



Circular 0053/2011

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools
and
The Chief Executive Officers of Vocational Education Committees**

Limited alleviation of moratorium on filling of Posts of Responsibility for 2011/12 school year.

1. Introduction

The Minister for Education & Skills wishes to advise school authorities and Chief Executive Officers of VECs of some limited alleviation to the moratorium that is in place since 27 March 2009 on the filling of posts of responsibility.

The limited alleviation is focused on those schools that are acutely affected at Assistant Principal level by the impact of the moratorium. The alleviation measures are limited and it continues to be a matter for school authorities to re-organise and prioritise the appropriate duties for post of responsibility holders in the context of the application of the moratorium.

The level of alleviation to be applied at individual school level will be determined by the Department when applications have been received and a clearer picture will have emerged on the overall number of vacancies involved and the level of alleviation required.

The moratorium will continue to apply as it has done since 27 March 2009 on the filling of vacant posts of responsibility at special duties level including any vacancies arising as a consequence of any promotions to Assistant Principal under these alleviation arrangements.

This Circular should be read in conjunction with the Department Circular 0022/2009 on the application of the moratorium.

The limited alleviation will operate on an interim basis for the 2011/12 school year and will be reviewed by the Department in advance of the 2012/13 school year.

2. Primary level

Primary schools that had at least 400 pupils enrolled on 30 September 2010 and have AP vacancies will be eligible to be considered for some limited alleviation.

Primary schools meeting the above criteria that wish to be considered for some limited alleviation, should complete the **application form at Appendix 1** and return it to the Primary Allocations Section of the Department by **Tuesday 20 September 2011**.

3. Post Primary level

Post-Primary schools meeting the criteria outlined below, that wish to be considered for some limited alleviation, should complete the **application form at Appendix 2** and return it to the Post-Primary Allocations Section of the Department by **Tuesday 20 September 2011**.

The Department will, if necessary, make interim decisions in early September on applications for alleviation from schools that are acutely affected by the moratorium and are currently significantly below the relevant AP thresholds.

The alleviation measures at post-primary level will operate as follows:

(i) Assistant Principal posts of responsibility

Schools that are below the AP thresholds in the table below may apply to the Department for alleviation at Assistant Principal level. Schools that anticipate that they will be below the thresholds as a result of anticipated vacancies at AP level during the remainder of the 2011/12 school year may also apply for alleviation.

The schedule in the table below is based on recognised pupil enrolment on approved courses. The pupil enrolments are those pupils that are enrolled in schools on the 30 September 2010.

Pupil Enrolment (30/9/10)	Threshold of Assistant Principal posts in individual post-primary schools which enable schools to <u>apply</u> to the Department for alleviation
< 100	0
100-199	1
200-299	2
300-399	3
400-499	4
500-699	5
700-899	6
900-1099	7
> 1100	8

Posts of responsibility held on a personal basis must be counted when calculating the threshold of Assistant Principal posts.

(ii) Programme Co-ordinator Posts at Assistant Principal level

Schools may apply to the Department for a limited alleviation of the moratorium on filling of Programme Co-ordinator Posts at Assistant Principal level vacancies for the 2011/12 school year. The extent of alleviation will be determined having regard to each school's overall position in relation to Assistant Principal posts.

(iii) Director of Adult Education at Deputy Principal level:

Schools may apply to the Department for a limited alleviation of the moratorium on filling of Director of Adult Education at Deputy Principal level vacancies for the 2011/12 school year. The extent of alleviation will be determined when the level of applications involved is known.

4. Payment of Post of Responsibility Allowance

Payment will be made with effect from the date of appointment to a Post of Responsibility in the new school year.

5. Queries:

Queries in relation to these alleviation arrangements should be sent to the following email addresses:-

Primary schools: mail to: PrimaryAllocations@education.gov.ie

Post primary schools: mail to: Allocations@education.gov.ie

Hubert Loftus
Principal Officer
Teacher Allocations Section

August 2011

Appendix 1

Application Form for Primary Schools for POR alleviation at Assistant Principal level for 2011/12 school year

Please note that eligibility to apply for alleviation is confined to primary schools that had at least 400 pupils enrolled on 30 September 2010.

School Name:	
School Address:	
Roll Number:	
Contact phone number:	
Contact e-mail address:	
Pupil enrolment @ 30 September 2010:	
Please state the current number of Assistant Principals in your school: (position @ September 2011)	
Please state the current number of special duties post holders in your school: (position @ September 2011)	
Please state the projected number of Assistant Principals in your school @ 30 June 2012 based on AP vacancies that are anticipated to arise during the remainder of the 2011/12 school year:	
For each Assistant Principal vacancy that is anticipated to arise during the remainder of 2011/12 school year please state the date when this vacancy is due to occur and the reason for same (e.g. retirement etc.)	
Date	Reason for anticipated vacancy at AP level

I confirm on behalf of the Board of Management that the above information is correct.

Signed: _____
 Title: _____
 Date: _____

Completed application forms should be returned to the Primary Allocations Section in the Department's offices in Athlone on or before **Tuesday 20 September 2011**.

Appendix 2

Application Form for Post-Primary Schools for POR alleviation for 2011/12 school year

Please note that eligibility to apply for POR alleviation at Assistant Principal level is confined to post-primary schools that are either currently below or anticipated to go below the thresholds set out in the table in Section 3 of this Circular.

School Name:	
School Address:	
Roll Number:	
Contact phone number:	
Contact e-mail address:	
Pupil enrolment @ 30 September 2010:	
Please state the current number of Assistant Principals in your school: (position @ September 2011)	
Please state the current number of special duties post holders in your school: (position @ September 2011)	
Please state the projected number of Assistant Principals in your school @ 30 June 2012 based on AP vacancies that are anticipated to arise during the remainder of the 2011/12 school year:	
For each Assistant Principal vacancy that is anticipated to arise during the remainder of 2011/12 school year please state the date when this vacancy is due to occur and the reason for same (e.g. retirement etc.)	
Date	Reason for anticipated vacancy at AP level

If applying for alleviation in respect of a Programme Coordinator post at AP level please state the date the vacancy occurred (or is anticipated to occur) and the reason for same

Date	Reason for vacancy at Programme Coordinator level

If applying for alleviation in respect of a Director of Adult Education at Deputy Principal level please state the date the vacancy occurred (or is anticipated to occur) and the reason for same

Date	Reason for vacancy at Director of Adult Education at DP level

I confirm on behalf of the school authority that the above information is correct.

Signed: _____

Title: _____

Date: _____

Completed application forms should be returned to the Post-Primary Allocations Section in the Department's offices in Athlone on or before **Tuesday 20 September 2011**.