



HOME SCHOOL COMMUNITY LIAISON SCHEME

**Assignment of Home School Community Liaison Coordinators
within DEIS schools**



**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools
and The Chief Executives of Education and Training Boards**

1. Purpose of this Circular

The Minister for Education and Skills directs you to implement the regulations and procedures contained in this Circular regarding the assignment of Home School Community Liaison Coordinators within DEIS schools (Urban Band 1 and 2 and Post Primary).

The regulations and procedures are to be implemented by each Employer with effect from **1st November, 2013**. All eligible teachers must adhere to the terms of this Circular.

This Circular supersedes all previous guidelines and correspondence in relation to the assignment of Home School Community Liaison Coordinators.

2. Dissemination of this Circular

Please ensure that a copy of this Circular is provided to all members of the Board of Management/Education and Training Board. The Circular should also be brought to the attention of all teachers in your employment including those on leave of absence.

This Circular and the "Information Booklet for DEIS Schools participating in the Home School Community Liaison Scheme" (including Irish versions) can be accessed on the Department's website under www.education.ie.

3. Compliance

The allocation and retention of Home School Community Liaison posts to DEIS schools is contingent on schools complying with the contents of this Circular.

In this regard, schools are reminded that in order to participate in DEIS they completed and signed an Acceptance Form which stated that:

- the school will take all necessary steps to use resources that may be allocated under DEIS in accordance with the key provisions, requirements and aims of the school's DEIS Action Plan.
- the school also undertakes to abide by any further conditions that the Department of Education and Skills may put in place from time to time with regard to DEIS or any other measure under the school's DEIS Action Plan.

1st November, 2013

Definitions

For the purposes of this Circular the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

HSCL – means Home School Community Liaison

DEIS – means Delivering Equality of Opportunity in Schools

BOM – means Board of Management

ETB – means Education and Training Board

Employer – means an Education and Training Board in the case of vocational schools/community colleges and a Board of Management (BOM)/Manager in the case of primary, voluntary secondary, community and comprehensive schools. The Education and Training Board or Board of Management/Manager may delegate responsibility for matters set out in this Circular to the Principal of the school

NEWB – means National Educational Welfare Board

School Year – means the school year as defined by the Minister for Education and Skills from time to time currently beginning on 1st September and ending on 31st August in each year

The Department – means the Department of Education and Skills



Introduction

The purpose of this Circular is to inform all DEIS Urban Primary and DEIS Post Primary school management and staff regarding the process for assigning teachers as HSCL Coordinators and the HSCL management and reporting arrangements in DEIS schools. The Circular also outlines the attributes required for the HSCL post and the job description/role of the HSCL Coordinator.

Contents of Circular

This Circular is structured as follows and contains the following information:

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Section One



HSCL Coordinator posts in DEIS Schools

1. HSCL Allocation to schools

HSCL Coordinator posts are full time posts allocated to DEIS (urban primary and post primary) schools. Some HSCL posts are allocated on a shared basis between DEIS schools (in cluster groups) and can be shared across the two sectors: primary and post primary level.

A member of the teaching staff(s) of the school(s) must be assigned to undertake full-time liaison duties on a full time basis only. This is to avoid any potential conflict of interest between (which could arise) the roles of teacher and HSCL Coordinator.

The HSCL role also requires the flexibility to undertake the range of duties required of the post without the restrictions of a timetable.

2. Base School for the HSCL post

The base school for the HSCL Coordinator post is automatically deemed to be the base school in which the successful applicant is currently teaching. Therefore, the base school is considered the Employer of the HSCL Coordinator.

3. Duration of Assignment to the HSCL Coordinator post

A teacher shall be assigned to the post of HSCL Coordinator for **5 years**.

It is a requirement that the HSCL Coordinator post be rotated among eligible staff in the school(s) every 5 years.

This gives all eligible staff members the opportunity to apply to serve as HSCL Coordinators in order for them to gain insight and experience of educational disadvantage first hand. HSCL provides teaching staff with an understanding of the background, family and community life of the children they teach.

Whilst serving in the role of HSCL, all HSCL Coordinators continue to avail of appropriate in-career development and training, to facilitate their readiness to resume teaching duties.

The cluster of schools served by the HSCL Coordinator may be subject to change by the Department during the period of this assignment.

Having served the maximum period of 5 years allowed in the post, the existing HSCL Coordinator may not re-apply immediately for the HSCL Coordinator position. A HSCL Coordinator must vacate the HSCL position for a minimum period of 4 years before he/she is eligible to re-apply for the HSCL post.

Section Two



Assignment Process for the HSCL Coordinator

1. Eligibility Requirements

Teachers must be fully probated and **fully registered** with the Teaching Council.

A substitute teacher is not eligible to apply.

Applicants must have a minimum of **three years** fully registered qualified teaching service.

Under the Protection of Employees (Fixed Term Work) Act 2003 and the Protection of Employees (Part Time Work) Act 2001 all full-time, part time and job sharing fully registered teachers in the school(s) are eligible to apply for the post of HSCL Coordinator regardless of employment status. **Please note that the HSCL position is a full time position only.**

Cognisant of the critical role of Principal and Deputy Principal in the overall management of a school, a Principal and a Deputy Principal shall not undertake the duties of a HSCL Coordinator and are not eligible to apply for the HSCL post.

An Assistant Principal and Special Duties Teacher may apply for the post of HSCL whether shared or otherwise. However, before making such assignments, the Employer must be satisfied that, in addition to fully undertaking the HSCL post, the HSCL Coordinator can completely, competently and efficiently discharge the post of responsibility duties. The teacher must be required to confirm his/her agreement to this in the manner set out in the Letter of Assignment (See Sample Letter of Assignment at Appendix C).

The BOM of each school involved in a cluster should ensure that all applicants satisfy the eligibility criteria before he/she is permitted to progress to interview stage.

2. Advertisement of the HSCL Post

The post of HSCL Coordinator must always be advertised internally in all schools in the cluster as the HSCL Coordinator is appointed from the staff of the school(s) in the HSCL cluster.

The advertisement for the post should be placed on the school notice board in each of the schools served by the position. (See Sample Advertisement at Appendix A)

In addition, notice shall be sent to teachers on leave of absence. The Employer will address all necessary correspondence to the teacher at the address last notified by the teacher and no fault shall lie with the Employer in the event that the teacher does not receive such correspondence.

The notice shall remain on the notice board in the school(s) for five consecutive school days. The period of five school days includes the day on which the notice of the proposed assignment is first published.

The notice shall state:

- the latest date for receipt of letter of application. This date shall not be earlier than ten school days from the last date of the posting of the notice. The period of ten school days includes the last day of the posting of the notice.
- the duties attaching to the post (as contained in Appendix F of this Circular).
- a Curriculum Vitae should be submitted.
- whether reports or other documentary information are required.

No details should be given that might be construed as being discriminatory on any of the grounds prohibited by the Employment Equality Acts 1998-2011 (i.e. gender, civil status, family status, nationality, race, colour or ethnic origin, sexual orientation, age, disability, religious belief, membership of the Traveller community).

Where no teacher(s) in the school(s) applies for the post or there is a difficulty in attracting a staff member to the position, the support of the relevant NEWB's Integrated Services Senior Management Team shall be availed of, to facilitate staff development on the issue, offer clarification, address concerns etc. (see Appendix B for contact details)

3. The Selection Process

An interview for the post must be held even in the case of there being only one applicant. An interview board must be constituted for this purpose. As with any teaching assignment, relevant Department Circulars in terms of recruitment/redeployment should be observed in the assignment of a HSCL Coordinator.

Under no circumstances should a teacher be assigned on a temporary basis pending the completion of the interview process for the filling of the HSCL Coordinator post.

4. Selection Board

While all schools in the clusters should be represented on the interview board, it is advisable not to have more than three people.

Where the HSCL post is shared, the interview board should endeavour to have representation from each school involved in the cluster (i.e. primary, secondary, ETB, community & comprehensive), where appropriate.

The interview board should reflect gender representation in so far as possible.

It is recommended that a Principal of a DEIS school or an experienced HSCL Coordinator from a different HSCL cluster, should be on the interview board where possible.

General functions of the Interview Board

The interview board:

- Must establish and record in writing, criteria for the assessment of applicants, having regard to the appropriate legislation and the requirements of the post of HSCL Coordinator.
- Conducts the interviews.
- Must adhere to the provisions of the Employment Equality Act, 1998-2011 and the Code of Practice of the Employment Equality Agency, 1983 and the Code of Practice of the Equality Authority.
- Must take particular caution at the interview to ensure that no questions, comments or statements might be construed as discriminatory on grounds prohibited by the Employment Equality Acts 1998 – 2011.
- Must not give consideration or weighting to the sector in which the candidate is teaching.

5. Outcome of the interview process and notification to candidates

As soon as possible, once the recruitment process is complete, the successful candidate should be notified of his/her assignment and unsuccessful candidates notified accordingly.

The Social Inclusion Unit of the Department of Education and Skills must be notified immediately on the assignment of a HSCL Coordinator by completing the HSCL Assignment Form at Appendix D.

Section Three



Conditions of Service for the HSCL Coordinator post

1. Full time Teachers taking up the HSCL Coordinator post

Notwithstanding the requirement for flexibility within HSCL, the teacher assigned to the HSCL post will retain the conditions of service of his/her substantive post, in the case of a permanent teacher and the fixed term contract, in the case of a temporary teacher.

He/she remains employed under his/her original contract of employment with an individual Board of Management for the 5 year duration of his/her duties as a HSCL Coordinator.

The only term or condition of his/her employment that changes on assignment to the HSCL Coordinator role is the nature of his/her duties which are now those of the HSCL Coordinator set out in Appendix F of this Circular.

2. Part-time Teachers taking up the HSCL Coordinator post

In the case of part time teachers, the following changes occur for the duration of the assignment to the HSCL Coordinator post:

- full-time HSCL duties must be undertaken
- The nature of his/her duties change to those of the HSCL Coordinator post as set out in Appendix F of this Circular

3. Eligibility to apply for a post of responsibility in the base school while working as a HSCL Coordinator

A HSCL Coordinator is eligible to be appointed to or continue to hold a Special Duties post or an Assistant Principal post in their school, subject to written confirmation from the Employer and the teacher that he/she is satisfied that the duties of the post can be fully discharged.

A HSCL Coordinator is eligible to be appointed to the post of Deputy Principal, but he/she will be required to relinquish the Deputy Principal post temporarily, while in the post of HSCL Coordinator or resign from HSCL duties and take up the Deputy Principal post. Where a Deputy Principal relinquishes his/her post temporarily, an Acting Deputy Principal may be appointed in accordance with the relevant Department Circulars (see www.education.ie).

Section Four



Assignment to the HSCL Coordinator post

1. Letter of Assignment

Before taking up the role of HSCL Coordinator, a Letter of Assignment should be issued to the HSCL Coordinator by the Employer (BOM/ETB) (i.e. base school).

The Letter of Assignment which should be signed by the Chairperson of the BOM/Chief Executive of the ETB should include an Acceptance Slip which must be signed and dated by the HSCL Coordinator. It is a requirement that the signed Acceptance Slip is returned to the BOM/ETB before assignment to the HSCL Coordinator post.

A copy of the Letter of Assignment and signed Acceptance Slip should be retained with school records and a copy issued to the HSCL Coordinator. A sample Letter of Assignment is included at Appendix C.

The Letter of Assignment should include the following:

- a) Confirmation that the assignment to HSCL duties is for a period of 5 years only.
- b) Confirmation that on the expiration of the HSCL assignment, the assigned teacher may, where warranted, return to teaching duties within the school in which he/she was employed, or may have entitlements under re-deployment panels.
- c) Role of the HSCL Coordinator (see Appendix F).

2. Existing HSCL Coordinators

Teachers who have been assigned to the HSCL Coordinator post prior to the issue of this Circular, for an agreed specified period of between 3 and 6 years, may continue in the post for the remainder of the duration of the agreed assignment only.

However, existing HSCL Coordinators appointed prior to the issue of this Circular, who will have completed 3 years only, under their current assignment in the HSCL Coordinator post, may, under this Circular, be assigned for 2 further years only (to allow for a maximum of 5 years) in the post subject to agreement with the Employer.

In the interest of providing clarity to existing HSCL Coordinators where a length of assignment to the HSCL post has not been agreed to date, the HSCL Coordinator must agree the term in writing with

his/her Employer without delay and a Letter of Assignment to this effect should be signed with immediate effect.

NOTE:- The Senior Manager, Integrated Services NEWB (HSCL) or the Department's Inspectorate may request to see a copy of the Letter of Assignment.

Section Five



HSCL – Management and Reporting Arrangements in DEIS Schools

The arrangements described below should be clearly understood by the parties concerned.

Day to day management: The Principal/BOM/ETB of the base school, being the Employer, has primary responsibility for application of the terms and conditions of the HSCL Coordinator post, and the day to day management and direction of the work of the HSCL Coordinator. However, where the post is shared, the HSCL Coordinator also has a close working relationship with the Principal/BOM/ETB of the other school(s) in the cluster relating to HSCL and in their involvement in the implementation of the school(s) DEIS Action Plan(s).

Accountability: The BOM/ETB in each school is accountable for the HSCL work carried out in their school. Where HSCL posts are shared, the BOM(s)/ETB(s) in the cluster, in consultation with the relevant NEWB Integrated Services Senior Manager, will determine the agreed sharing arrangements to be put in place for the post.

Local/National: It is acknowledged that the formal reporting relationship for the HSCL Coordinator is with his/her Principal and BOM/ETB.

The NEWB was mandated to assume responsibility for the management, development and direction of the HSCL Scheme (and of the School Completion Programme), in line with Department policy. In that context, there is an important professional working relationship between the local HSCL Coordinator and the Integrated Services Senior Management team of the NEWB which mentors, guides and advises schools and their HSCL Coordinators in the implementation of the HSCL Scheme locally and nationally. Contact details for the NEWB team are available at Appendix B.

The Social Inclusion Unit of the Department has responsibility for the allocation of HSCL Coordinators and the allocation of DEIS funding. Each school is accountable to the Department in this regard.

Section Six



Financial support to schools as an alternative to services of HSCL Coordinator post

Where it is not possible for a school to avail of a HSCL Coordinator due to its geographic location and distance from other DEIS schools, an approved level of financial support issues to the school on an annual basis for the purpose of supporting HSCL activities. Schools may utilise this grant to employ/assign a part time teacher to undertake the role of HSCL Coordinator.

Guidelines on the use of the HSCL grant

The HSCL grant is allocated to provide targeted supports, through the development of collaboration and partnership between the parents and teachers of children who are at risk of educational disadvantage and early school leaving. Courses and activities for parents range from leisure activities, personal development and parenting skills, further education, as well as support with their children's learning

The grant may also be used:-

- To establish and maintain a parent's room, excluding capital expenditure
- To pay travel expenses to the local HSCL Coordinator incurred in the discharge of duties (home visitation, attendance at cluster meetings, Continuous Professional Development (CPD)). National CPD for Coordinators is centrally funded by the NEWB and the Department of Children and Youth Affairs (DCYA). Schools contribute to CPD by covering travel expenses from the school's DEIS grant (*See Department of Finance Circular 07/2009 for appropriate rates*)
- To support the adaptation of the curriculum and teaching methodologies to meet targeted children's needs
- To purchase appropriate/approved resources for HSCL activities

It is a requirement that at least a minimum of **10%** of the annual DEIS grant to each school must also be allocated for use on HSCL activities.

NB: In accordance with Section 18 of the Education Act 1998 the Department requests that schools, other than ETB schools, continue to keep record of all activities undertaken, materials and resources purchased with grants. Accounts of income and expenditure should be retained in the school and be made available, if required, to officers of the Department of Education and Skills and/or the Office of the Comptroller and Auditor General.

In accordance with Section 51 of the ETB Act 2013 the Department requests that ETB's accounts of income and expenditure should be retained and made available from time to time to officers of the Department of Education and Skills.

Appendix A

Sample Advertisement for the post of HSCL Coordinator



Date of Notice:-

Applications are sought for assignment to Home School Community Liaison Coordinator

On a shared basis to the following schools (if applicable):

1. _____
2. _____
3. _____

With effect from: _____

Letter of Application including Curriculum Vitae shall be forwarded to:

Email:- _____

NB: The BOM accepts applications by e-mail or hard copy. (should be hard copy or e-mail, not both).

Closing date for applications is **5 pm on** _____

The following relevant documentation is available on the Department's website:-

- Department of Education and Skills Circular 0058/2013 **"Assignment of HSCL Coordinators within DEIS schools"**
- Job Description/Role of HSCL Coordinator (Included in Circular 0058/2013)
- **"Information Booklet for DEIS schools participating in the HSCL Scheme"**

Signed _____

Appendix B

Contact Details

Social Inclusion Unit

Department of Education and Skills

Cornamaddy

Athlone

Co. Westmeath

Responsibility for:- administration and allocation of HSCL posts and DEIS grants to schools

Phone:- 090 6483764

E-mail:- social_inclusion@education.gov.ie

Fax:- 090 6483844

National Educational Welfare Board (NEWB)

16-22 Green St

Dublin 7

Contact Person: Elaine O'Mahoney

Responsibility for: communications

Phone:- 01 8738700 E-mail:- elaine.omahoney@newb.ie

Fax: 01 873 8799

NEWB Integrated Services Senior Management Team (HSCL) as follows:-

- **Marian Heeney**
Phone:- 087 2221297 E-mail:- marian.heeney@newb.ie
- **Fionnuala MacAonghusa**
Phone:- 086 0423947 E-mail:- fionnuala.macaonghusa@newb.ie
- **Maria Tobin**
Phone:- 086 4119336 E-mail:- maria.tobin@newb.ie

Dublin West Education Centre (HSCL Administration Office)

Old Blessington Road

Tallaght Village

Dublin 24

Contact Person: Mary Dunne

Phone:- 01 4528000

E-mail:- mdunne@dwec.ie

Appendix C

Sample Letter of Assignment for the HSCL Coordinator post (can be adapted to school's requirements)

Teacher Name: _____

School Name: _____

Roll No. _____

Dear _____,

The BOM/ETB agrees to assign you as a HSCL Coordinator for a period of 5 years, to undertake full time duties in the role of HSCL Coordinator based in the above named school from the _____ day of (month) 201X to the _____ day of (month) 201X.

You shall perform your duties and responsibilities in accordance with, the contents of the Department's Circular 0058/2013 – "**Assignment of HSCL Coordinators within DEIS schools**", the policies of the BOM/ETB and the Rules for National Schools.

The cluster of schools that will be served by you in your role as HSCL Coordinator are as follows:-

These schools served by you may be subject to change by the Department during the period of this assignment.

The terms and conditions of your employment remain as they are except in relation to the nature of the duties to be performed by you as HSCL Coordinator (See Appendix F)

The BOM of the base school has the primary responsibility for this assignment, including its day to day management. However, where the HSCL Coordinator post is shared, you also have a close working relationship with the Principal/BOM/ETB of the other school(s) in the cluster relating to HSCL and in their involvement in the implementation of the school(s) DEIS Action Plan(s).

The BOM/ETB reserves the right to terminate your engagement as HSCL Coordinator, for misconduct or any other sufficient reasons, in accordance with the agreed procedures for the sector, if applicable. In the event of termination and subject to relevant statutory provisions, you shall not be entitled to any remuneration or compensation except in respect of remuneration due for work performed prior to termination.

Your assignment as HSCL Coordinator, may be terminated:

- If the HSCL allocation to schools is changed by the Department
- If a post is suppressed in the school

In such a case, (unless terminated or disciplined, pursuant to such details mentioned above) you may revert to your substantive teaching post or be subject to redeployment arrangements in place, where warranted.

In the case of special duties/post of responsibility, these duties must be discharged completely, competently and efficiently while in the HSCL post.

SIGNED on behalf of the Employer

Date: _____

BOM/ETB of the School

ACCEPTANCE SLIP

Having read and noted the contents of the Letter of Assignment dated _____ and the contents of Circular 0058/2013 "Assignment of HSCL Coordinators within DEIS Schools", I _____ (name of HSCL Coordinator) agree to the terms of the HSCL Assignment.

SIGNED BY THE HSCL COORDINATOR

DATE:

Name of Base School:

Roll No. of Base School

Appendix D

ASSIGNMENT FORM FOR THE HSCL COORDINATOR POST

Name and Address of Base School	Roll No. of Base School	Where HSCL post is shared between a cluster of schools, please list names of other schools below

Name of Newly Assigned HSCL Coordinator	PPS No.	* Duration of Assignment i.e. date assigned to the HSCL post until end of assignment date	Name of HSCL Coordinator that is being replaced	Where the new HSCL appointment is to cover sick/maternity leave etc., please provide details here
		Date assigned: <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Date/Month/Year</p> <p>From: / /</p> <p>To: / /</p> </div>		

*** Note: A teacher shall be assigned to the post of HSCL Coordinator for a period of 5 years only.**

Signature of School Principal (Base School): _____ Date: _____

Completed Form (by Base School) should be forwarded, prior to the HSCL Coordinator assignment date to: -

Social Inclusion Unit, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath.

Appendix E



Attributes of the HSCL Coordinator

“Key to the ongoing success of the HSCL Scheme is the selfless dedication of the HSCL personnel. Coordinators act not only as liaison between the schools, teachers, parents and communities but also act as advocates of partnership and collaboration as well as drivers of the range of activities that the scheme supports.” Mary Hanafin, Minister for Education and Science 2005

HSCL Coordinators shall:

- ✓ Have a commitment to children developing their full potential.
- ✓ Have a commitment to parents developing their potential as the primary educators of their children.
- ✓ Have the ability and willingness to forge positive professional relationships with parents, pupils, principal(s), staff(s) and relevant stakeholders, in order to make a positive difference to a child’s experience of school.
- ✓ Be up to date with evidence-based research on what works to help children attend, participate in learning and be retained in the system.
- ✓ Have the ability to understand the needs of, and difficulties faced by marginalised families and communities and be able to put plans in place to respond to those needs.
- ✓ Have the ability to work in an interagency and inter-disciplinary way.
- ✓ Have the ability to monitor the impact of the interventions put in place to support parents and children and to demonstrate improved outcomes.
- ✓ Have the ability to lead and build staff capacity.

Appendix F



Job Description/Role of the HSCL Coordinator

The HSCL Coordinator shall:

- Encourage, support and facilitate partnership between parents and teachers in the education of their children.
- Work with staff to develop an understanding of educational disadvantage and promote innovative approaches and methodologies to address it.
- Actively develop and promote parental involvement as an integral part of the school development/DEIS planning process and in their work, to support the development, implementation and review of the DEIS Action Plan.
- Establish structures to identify the needs of parents.
- Work with parents to prepare and support them as a resource to their own children and also to the wider school community.
- Visit the homes of students in order to:
 - Build bonds of trust between home and school.
 - Encourage parents to become involved in their child's education.
 - Bring information about the school and about services available in the community.
 - Seek out potential parent leaders, who are willing to participate in the HSCL Scheme's activities and to be a resource to other parents.
 - Monitor the effectiveness of interventions, which have been put in place.
- Facilitate the provision of leisure, curricular, parenting and personal development programmes for parents.
- Work with the Educational Welfare Service (EWS) and the School Completion Programme (SCP) in a unified way, to address issues, which impinge on the attendance, participation and retention of children at risk of educational disadvantage and early school leaving.
- Participate in, contribute to and support integrated services policy and practice of the NEWB.
- Establish and maintain appropriate structures to facilitate the involvement of parents in their child's learning in school and in the home in areas such as literacy, numeracy, leisure/curricular courses, personal development, parenting, shared reading etc.
- Facilitate the training of parents as community leaders and as a support to other parents.

- Liaise with voluntary and statutory agencies in the community.
- Establish/maintain/participate in the Local Education Committee which seeks to respond to school- related issues at community level, that impinge on learning and to seek to address these issues, by working collaboratively with parents, students, voluntary and statutory agencies.
- Facilitate partnership with teachers, parents, pupils and community agencies in formulating school policies.
- Plan, monitor and evaluate HSCL interventions and programmes.

Appendix G

Frequently Asked Questions

What is the duration of assignment for the HSCL Coordinator?

A teacher shall be assigned to the post of HSCL Coordinator for a period of 5 years only.

Can a HSCL Coordinator apply to job-share?

As HSCL is a full time post, HSCL Coordinators must resign from the post of HSCL Coordinator if they wish to job-share. A job-sharing teacher who wishes to take up the post of HSCL Coordinator must resume duty on a full time basis.

Can a HSCL Coordinator apply to take a career break?

HSCL Coordinators may apply for a career break absence. However, when the HSCL post holder returns from career break they do not return to the HSCL post but to their substantive post in the school, where the post is still warranted.

Can the HSCL Coordinator post be filled in the event of an absence?

When the HSCL Coordinator is absent, cover for the absence should be examined on a case by case basis taking into account the possible length of the absence.

The HSCL post is advertised in the school or cluster of schools in line with the procedures contained in this Circular. The base school for the HSCL Coordinator post is automatically deemed to be the base school in which the successful applicant is currently teaching. Substitute cover is provided to cover the absence of the replacement HSCL Coordinator in the classroom. For example, the rules and procedures contained in this Circular will apply in the case of filling the HSCL Coordinator post for a maternity leave absence.

Based on the contents of this Circular, where there is no suitably qualified teacher available to fill the HSCL post from within the cluster for such absences, the BOM/ETB may in exceptional circumstances allow a suitably qualified substitute teacher, registered with the Teaching Council with three years teaching experience, who is deemed an appropriate candidate, to fill the specialised post of HSCL Coordinator.

Is the school entitled to appoint a substitute teacher when the HSCL Coordinator is absent due to attendance at Continuous Professional Development?

No, the school cannot appoint a substitute teacher to replace a HSCL Coordinator absent at Continuous Professional Development.

What is the position if a HSCL Coordinator post becomes vacant in the middle of a school year?

If a HSCL vacancy arises during the school year, the post should be filled immediately, in line with the procedures contained in this Circular. The filling of any consequential vacancy is subject to the recruitment/redeployment arrangements in place.

Where a HSCL Coordinator post is shared between a cluster of schools, who holds responsibility for the post holder?

The responsibility of the HSCL Coordinator lies with the Employer, that is, the BOM/ETB of the base school. For further details, see Section Five of this Circular titled “**HSCL – Management and Reporting Arrangements in DEIS Schools**”.

What is the arrangement for a HSCL post that is shared between schools?

It is the responsibility of the BOM’s of the schools to come to an arrangement regarding the sharing of the HSCL post. If schools encounter difficulties coming to an agreed arrangement, they should contact their relevant team member on the NEWB Integrated Services Senior Management Team (HSCL). Contact details are at Appendix B.

Further enquiries should be e-mailed to:- social_inclusion@education.gov.ie or phone Social Inclusion Unit at 090 6483764.