

AN ROINN OIDEACHAISBRAINSE AN BHUNOIDEACHAISImlitir do Bhainisteoirí agus do Phríomhoidí Scoileanna NáisiúntaPoist Fhreagrachta : Dualgais agus Freagrachtaí

Is mian leis an Aire Oideachais go ndéanfainn tagairt do na liúntais chéimnithe atá iníoctha le príomhoidí, le leas-phríomhoidí agus le hoidí eile i bpoist fhreagrachta i scoileanna náisiúnta, de réir moltaí Choiste Uí Riain. Sa chomhaontú a dtángthas air ina leith seo bhí moladh go mbeadh sé mar choinníoll in íocaíocht an liúntais go saineofaí freagrachtaí sonracha don oide agus go gcomhlíonfadh sé iad go sásúil.

Bhí ábhar na bhfreagrachtaí seo faoi chaibidil idir an Roinn, na cumainn bhainistíochta agus Cumann na Múinteoirí Náisiúnta. De thoradh na caibidile sin thángthas ar chomhaontú maidir le liosta dualgas agus freagrachtaí i gcás príomhoidí agus oidí i bhfeighil scoileanna náisiúnta. Tá cóip den liosta seo coimhiata. Féadfar cóipeanna breise a fháil ón Roinn má táid ag teastáil.

Circular to Managers and Principal Teachers of National SchoolsPosts of Responsibility : Duties and Responsibilities

The Minister for Education desires me to refer to the graded allowances payable to principal and vice-principal teachers and to other teachers in posts of responsibility in national schools in accordance with the recommendations of the Ryan Tribunal. The agreement arrived at in this connection included the recommendation that payment of the allowance be contingent on specific responsibilities being assigned to and satisfactorily carried out by, the teacher.

The matter of these responsibilities has been the subject of discussions between the Department, the managerial associations and the Irish National Teachers' Organisation. As a result of these discussions, agreement has been reached on a list of duties and responsibilities of principal teachers and teachers in charge in national schools. A copy of this list is enclosed. Additional copies may be obtained from the Department where required.

S. Mac Gearailt,

Rúnaí.

Baile Átha Cliath

Bealtaine, 1973

Department of EducationPrimary BranchRESPONSIBILITIES AND DUTIES OF PRINCIPAL TEACHERSandTEACHERS IN CHARGE OF NATIONAL SCHOOLSSection A

1. The Manager of a national school is charged with the direct government of the school, the appointment of the teachers and, subject to the Minister's approval, their removal and the conducting of the necessary correspondence (Rule 15 (1)).

2. Subject to the authority of the Manager, the principal teacher is responsible (in addition to teaching duties which may vary according to the size of the school - and which may be determined by the Minister either generally or in relation to any particular school but from which the teacher can, in no case, be completely relieved) for the discipline of the school generally, the control of other members of the teaching staff, including the co-ordination and effective supervision of their work, the organisation of the school, the keeping of the records of attendance, the promotion of pupils, the time-table arrangements and their observance, the books used by the pupils, the arrangements in connection with the Free Books Scheme for necessitous children, and all other matters connected with the school arrangements in each division. (Rule 123 (4)).

3. The authority of the principal teacher for the organisation and conduct of the school derives from the authority of the Manager. Subject to the authority of the Manager, the over-all responsibility for the day-to-day activities of the school devolves on the principal teacher. The duties set out at Sections B and C hereunder arise out of such responsibility.

Section BThe Principal Teacher and the Manager

1. The principal teacher should consult with the manager as the occasion demands and keep him informed on all matters concerning the school.
2. He should see that all lawful instructions issued by the Manager are understood and carried out by the staff.
3. When a vacancy occurs on the staff, the principal teacher should make known to the manager the desirable qualifications

of a new teacher having regard to the needs of the pupils and the organisation of the school.

The General Discipline of the School

4. The principal teacher should organise supervision of the order and general behaviour of the pupils during school hours. In particular, he should organise and participate in the effective supervision of the pupils during breaks, lunch periods, assembly and dismissal. A table of names and times of supervision duties should be on display in the staff-room.

The Principal Teacher and the Staff

5. The principal teacher should ensure that each member of the staff carries out his duties in accordance with the requirements of the Rules for National Schools.
6. He should avail himself of opportunities to visit classrooms to become familiar with the quality of the teacher's work. He should give encouragement, advice and teaching demonstrations or arrange for teaching demonstrations, particularly in the case of weak teachers and teachers on probation.
7. He should hold regular conferences with his staff on matters concerning the general work of the school.
8. To enable his staff to keep abreast of modern educational theory and practice, he should, from time to time, arrange for suitable lectures, demonstrations and visits to selected schools, with the consent of the manager and on the advice of the inspector.
9. He should encourage the teachers of admission classes to take all reasonable steps to co-operate with the parent in easing the introduction of a child to school.

The Principal Teacher and Organisation

10. At the beginning of each school year the principal teacher, in consultation with the staff, should plan a comprehensive scheme of work for the school based on the requirements of an integrated curriculum.
11. After consultation with the staff, he should promote the pupils in accordance with the relevant sections of Rule 64 (Amended) and the terms of Circular 10/67.
12. In consultation with the staff he should decide on the organisation of the pupils for teaching purposes.
13. He should arrange a fair distribution of teaching duties among the staff taking into account the needs of the pupils and the abilities, experience, personality and preferences of each teacher. He should utilise the services of staff teachers, with special qualifications or aptitudes, in an organising and advisory capacity. The areas of Arts and Crafts, Music and Physical Culture may be of particular relevance in this connection.

14. He should arrange teaching duties for himself which may vary according to the size of the school. Such teaching duties may be determined by the Minister either generally or in relation to any particular school.
15. In consultation with the staff he should draw up a suitable time-table and ensure its general observance, bearing in mind the degree of flexibility and freedom required by the curriculum and modern teaching methods.
16. He should ensure that each teacher prepares a long-term scheme of work and makes appropriate short-term preparation in accordance with the comprehensive scheme for the school taking into account the ability and attainments of the pupils assigned to him.
17. At the end of the month he should arrange that each teacher indicates in a Record of Progress that portion of his annual scheme of work dealt with during the month. So as to avoid unnecessary repetition of work, it should remain available in the school for at least one school year after the year to which it relates.
18. In consultation with the staff he should arrange for regular assessment of the pupils' progress.
19. As far as is practicable, he should organise the normal staff so that additional help can be provided for pupils who may require it.
20. Where pupils are appropriately placed in a special class or remedial class the principal teacher should ensure that the pupils' progress in these classes is reviewed regularly, that there is liaison between the ordinary class teachers and the teacher of the special or remedial class and that pupils are re-integrated as soon as it is feasible to do so.
21. The principal teacher should ensure that additional opportunities and facilities are available to allow the more gifted pupils to make the fullest use of their natural abilities.
22. He should arrange adequate supervision and work for pupils whose teacher is absent.

The Principal Teacher and School Records

23. The principal teacher should carefully carry out all official instructions in connection with Roll Books, Daily Report Books, Registers, Teachers' Reports, School Record Cards, Annual School Reports on Pupils, Free Books Scheme and other official records.

The Principal Teacher and Officials

24. The principal teacher should co-operate with Government and Local Government officials in all matters relating to the school, bearing in mind the rights of the pupils and their parents. In particular, he should carefully comply with the requirements of Rule 123 (6) (see Schedule II) and Rule 125 (1) and (2).

The Principal Teacher and Parents

25. The principal teacher should seek to win the confidence, co-operation and good will of the parents of his pupils and should be prepared to discuss with them, individually or otherwise, any matter relevant to the education of their children. At the beginning of each school year the principal teacher should discuss with the manager and the members of the school staff the question of group meetings of the parents of the pupils.

The Principal Teacher and Senior Pupils

26. The principal teacher should arrange for advice and guidance to pupils in their final year and to their parents on the opportunities, educational and otherwise, available to the pupils in the post-primary field.

Miscellaneous

27. The principal teacher, in consultation with the staff and having obtained the Manager's prior approval, should arrange for tours and visits to places of educational interest.
28. He should bring to the notice of his pupils the advantages, both national and personal, of the habit of saving.
29. He should see that an adequate stock of books and other requisites is made available for the use of the school and for sale to the pupils.

Section CDuties which may be Delegated

1. The effective supervision of the pupils during breaks, lunch periods, assembly and dismissal.
2. The care and safe custody of school requisites, equipment and teaching aids.
3. Co-operation with the Manager in matters relating to school maintenance, heating and cleaning, care and general appearance of school and school grounds.
4. The organisation and supervision of special and/or remedial classes.
5. Supervision and work for pupils whose teachers are absent.
6. School records and official forms.
7. Arrangements for talks and demonstrations and for visits to selected schools.

8. Arrangements, in agreement with the Manager, for effective liaison with parents.
9. Arrangements for educational tours and outings.
10. The promotion of saving.
11. The supervision of school and class libraries.
12. Responsibility for organising particular areas of the curriculum throughout the school.
13. Responsibility for a particular school activity e.g. games, choir, orchestra, drama, etc.
14. Arrangements for the supervision of pupils during religious exercises.

Section D

Vice-principal teacher

1. The vice-principal is required to assist the principal teacher in the day-to-day organisation and supervision of the school. In addition to his teaching duties the vice-principal should be assigned specific duties by the Manager. Before assigning such duties to the vice-principal the Manager should discuss the matter with the principal teacher.

Assistant Teachers with posts of special responsibility

2. The Manager should arrange in consultation with the principal teacher to assign specific duties to each teacher holding a post of special responsibility.

Section E

1. The lists of duties at Sections B and C are not exhaustive and may be amended by the Department of Education from time to time as circumstances warrant.
2. Responsibilities and duties of the principal teacher and other staff vary according to the type and size of the school. Where warranted the Manager, in consultation with the principal teacher, may make whatever amendments to the lists of duties at Sections B and C as may be necessary to suit the particular needs of the school.