

**IPPN Resource Bundle**

# **Recruitment & Appointment**





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# Recruitment & Appointment

## Introduction to the Process

The procedures for making appointments are governed by statute under [Section 24 of the Education Act](#) and [Constitution of Boards & Rules of Procedure 2011](#).

Recruitment and appointment of staff is the function of the Board of Management (BoM). The process as outlined here is intended for the guidance of the Chairperson and Principal.

Before the process of recruitment is begun, it is essential to ensure that the post is warranted and the status of the post is confirmed by the Department of Education & Skills (DES):

1. Check the [Staffing Schedule](#) issued by the DES for the relevant year
2. Check whether any Contract of Indefinite Duration (CID) exists within the school
3. Contact DES Primary Allocations (0906) 464 83600. A speedier response may be received when contacting the DES by email: [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie)
4. Contact the local Diocesan office/Panel Operator to seek the Patrons approval to advertise.

Once approval to advertise has been given for permanent and fixed term teachers, notify all teaching staff of the school of the vacancy, including those on recognised leave. [Appendix D of the Constitution of Boards and Rules of Procedure 2011](#) must be followed.

# Advertising for the Post of Principal & Teacher



1. Posts may be advertised on [www.EducationPosts.ie](http://www.EducationPosts.ie).  
Principal vacancies should not be advertised during the months of July & August except in exceptional circumstances and with the sanction of the Patron
2. Applications may be sent either by hardcopy or email ([guidance on email applications](#))
3. When advertising a post, an application form OR Curriculum Vitae may be requested. It is not permitted to request both.
4. It may be indicated in the advertisement that a minimum number of applicants is required to proceed to interview stage. If the minimum number is not received, the post may be re-advertised.
5. It may also be indicated that a panel of suitable applicants may be created to fill future vacancies within a four month period of the BoM approving the appointment. (This is not applicable to the post of Principalship).
6. The closing date for receipt of applications shall not be earlier than 14 calendar days after the first date of publication of the advertisement. Adverts are activated every 3-4 hours during office hours (9.00am -5.00pm, Monday to Friday). Adverts loaded to the website after 5.00pm on Friday or anytime on Saturday and Sunday will be activated the following Monday and this is the date that the 14 consecutive days begin
7. If there any queries in relation to your advertisement on [www.EducationPosts.ie](http://www.EducationPosts.ie). Please email [info@educationposts.ie](mailto:info@educationposts.ie) with your Ad ID and Query Code.
8. There shall be no unreasonable delay between the final date of receipt of application and the filling of the post. Calls to interview should be issued within 3 weeks of the application closing date.

## Selection Board

<b>Vacancy Type</b>	<b>Composition of Selection Board</b>
Principal	Chairperson of the BoM and two independent assessors appointed by the Patron after consultation with the chairperson.
Teacher	Chairperson of the BoM, Principal and one independent assessor appointed by the Patron after consultation with the Chairperson
SNA	Chairperson of the BoM, Principal and one external assessor nominated by the Patron
Caretaker	Chairperson, Principal and one external assessor (with appropriate skill-set) nominated by the BoM
Office Administrator	Chairperson, Principal and one external assessor (with appropriate skill-set) nominated by the BoM

### **Notes:**

1. Before a new principal takes up duty, the principal designate will sit on the Selection Board
2. Gender balance has to be taken into account
3. Under the terms of the Constitution of Boards and Rules of Procedure 2011, a disclosure of interest by members of the Selection Board/BoM in relation to any of the candidates must be made.

## Short Listing



1. All applications should be date stamped as they arrive. If an email application process is chosen, please ensure that the correct procedures are followed.
2. All applications shall be submitted to the Selection Board by the Chairperson and opened after the closing date
3. The Selection Board will establish the short-listing criteria. In deciding the criteria to use in short-listing candidates, account should be taken of the ethos of the school, strengths/ areas for improvement, future vision/direction of the school. Note should be taken of the [Constitution of Boards and Rules of Procedure 2011, Pg 43](#), the [Equality Act](#) and [Code of Practise of the Equality Authority](#)
4. A date and venue for interviews is decided by the Selection Board
5. Criteria for the assessment of candidates is established
6. Candidates for interview shall be given at least 7 days clear notice in writing (Do not count the day of posting the letter or the day of interview ).
7. Notifications for interview will include a specific interview time outside of school hours and will include:
  - a. Copy of the criteria for the post
  - b. School profile
  - c. Details of the venue
  - d. Copy of the Schedule for Catholic Schools (if applicable)
  - e. A contact number for the candidate to confirm their attendance at interview.

Selection Board will link questions to the criteria and establish a structure for interview. Refer to [Guide to Conducting an Interview](#)

8. A marking scheme relating to each of the criteria will be drawn up. A copy of the marking scheme for each candidate is provided for each member of the Selection Board. A weighting will be assigned to each criterion in relation to its importance. At present, a candidate may request from the Chairperson, in writing, their individual marking sheets from each assessor, their aggregate overall marks and any formal notes written by the assessors during their particular interview. The assessors are identified by a number or letter and not by name.

## Choosing the Candidate

1. The Selection Board shall add together the individual marks of each member of the Board to produce a ranking order of candidates deemed suitable for appointment.
2. Once a candidate has been deemed suitable for appointment, the selection board will then check the references of that applicant prior to the offer of employment. [[Appendix D](#), Constitute & Rules and Procedures for the Board of Management].
3. The Chairperson will produce a written report for the BoM indicating:
  - a. The ranked order of marks
  - b. The name of the nominated candidate for appointment
  - c. Confirmation of receipt of references for the nominated candidate.
4. The BoM meets to approve the appointment
5. Chairperson seeks approval of the Patron in writing



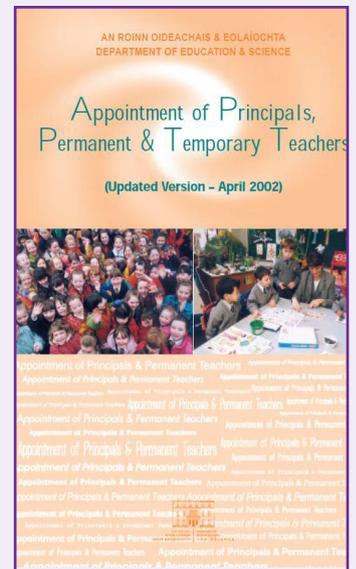
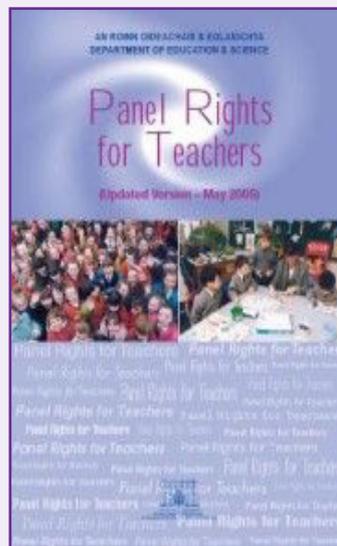
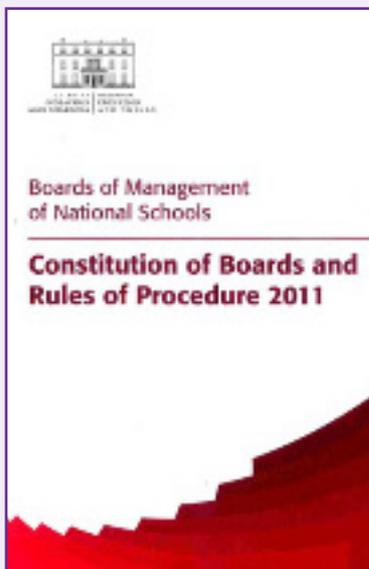
## Appointing the Candidate - Documentation

1. Notification by Chairperson to successful applicant in writing. The letter needs to contain that the offer is subject to:
  - a. Sanction of the Minister
  - b. Confirmation of qualifications
  - c. Registration with the Teaching Council
  - d. Compliance with vetting requirements
  - e. Medical screening - Medmark.
2. Confirmation of acceptance by candidate
3. Notification by Chairperson to unsuccessful candidates
4. Completion of appointment form by Chairperson and successful candidate: [Primary Teacher Appointment Form 2012/2013](#). The Chairperson needs to be in receipt of the following:
  - a. Fitness to teach (Medmark)
  - b. Confirmation of Qualifications
  - c. Teaching Council Registration of which a copy has to be attached to the form
  - d. Statutory Declaration & Letter of Undertaking
5. Chairperson shall retain all documentation in relation to the interview process for 18 months

## IPPN Recruitment Resources

- Standard Application form
  - ◇ Principal- As Gaelige
  - ◇ Principal - English
  - ◇ Teacher - As Gaelige
  - ◇ Teacher - English
- Pre Interview Checklist
- Shortlisting Criteria Form
- Gaoch chun Agallaimh
- Appointment for interview
- Criteria and Marking Scheme for Principalship
  - Irish
  - English
- Criteria and Marking Scheme for Teacher
- Sample interview questions
  - Principal
  - Teacher
- Post Interview Checklist
- Interview Board Recommendation
- Letter for Patrons Sanction
- Litreacha chun an Easpaig
- Contracts of Indefinite Duration - David Ruddy
- Selection Staff - Interview Strategies

## Publications



## **Educational Act**

- [Legislation - Section 24, Education Act 1998](#)

## **Department of Education & Skills**

- [Department of Education & Skills - Primary Staffing Schedule 2012/2013](#)
- [Department of Education & Skills - Teacher Allocation Update](#)

## **Relevant Circulars**

- [0016/1973](#) - Post of Responsibility
- [0002/2002](#) - Eligibility Criteria for Appointment as Principal Teacher
- [0019/2005](#) - Advertising of a Principal teacher posts for the school year
- [0063/2010](#) - Recruitment Procedures: Requirements for Garda Vetting
- [P07/2003](#) - Appointments to Posts of Responsibility
- [0028/2011](#) - Revised Promotion Procedures For Appointment To Deputy Principal, Assistant Principal & Special Duties Teachers
- [0031/2011](#) - Teacher Recruitment Registration and Qualifications