adult Education Posts

Post of Responsibility of Assistant Director of Adult Education may be established with allowances at AP I and AP II level. See Figure 2 in 3.2.3.

Appointment to the post of Assistant Director will be in accordance with the procedures within each sector for appointment to post of responsibility at the appropriate level. School should follow the procedure for filling AP I and AP II posts as outlined above.

Exemptions apply in the case of the first filling of these posts. Refer to CL 46/00.

In the case of appointment to the Director of Adult Education, schools should follow the normal procedures for appointment to a Deputy Principal post.

5.4 Objective of Promotional Selection

5.4.1 The objective of any promotion selection process is to obtain the right person for the post. A fundamental part of the selection process is the application form, as it is the first opportunity for the candidate to demonstrate his/her suitability for the post advertised. The application form should be designed in such a way as to capture the key pieces of information and competencies required for post of responsibility selection and interview marking process:

5.4.2 Selection Criteria and Marking Scheme

All Assistant Principal I, Assistant Principal II and Programme Co-ordinator posts (AP I and AP II level) will be assessed and marked at interview in accordance with the following criteria as per CL 0003/2018:

Seniority/length of service has been phased out as a stand-alone criterion while still reflecting the value of a teacher’s experience and how that contributes to his/her capacity to meet the requirements of the post.

2019/20 school year and thereafter:

Criteria	Marks Awarded
Demonstrated capacity (with relevant examples of professional, educational and life experiences) in relation to:	
Leading learning and teaching	25
Managing an organisation	25
Leading school development	25
Developing leadership capacity	25

It is therefore **essential** that the application form captures this information and gives the candidate an opportunity to correctly support their application and interview in accordance with the assessment criteria.

Candidate requests for information:

All application forms for posts of responsibility shall include a reference to a candidate being able to access, **upon written request**, all items listed (i) to (iii) below after s/he is notified of the outcome of the post of responsibility appointment process:

- (i) His/her marks under each selection criterion.
- (ii) The notes of the interview board pertaining specifically to the candidate alone.
- (iii) The marks of the recommended candidate under each criterion.

In accordance with the Equality Acts, questions on marital status, children, date of birth, age, place of birth and medical history should **not** be included on application forms.

👉 Points to Remember

- Guidance on completing a competency-based application **must** be provided to candidates in the relevant application form.
- Ensure the advertisement for the post(s) is clear, accurate and meets all requirements listed above. Use the advertisement in the appendices and accompanying DE clarification June 2018.
- Ensure that the application form is readily available.

Ensure that teachers on leave are supplied with a copy of the notice of the vacant post (i.e. post advertisement). Keep a record of such notifications issued and the date of issue.

- Ensure that the application form is designed in such a way as to capture the information and criterion that is marked on and that it meets legislative requirements.
- Application forms shall include reference to a candidate being able to access all items listed at Section 8.7 of CL 0003/2018.