

To: The Managerial Authorities of Recognised Primary Schools

Information Note for the Filling of Internal Leadership and Management Positions in Primary Schools during the Period of Covid-19 Restrictions

Introduction:

A Board of Management/ETB should note that it has a choice as to whether to fill an internal Leadership and Management position in a school during the current Covid-19 school closure period, or to wait until schools re-open. Schools that do not wish to/are not in a position to fill such vacancy during the current Covid-19 school closure period will not be required to do so. Such schools will, however, be required to commence the process of filling such Leadership and Management position(s) immediately at the commencement of the school year 2020/2021.

Definition of School Days:

For the purposes of this Information Note, 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.

Chapter 3 [Circular 44/2019](#)

The following guidance is provided for Boards of Management/ETBs who choose to fill internal Leadership and Management positions during the current period of Covid-19 school closure. Application of the provisions below by school management, for the purposes of filling a Leadership and Management position in a school during the Covid-19 school closures, will constitute compliance with the agreed procedures as set out in Chapter 3.

1. Chapter 3 Allocation of Assistant Principal Posts Table 2.1.1

Please note any school that falls below the threshold of appointment for an API or APII post by deferring the filling of the post until the 2020/2021 school year, will not be penalised for this deferral. In the case of such deferral the threshold for the allocation of posts (as per the 2019/2020 school year) will be retained for school year 2020/2021 in respect of those schools.

2. Appointment processes during Covid-19 school closure

From the date of this Information Note schools that have not yet commenced or who have commenced but suspended the filling of an internal Leadership and Management position, may commence/re-commence the process in accordance with the provisions of this Information Note. Any timelines that apply at the point of re-commencement should be adhered to.

The timelines set out in Chapter 3 will continue to apply in respect of procedures that were commenced for the filling of internal leadership and management positions during the Covid-19 school closure and which were not suspended

3. Consultation Process: Chapter 3, Section 3

1. Contact teachers, including those on leave, through whatever process the school is using for communicating with staff as a whole during the Covid-19 closures, and advise that the procedure for the filling of the vacant post, under the provisions of Chapter 3 is now commencing, but with the following adjustments to ensure that current [Government direction](#) and [HSE social distancing protocols](#) are observed during the process.
2. Advise the staff of the current roles and responsibilities attached to existing posts, and explain that the purpose of this exercise is to identify emerging additional needs and priorities.
3. Refer teaching staff to [“Looking at our Schools 2016 – a quality framework for Primary Schools”](#), for guidance in identifying curricular and organisational priorities, in the context of the four Leadership and Management domains.
4. Invite submissions by a specified date. Collate the responses and include the collated responses for discussion through whatever medium the school is currently using for communicating with the staff as a whole. Note any further comments, and advise that the Board of Management will consider the outcome of the consultation process before deciding on the specification of the post.
5. The specification of the post should be agreed by the Board of Management/ETB before it is advertised

4. Advertising: Chapter 3, Section 5.

The provisions of this section remain the same, with the exception of the requirement to post the notice of the leadership and management vacancy in a prominent position within the school. The notice of the vacancy should be communicated to all teaching staff through whatever process the school is using for communicating with staff as a whole during the Covid-19 closures, and the timeframes set out in Chapter 3, Section 5 should be adhered to.

The advertisement notice should specify to whom and also the email address to which the application is to be sent and whether a C.V. or letter of application is required.

5. Interview: Chapter 3, Section 6.

The provisions of this section remain the same, with the exception of 6.4. Where an interview for a Leadership and Management position is conducted face to face, it should be in compliance with [HSE social distancing protocols](#) and the [Roadmap for Reopening Society & Business](#).

Section 6.6 provides for the facilitation of interviews using digital technology. All applicants will be interviewed, even in circumstances where there is only one candidate.

6. Appointment of Successful Candidate in Schools: Chapter 3, Section 9

The process in 9.1 may be completed at a Board meeting which is conducted remotely.

Once appointed by the Board of Management/ETB (subject to any appeal), the proposal to offer a post (9.3) should be emailed to all teaching staff, through whatever process the school is using for communicating with staff as a whole during the Covid-19 closures.

The timeframes set out in this section should be adhered to.

All documentation – letter of offer (subject to any appeal), contract and completion of POR 1 Amend form should be processed as per this section.

7. Acting Positions Chapter 3, Section 12

Schools may continue to fill acting Leadership and Management positions in schools during the Covid-19 school closure period as outlined in section 12.

8. Appeal Procedure: Chapter 3, Section 19.2 (ii)

Application of the above provisions by school management for the purposes of filling a Leadership and Management position in a school during the Covid-19 school closures will constitute compliance with the agreed procedures and will not constitute a departure from the procedures as set out in section 19.2 (ii) for the purposes of an appeal.

9. Appointment to Deputy Principal Posts by Open Competition: Chapter 4, Table 6.1.1

Where schools decide to defer the appointment of a Deputy Principal the open competition threshold for the allocation of such posts (as per the 2019/2020 school year) will be retained for school year 2020/2021 in respect of those schools.

Alfie Barrett
Teacher/SNA Terms & Conditions
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