

**Implementation of Circular Letter 31/2024 as agreed between the Department and the Post-Primary Management Bodies and Teacher Unions dated 22<sup>nd</sup> April 2024.**

1. It is agreed that Circular 03/2018, entitled “Leadership and Management in Post-Primary Schools”, does not prevent the holding of the recruitment process during the current school year to fill vacant Posts of Responsibilities (PORs), at the level of Assistant Principal (AP) I or II and the post of Programme Coordinator, which the school expects to have at the commencement of the next school year. Therefore, recruitment for posts that fall vacant on 1<sup>st</sup> September 2024 under Circular 31/2024 can commence immediately, i.e. before the end of the current (2023/24) school year.
2. Applicants should be advised that appointment to a post of responsibility will be dependent on that post being sanctioned by the Department in line with CL31/2024.
3. While the recruitment process may take place prior to the end of the current school year, the determination of an applicant’s teaching service is by reference to their service on 1 September 2024.
4. The recruitment process for AP1 posts must be separate and distinct from the recruitment process for AP2 posts and/or for Programme Coordinator posts. They cannot be filled from the same interview process.
5. Payment of the relevant allowance will commence from the date on which the teacher takes up the post.
6. Where a school has a number of AP1 posts (or, alternatively, AP2 posts, as the case may be) to fill and seeks to fill those AP1 posts (or, alternatively, AP2 posts, as the case may be) using a single recruitment process, appointment to these posts must be made in accordance with the order of merit (i.e. based on marks attained) of the qualifying applicants as determined by the interview board.
7. In the case of an ETB school, where (following application of the agreed – 1999 - teacher-transfer agreement or to vindicate a CID entitlement etc) a teacher is due to transfer to another school in the ETB which is entitled to hold a recruitment process for the filling of a Post of Responsibility for the following school year, the ETB must make the teacher aware that a recruitment process is due to take place. The teacher will be eligible to take part in the recruitment process, where they satisfy all other relevant eligibility criteria.
8. Prior to advertising an Assistant Principal post, schools must also take into consideration teachers who hold an Assistant Principal allowance on a personal

basis when determining if an Assistant Principal vacancy exists in the school – CL 03/2018 refers.

9. The terms of Circular Letter 03/18, as applicable, will continue to apply to all AP1, AP2 and Programme Coordinator recruitment and appointment processes.