

Dept. of Education & Science  
Post Primary Teachers Section  
Cornamaddy,  
Athlone,  
Co. Westmeath.



An Roinn Oideachais & Eolaíochta  
Rannóg Múinteoirí Iarbhunoidreachais  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarmhí

Circular 04/98

## To the Authorities of Secondary Schools

### Revised in-school management structures in secondary schools.

Further to [Circular 3/98](#), the Minister for Education and Science hereby authorises the implementation of the revised in-school management structures and procedures in relation to posts of Principal and Deputy Principal in secondary schools in accordance with the detailed terms set out in this circular as negotiated between the ASTI, the JMB and the Department of Education and Science.

It will be noted that in schools of 17 or more teachers, the appointment of Deputy Principals will be on the basis of open competition. This figure relates to the number as determined by reference to the calculation of wholetime teacher equivalents referred to in Circular 6/98.

### DISSEMINATION OF CIRCULAR

You are requested to ensure that copies of this circular are provided to the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

### APPOINTMENT OF PRINCIPALS AND DEPUTY PRINCIPALS IN VOLUNTARY SECONDARY SCHOOLS

#### Introduction:

The Principal, Deputy Principal and holders of posts of responsibility together form the in-school management team for the school.

The Principal has overall authority under the authority of the Board of Management/Manager for the day to day management of the school. The Principal controls the internal organisation, management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff. The Principal submits to the Board all such statements and reports affecting the conduct of the school as the Board requires.

The Deputy Principal acts as the Principal in the absences of the Principal, and assists the Principals in the fulfilment of the Principal's role. This does not confer automatic right of succession to the Principalship or to any 'Acting' Principalship arising.

1. The appointment of Principals will be on the basis outlined in Articles 20 and 21 of the \*Articles of Management for Catholic Secondary Schools. In the case of schools not governed by the \*Articles of Management, the existing practices in relation to such

appointments will continue to apply. The selection process must be in accord with the principles enshrined in Articles 20 and 21 of the \*Articles of Management.

2. The appointment of Deputy Principals will be on the basis of open competition except that in schools of less than 17 teachers the competition for appointment will be confined to the teachers in the school. The appointment procedures for Deputy Principals will be the same as those provided for Principals in the particular category of school identified in 1 above.
3. Candidates for appointment to the post of Principal or Deputy Principal will be required to have a minimum of five years wholetime teaching service.
4. On appointment, all Principals and Deputy Principals will be required to enter into appropriate contracts.
5. Principals' contracts are governed by the principles set out in the Introduction above. The Principals are accountable to their Boards of Management/Managers for the execution of their duties.
6. Existing Principals shall have their allowances enhanced as provided for in the PCW Agreement provided that they enter into an agreement to undertake the duties and responsibilities attached to their posts as outlined in their contracts.
7. Existing Vice-Principals shall be appointed to the post of Deputy Principal and have their allowances enhanced as provided for in the PCW Agreement provided that they enter into the agreements and new contracts to undertake the duties and responsibilities attached to the post. A specimen contract for Deputy Principals is set out in Appendix A.
8. In recognition of the important position which the Deputy Principal occupies in the administration and development of the school, the maximum teaching hours which may be assigned to a Deputy Principal should be in accordance with the following scale:

<b>Number of teachers n the school</b>	<b>Teaching Hours</b>
30 and over	8 hours
17 – 29	10 hours
<17	15 hours

9. The Principal and Deputy Principal are accountable to the Board of Management/Manager.
10. The work of individual Principals and Deputy Principals will be monitored in accordance with the provisions of their contracts.
11. These revised arrangements will be reviewed regularly by the Department of Education and Science, the ASTI and JMB.

John Dennehy,  
Secretary General.

February, 1998

## **APPENDIX A**

### **SPECIMEN CONTRACT**

#### **FOR DEPUTY PRINCIPAL TEACHERS IN SECONDARY SCHOOLS**

1. Contract of Employment made this day [Date] between [name of employer and address] (hereinafter referred to as the School) and [name of Deputy Principal and address] (hereinafter referred to as the Deputy Principal).

The Board of Management / Manager of [school name] agrees to employ [name] as Deputy Principal teacher of the above named school with effect from [date]

2. **NATURE OF CONTRACT**

The contract is a contract of continuous employment whereby the school employs the teacher to undertake the teaching duties and the duties of Deputy Principal as described hereunder.

3. **SALARY AND PENSION**

In consideration of the Teacher undertaking the duties assigned, the School shall authorise the Department of Education and Science to pay the appropriate salary and allowance for the appropriate grade of Deputy Principal post from the schedule of salaries and allowances for teachers at the rates agreed from time to time in the Teachers' Conciliation and Arbitration Scheme or such other Scheme as may replace same or be otherwise agreed from time to time. The appropriate rate of Deputy Principal's allowance which will be paid to the Deputy Principal in addition to scale salary will be determined by reference to the criteria agreed nationally from time to time and published in Department of Education and Science Circulars.

Pension arrangements will be in accordance with the standard arrangements provided under the Secondary Teachers' Superannuation Scheme.

4. **EXPENSES**

Expenses necessarily incurred by the Deputy Principal in fulfilling the duties of Deputy Principal will be reimbursed at the rates applying to Principals.

5. **ENTITLEMENT TO LEAVE**

Entitlement to personal leave, sick leave and other general terms and conditions of employment will be in accordance with agreements negotiated from time to time and published in circulars by the Department of Education and Science.

## 6. HOURS OF WORK

The Deputy Principal will be required to be in attendance for days during the school year when the Board of Management/Manager of the school determines that the school should be open for pupils and in accordance with Department of Education and Science regulations.

The Deputy Principal may also be required by the Board of Management/Manager to be present in the school for periods during the State Examinations and for other reasonable periods outside of the normal opening hours and days of the school such as may be necessary from time to time. The Deputy Principal shall enter into an agreement with the Principal in respect of arrangements for such attendances. This agreement shall be subject to endorsement by the Board of Management/Manager.

The Deputy Principal's maximum teaching hours shall be as follows-

<b>Number of teachers in the school</b>	<b>Teaching Hours</b>
30 and over	8 hours
17 – 29	10 hours
<17	15 hours

Notwithstanding the maximum number of teaching hours stated above, the Deputy Principal will normally be required to be in attendance in the school throughout the school day.

## 7. TEACHING DUTIES

Subject to the provisions of Section 5 above, the Deputy Principal will teach the following subjects

.....  
.....  
..... as assigned in the school timetable.

## 8. OTHER DUTIES

- (i) The Deputy Principal occupies a position of vital importance in the administration and development of the school. The Deputy Principal shall undertake responsibility under the direction of the Principal for the internal organisation, administration and discipline of the school.
- (ii) The Deputy Principal shall enter into an agreement with the Principal on the discharge of duties which arise outside of normal school hours or during school vacation periods.
- (iii) The Deputy Principal shall assist the Principal through the carrying out of the specific professional duties for which responsibility is delegated (cf. Schedule One).
- (iv) The Deputy Principal shall also enter into an agreement with the Principal to undertake other specific administrative duties from time to time, and commensurate with the responsibilities of the position.
- (v) The Deputy Principal shall act as Principal when the Principal is absent, assuming the responsibilities and authority of the Principal's role in accordance with the provisions of the \*Articles of Management. In schools not governed by the \*Articles of Management existing practices in relation to

this arrangement will continue to apply. Such practices must be in accord with the principles enshrined in the Articles of Management. The Deputy Principal shall not, however, have automatic right of succession to the post of Principal or Acting Principal.

- (vi) The Deputy Principal shall be consulted by the Principal about the implementation of policy in the school and shall assist the Principal with the day-to-day running of the school.
- (vii) The Deputy Principal shall be kept informed, as appropriate, by the Principal about the decisions of the Board of Management/Manager. In schools which have a Board of Management established under the \*Articles of Management, the Deputy Principal shall be kept informed about the decisions of the Board in accordance with the terms of the \*Articles of Management.

## 9. REVIEW

- (i) The duties of the Deputy Principal will be reviewed periodically by the Principal and Deputy Principal or a review will be undertaken at the request of either party. Such a review will take account of the workload and responsibilities of the post, the changing needs of the school and the level of performance of the duties.
- (ii) In the event of a dispute arising between the Principal and Deputy Principal about any aspect of the duties of the post of Deputy Principal and, if the matter cannot be resolved through discussions between the parties, the matter will be referred to the Board of Management/Manager for resolution. As an alternative, the Deputy Principal may process any grievance concerning the level of duties or the implementation of the duties and responsibilities attached to the post of Deputy Principal through a Grievance Procedure where such has been agreed.

## 10. NOTICE

- (i) Three months notice in writing shall be given by either side to determine the contract.
- (ii) Subject to (iii) below the management authority shall have the power to determine the contract at any time, without notice, for serious misconduct or other sufficient reason.
- (iii) (a) The procedure for dismissal and appeal in schools operating under Catholic religious authority will be that obtaining in the General Agreement Section E made on 11<sup>th</sup> May, 1957 between the Catholic Headmasters' Association and the Association of Secondary Teachers Ireland and further adopted by the Conference of Convent Secondary Schools.  
  
(b) In Secondary Schools other than those governed by the General Agreement the procedure for dismissal and appeal will be as agreed from time to time. Such procedures shall be implemented in the case of a dismissal.

- 11. Nothing in this contract shall operate to prejudice the rights of the Deputy Principal under Statute, Common Law or EU Laws pertaining to employment, whereby such rights are hereby confirmed.
-

The Articles of Management for Catholic Secondary Schools are based on an agreement between the Association of Secondary Teachers, Ireland, and the Association of Management of Catholic Secondary Schools and govern the establishment and operation of boards of management in AMCSS affiliated schools.

## **SCHEDULE ONE**

### **OUTLINE OF SPECIFIC PROFESSIONAL DUTIES, RESPONSIBILITY FOR WHICH MAY BE DELEGATED, IN WHOLE OR IN PART, TO DEPUTY PRINCIPALS**

- Developing the education aims and objectives of the school and devising strategies to achieve them.
- Developing the school curriculum and assessment policies.
- Preparing the school plan for approval by the Board of Management
- Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
- Promoting ongoing staff development and inservice.
- Developing effective communication systems with pupils, staff, parents and the wider community.
- Advising the Board of Management on staff requirements.
- Advising the Board of Management as to a probationary teacher's suitability for appointment to a permanent post.
- Monitoring and evaluating the professional performance of the school.
- Dealing with disciplinary problems both for teaching and non-teaching staff.
- Liaising with the school union representative on matters relating to the school.
- Conducting the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and Science and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Student discipline in the school.
- Ensuring that parents are informed regularly of the progress of their children at the school.

**This list is not exhaustive.**