

## Sequence of activity for Deputy Principal (Internal) and Assistant Principal Appointment

When recruiting and appointing a Teacher to the post of:

- Deputy Principal (Internal Appointment)
- Assistant Principal I
- Assistant Principal II
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the following sequence will be followed by the Principal / BoM

1. BoM Preparation
  - Ensure that there is a need for an interview process and, if there is, set a suitable date
2. Staff Preparation
  - Inform Staff of the vacancy and assist them reflect on the purpose of the In-School Management (ISM) Team
  - Encourage all Staff to consider their own candidacy and their willingness to accept the result of a fair process
3. Identify the Leadership & Management (L&M) Needs of the School
  - Assist Staff to reflect on the school's Vision, Mission and Ethos
  - Consult with BoM and Staff to reach a consensus on
    - L&M Needs and Priorities of the school
    - Roles and Responsibilities to manage the L&M Needs and Priorities
    - Equitable distribution of the Roles and Responsibilities among the Post Holders
4. Advertise the Post
  - On the Staff Noticeboard
  - To all Staff not currently in the school e.g. Career Break, Maternity Leave etc.
5. Interview Process
  - Appoint and properly brief Selection Board
  - Conduct Interview
  - Selection Board report to BoM
6. Selection of Successful Candidate
  - Candidate with the highest marks is appointed, subject to appeal
7. Appointment Process and Contract
  - BoM posts its intention to appoint the successful candidate, subject to appeal
    - on the Staff Room Notice Board
    - to all interviewed candidates
  - Allow 10 school days for any candidate to appeal
  - If there is no appeal, BoM issues a Letter of Offer to the successful candidate
  - The Letter of Offer will include the Roles and Responsibilities
  - The successful candidate will confirm his/her acceptance by
    - Written agreement between Teacher and BoM or

- Letter from Teacher to Chairperson of BoM or
  - Letter from Chairperson to Teacher
  - All 3 methods specify that the candidate is willing to accept the Roles and Responsibilities assigned initially and following each review
  - BoM submits revised Form POR1 to the DES for payment of the allowance
8. Objectives, Roles and Responsibilities
- BoM will generally delegate the assigning of Roles and Responsibilities to the Principal
  - Each Post Holder will be given a Statement of Roles and Responsibilities
  - The Principal and DP should meet with the Post Holder to agree and assign Objectives
9. Reporting and Review
- Posts Holder will make an annual report annually to the Principal
  - The report(s) will form part of the Principal's annual Report to the BoM on Leadership & Management
  - Principal will conduct a review of each Post Holder's Roles, Responsibilities and Objectives at least once every 2 years
  - The Roles, Responsibilities and Objectives may be changed to meet the evolving L&M needs of the school

**Further guidance on the above is available in the Resource Bundle**