

Guidance note for the filling of HSCL co-ordinator positions during the period of COVID 19 restrictions

The following guidance is provided for Boards of Management who are required to fill HSCL coordinator positions, under the provisions of [Primary Circular 0016/2019](#), during the period of Covid 19 school closure. The Department of Education and Skills' Information Note [SIU 001/2020](#) also applies.

Advertisement of the HSCL Post

Section 2, [Primary Circular 0016/2019](#) states;

“The post of HSCL Coordinator must always be advertised internally in all schools in the cluster as the HSCL Coordinator is appointed from the staff of the school(s) in the HSCL cluster (see Appendix A)”.

As the notice of any vacant HSCL post cannot be posted in a prominent position on the staff notice board(s) within the school(s), due to the current pandemic, it should be communicated to all teaching staff, via email, Aladdin etc. (i.e. through the staff communication system for Covid 19 closures) in each of the schools in the cluster and the timeframes set out in [CL 0016/2019](#), should be adhered to.

Members of staff on approved paid or unpaid leave of absence or on secondment, are eligible to apply and, therefore, a copy of the advertisement for the vacant post shall be sent directly to the designated contact addresses or email addresses of such teachers.

Applications for the HSCL position should be invited by email.

The definition of school days extends to the current period of school closure to pupils, as tuition continues to be provided to pupils during this period.

The Selection Process

Section 3, [Circular 0016/2019](#) states;

“An interview for the post must be held even in the case of there being only one applicant. An interview board must be constituted for this purpose. As with any teaching assignment, relevant Department Circulars in terms of recruitment/redeployment should be observed in the assignment of a HSCL Coordinator. Where the HSCL post is shared, the schools must agree on the recruitment process in accordance with the circular”.

The interview process will be conducted in accordance with the provisions of [Primary Circular 0044/2019](#), Chapter Two “Recruitment and Appointment of Teachers”.

[Circular 0044/2019](#) provides for the interviewing of candidates using digital technology. Please see [“CPSMA Guidance Note for the Primary Sector in relation to conducting interviews using Video-Conferencing Technology”](#).

Section 4, [Primary Circular 0016/2019](#) states;

“In advance of the interview process, criteria for assessment, having regard to the appropriate legislation and the requirements of the post of HSCL Coordinator, must be established by the interview board and recorded in writing. Applicants should be notified of the criteria in advance of the interview by someone who is not a member of the interview board”.

The meeting to discuss and record the criteria for assessment may be held remotely, as outlined in the aforementioned [“CPSMA Guidance Note for the Primary Sector in relation to conducting interviews using Video-Conferencing Technology”](#).

Post Interview Administration

All documentation – notification to the Social Inclusion Unit of the Department of Education and Skills, completion of the HSCL Assignment Form etc. should be processed as per [Circular 0016/2019](#). The required documentation should be scanned and exchanged by email, where it is not possible to exchange documents by post.