



Chapter 4

Appointment Procedures for Principal & Deputy Principal (Open Competition)

The term ‘school leaders’ typically refers to formal leadership roles including teachers with posts of responsibility and others who carry out roles and responsibilities integral to the administration, leadership and management of the school. Therefore, both leadership and management roles are considered at all times as serving the school’s core work: learning and teaching. Every teacher has a leadership role within the school community and in relation to pupil learning.

1. Principal and Deputy Principal

- 1.1 In accordance with Section 22 of the Education Act, 1998, and Section 23 of the Education (Amendment) Act 2012, the Principal provides leadership to teachers, other staff and to the pupils and the wider school community. The Principal has overall responsibility, under the direction of the Board of Management/ETB, as appropriate, for the day-to-day management of the school. The Principal has responsibility for the internal organisation of the school, including the assignment of roles and responsibilities to members of the teaching and non-teaching staff delegated in Community National Schools by the Chief Executive. The Principal submits to the Board of



Management/ETB, as appropriate, all such statements and reports affecting the conduct of the school as the Board of Management/ETB, requires.

- 1.2 While the Principal is ultimately responsible to the Board of Management/ETB, as appropriate, for the leadership and management of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence. Acting as Principal does not confer automatic right of succession to principalship.

2. Recruitment and Appointment Procedures for Principal Teachers and Deputy Principal (Open Competition) in Recognised Primary Schools

- 2.1 The procedures set out in this chapter are designed to provide fair and impartial procedures for the appointment of Principals and Deputy Principals (Open Competition) to posts in recognised primary schools funded by monies provided by the Oireachtas. A Board of Management/ETB is bound to apply these procedures.

3. Role Of The Board Of Management/Manager/ETB

- 3.1 It is the responsibility of each employer to maintain effective procedures to ensure:
 - a) Openness and transparency in the process of appointment to posts from monies provided by the Oireachtas,
 - b) Compliance with:
 - (i) Relevant legislation in force at the time of making the appointment, and
 - (ii) In accordance with Section 15 of the Education Act, 1998 the Board of Management manages the school on behalf of the Patron. All appointments of teachers in the school shall be made by the Board of Management/ETB in accordance with relevant legislation, the Rules for National Schools, current Departmental Circulars and are subject to the prior approval of the Patron/CE.



4. Eligibility Criteria For Appointment As Principal and Deputy Principal

4.1 On application for the post of Principal/Deputy Principal the applicant must meet the eligibility criteria for the setting in which the vacancy arises. Please see table 4.1.1.

Table 4.1.1.

Setting	Teaching Council (Registration) Regulations 2016 and Service Requirements
Primary schools with less than 80 pupils	Fully registered under Route 1 (Primary) with the Teaching Council.
Primary schools with 80 pupils or more	Fully registered under Route 1 (Primary) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.
Special Schools	Fully registered under Route 1 (Primary) or Route 4 (Other) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.
Special School where children are enrolled up to the age of 18 years of age ³	Fully registered under Route 1 (Primary), Route 4 (Other) or Route 2 (Post Primary) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school or post-primary school within the Republic of Ireland.

4.2 Teachers registered with the Teaching Council under Section 31(2) & (3) of the Teaching Council Act 2001 must hold qualifications suited to the sector in which they are teaching and must have completed all qualification shortfalls.

4.3 Service in a recognised post-primary school within the Republic of Ireland or in a primary school or post-primary school outside of Republic of Ireland may be reckoned towards service provided this service was reckonable for incremental credit.

4.4 A Board of Management/ETB should request proof of the award of incremental credit from an applicant where applicable.

³ Including High Support Units, Children Detention Schools, Youth Encounter Projects and Special Care Units and in such schools a proportion of the pupils attending the special school are of post primary age and where second level programmes, such as Junior Certificate School Programme (JCSP) and Junior Cycle Level 2 Learning Programmes (L2LPs) are being provided.



5. Competition Process for Principals

- 5.1 An open competition shall be held for the appointment of Principal.
- 5.2 Confidentiality must be maintained throughout the process.
- 5.3 There is no appeal mechanism available for Principal posts.

6. Appointments to Deputy Principal Posts by Open Competition

- 6.1 An open competition should be held in accordance with Table 6.1.1 below to fill a Deputy Principal post where such a vacancy will exist. There must also be a staffing vacancy in the school.

Table 6.1.1

Open Competition for Deputy Principal	
School Year	No of Mainstream Posts
2019/2020	14 or more
2020/2021	10 or more
2021/2022	6 or more
2022/2023	All Primary Schools

- 6.2 There is no appeal mechanism available for Deputy Principal posts that are filled through open competition.
- 6.3 Deputy Principal posts in schools which are smaller than those specified in *Table 6.1.1* are to be filled through **internal competition** as outlined in Sections 4 to 10 of [Chapter 3](#) in this circular.
- 6.4 Where a school has advertised and there is no applicant for a Deputy Principal's teaching vacancy in schools where internal competition normally applies per Table 6.1.1., then the school may proceed to fill the post through open competition provided there is a permanent staffing vacancy in the school.
- 6.5 Deputy Principals appointed by open competition which could include an internal candidate under the terms of this circular will be ranked second in seniority next to the Principal irrespective of length of service in the school. Seniority of existing Deputy Principals and those appointed through internal competition remain in accordance with chapter 5 of this circular.
- 6.6 A Deputy Principal appointed by open competition under the terms of this circular may only step down from the position of Deputy Principal where there is a teaching vacancy in the school and where the Principal teacher does not wish to exercise their right to step down. The resulting Deputy Principal vacancy shall be filled in accordance with the provisions of this circular. Where a Deputy Principal teacher relinquishes the post of Deputy Principal and takes up the available permanent vacancy in the school he/she



becomes the most junior teacher in the school. Previous service given in the school does not count for seniority purposes in this case.

- 6.7 Where a school appoints a Deputy Principal, it shall be understood that it is a core function of the Deputy Principal's role to act or deputise as the Principal in the Principal's absence.

7. Advertising Rules

- 7.1 Vacancies must be advertised on at least one of the websites as approved by the Management Bodies and should be notified to all teaching staff in the school including teaching staff on approved leave.
- 7.2 As provided for in the Action Plan for Teacher Supply, a new portal for the recruitment of teachers is being developed as a central resource for schools. Education Partners will be notified in due course of any amendments to this circular on foot of this development.
- 7.3 There shall be no unreasonable delay between the notification of the vacancy, insertion of the advertisement and the filling of the post.
- 7.4 The advertisement shall invite applications from eligible teachers to be submitted to the Chairperson of the Board of Management/ETB.
- 7.5 The advertisement shall state:

1	The name, address, roll number and patronage of the school.
2	The number of teaching posts (including Principal Teacher).
3	The nature of the vacancy (i.e. Principalship/Deputy Principal).
4	The status of the vacancy (i.e. permanent).
5	The expected commencement date of the post.
6	The address to which applications should be sent. This may be a postal or e-mail address. Refer to paragraph 8 for electronic applications.
7	The latest date and time for receipt of completed applications, which shall not be earlier than 14 days after the first date of publication of the advertisement.
8	Whether a curriculum vitae or standard application form is required. (Applicants should not be required to submit both a curriculum vitae and an application form).
9	A list of documentary information required to support the application (e.g. evidence of qualifications; Teaching Council Certificate of Registration).
10	Any other relevant documentation (e.g. certificate to teach Catholic religious education for schools under Catholic Patronage).



7.6 The advertisement may also state:

1	Whether a minimum number of applications are required for the competition to proceed.
2	Whether a stamped addressed envelope is required for the return of documentation.
3	That the applicant should mark envelope “Application”.

7.7 Advertisements must not indicate or be reasonably understood to indicate an intention to discriminate on the grounds as set out in Section 6(2) of the Employment Equality Acts, 1998 – 2008, i.e. gender, civil status, family status, sexual orientation, religion, age, disability, race or a member of the Travelling Community. Special care should be taken in drafting the advertisement, especially in indicating the gender category of the school, so as to ensure that it will be understood by all that both men and women are eligible to apply and will be given equal consideration.

7.8 Vacancies for Principal/Deputy Principals posts should not be advertised in July or August except in exceptional circumstances and with the prior approval of the Patron/CE.

8. Electronic Applications

8.1 Where the employer chooses to accept electronic (e-mail/on-line) applications then the following procedures should be followed.

8.2 A separate e-mail/on-line account shall be set up for the application process. Where the employer does not have access to a distinct e-mail/on-line address then a service such as gmail may be used e.g. *Schoolnameapplications@gmail.com*. Only one email address shall appear on the advertisement.

8.3 Access to applications shall be restricted to members of the Interview Board only.

8.4 The closing date and time shall be strictly adhered to. The date and time at which applications are received is as recorded on the e-mail/electronically.

8.5 Applications shall be opened and downloaded by the Interview Board at its short-listing meeting. In Community National Schools applications shall be opened by the CE/delegated officer in advance of shortlisting.

8.6 The applications will be assessed in accordance with procedures as set out in this circular.

8.7 Notification of invitation for interview and the relevant documentation listed may be sent to the applicants e-mail address. Applicants may be requested to confirm attendance by e-mail/electronically.

8.8 Where a number of applicants are e-mailed at the one time then care should be taken that individuals’ confidentiality is maintained. Employers should utilise the: bcc option or e-mail applicants on an individual basis.



- 8.9 Employers may decide to reply in writing (including via e-mail/on-line) to those unsuccessful applicants who presented at interview. This may also apply to the successful applicant. However, if e-mail/on-line system is used employers should save or print a copy of the letter to the successful applicant for school/ETB records.
- 8.10 The e-mail address may be required for a new recruitment campaign by a new Interview Board. Therefore, all electronic applications must be saved by the school electronically, deleted from the email/on-line system and after the appropriate retention period, from the saved electronic file.
- 8.11 Where the same e-mail address/on-line system is utilised for subsequent competitions, the passwords/security access should be changed to ensure that only the new Interview Board have access to the applications. Only those applications received between the advertisement date and the closing date of the competition may be assessed by the Interview Board.

9. Composition of Interview Board-

<p>Primary School Principal Teacher Interview Board</p>	<ul style="list-style-type: none"> • Chairperson of the Board of Management. <p>In exceptional circumstances and for valid reasons, the Chairperson of the Board of Management can apply to the Patron to be excluded from the process. Where the Patron decides to allow the exclusion, the Patron will arrange for a replacement appointment to the Interview Board.</p> <ul style="list-style-type: none"> • At least two assessors independent of the Board of Management, to be appointed by the Patron after consultation with the Chairperson. <p>The person who is vacating the position of Principal of a school shall have no involvement in the recruitment and appointment procedure for the Principal Teacher that will replace him/her.</p>
<p>Primary School Deputy Principal Teacher Interview Board</p>	<ul style="list-style-type: none"> • Chairperson of the Board of Management. • Principal Teacher. • An independent assessor to be appointed by the Patron after consultation with the Chairperson. <p>Note: It is an integral part of the Principal’s role as school leader to be a member of an interview board for all recruitment processes, unless there are exceptional circumstances and valid reasons for him/her not to be a member of the interview board. In exceptional circumstances and for valid reasons, the Principal can apply to the Patron to be excluded from the process. Where the Patron decides to</p>



	allow the exclusion, the Patron will arrange for a replacement appointment to the Interview Board.
Community National Schools Principal Teacher Interview Board	<ul style="list-style-type: none">• 1 Nominee of the CE of the ETB.• 1 Education Expert appointed by the ETB.• 1 Independent Assessor appointed by the ETB. <p>Note:</p> <ul style="list-style-type: none">• The person who is vacating the position of Principal of a school shall have no involvement in the recruitment and appointment procedure for the Principal Teacher that will replace him/her.• Chairperson can be drawn from either the ETB representative or the independent member.
Community National Schools Deputy Principal Teacher Interview Board	<ul style="list-style-type: none">• 1 Nominee of the CE of the ETB.• School Principal.• 1 Independent Assessor appointed by the ETB. <p>Note:</p> <ul style="list-style-type: none">• Chairperson can be drawn from either the ETB representative or the independent member.

9.1 At least one of the members of the Interview Board shall be female and at least one member a male.



10. Leadership Framework

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - a Quality Framework*, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), and these are then further divided into various content *standards* for each domain. It also identifies statements of practice for each standard.

Domain One: Leading Teaching and Learning

School leaders:

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the school curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

Domain Two: Managing the organisation

School leaders:

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Domain Three: Leading school development

School leaders:

- communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

Domain Four: Developing leadership capacity

School leaders:

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders



11. Criteria Of Assessment

- 11.1 Prior to advertising a position the employer may set a minimum number of applications which must be received for the competition to proceed.
- 11.2 Where the minimum number of applications has been specified in the advertisement and is not met, the post shall be re-advertised with a provision included that persons whose applications were received within the time specified in the initial advertisement need not re-apply and their application will be held until the next closing date.
- 11.3 The Interview Board shall meet as soon as practical. The selection of the successful candidate shall be based on four competencies which are aligned to the Quality Framework for Leadership and Management (see above). The competencies are applicable to all Principal and Deputy Principal posts (all are of equal weight) – see *Table 11.3.1*. The value of a teacher’s experience and how that contributes to their capacity to meet the requirements of the post will be reflected in the application of the criteria.

Table 11.3.1 Marking Scheme

Principal and Deputy Principal		
<i>Demonstrated capacity (with relevant examples of professional, educational and life experience) in relation to:</i>		
i.	Leading Learning and Teaching	25 marks
ii.	Managing the organisation	25 marks
iii.	Leading school development	25 marks
iv.	Developing leadership capacity	25 marks

- 11.4 The application of the criteria should reflect the needs and priorities of the school.
- 11.5 For schools other than Community National Schools, the applications shall be opened only in the presence of the Interview Board.
- 11.6 For Community National Schools applications shall be opened by the CE/delegated officer in advance of shortlisting.
- 11.7 Section of applicants for interview will be based on an initial assessment of applications against the established criteria.



11.8 If there are three eligible applicants or fewer all eligible applicants shall be called for interview by the Interview Board or, where the minimum number of applications set by the employer under 11.1 for the competition to proceed were not received the post shall be re-advertised. Otherwise, at least three eligible applicants shall be called for interview.

11.9 If there are no eligible applicants the position will be re-advertised.

11.10 The applications will be assessed in accordance with procedures as set out in this circular.

11.11 Notification of invitation for interview and the relevant documentation listed may be sent to the applicants e-mail address. Applicants may be requested to confirm attendance by e-mail.

11.12 Where a number of applicants are e-mailed at the one time then care should be taken that individuals' confidentiality is maintained. Employers should utilise the: bcc option or e-mail applicants on an individual basis.

11.13 Employers may decide to reply in writing (including via e-mail) to those unsuccessful applicants who presented at interview. This may also apply to the successful applicant. However, if e-mail is used employers should save or print a copy of the letter to the successful applicant for ETB records.

11.14 Disclosure of interest/integrity of Interview Board proceedings

(i) The Board of Management/ETB shall inform the Chairperson of the Interview Board that it is the responsibility of the Interview Board to address disclosures of interest/integrity in accordance with the procedures set out in this circular. In Community National Schools the ETB distributes the applications and a conflict of interest form to the members of the Interview Board (completed forms are returned to the ETB).

(ii) A member of the Interview Board who has a relationship with a person who is an applicant for appointment shall immediately disclose to the Interview Board the fact of the relationship and the nature thereof. A professional relationship in itself does not necessarily mean there is a conflict of interest e.g. having taught or worked together in the past. In this context Interview Board members are required to make a disclosure not only in the case of a family relationship but in respect of any relationship which could be regarded as prejudicial to ensuring absolute impartiality in the selection process.

(iii) Following this disclosure, the Interview Board shall determine whether that member shall take any further part in any deliberation or decision concerning the appointment through to ratification at Board of Management/ETB level. Where the Interview Board finds that there is a concern regarding an Interview Board member, the Chairperson of the Interview Board shall inform the Chairperson of the Board of Management/ETB who in turn informs the Patron unless the Chairperson of the Interview Board is the Chairperson of the Board of Management/ETB in which case they should contact the Patron/CE directly.



The Patron/CE shall nominate another member in his/her place following consultation with the Chairperson of Board of Management/ETB.

(iv) Any such disclosure, the nature of same and the decision shall be recorded and included in the written report of the Chairperson of the Interview Board to the Board of Management/ETB on completion of the process. In the event that a conflict is determined in a Community National School, the applications are returned to the ETB or deleted.

(v) Failure to disclose any relationship may invalidate the process.

12. Interviews

12.1 Invitations to interview should normally be issued in writing or by e-mail within three calendar weeks of the closing date for receipt of applications and shall include:

- i. at least 7 days' notice (after the closing date for receipt of applications) of a specific interview date, time (outside school hours) and the location of the interview venue,
- ii. details of the established criteria for the post, and
- iii. a request for the applicant to notify the Interview Board/ETB if he/she requires any additional assistance in relation to a special need.

12.2 The interview venue should be fully accessible and in compliance with all Disability and Health and Safety legislation. Schools may facilitate interviews using digital technology, particularly in the case of qualified applicant's resident outside the State.

All questions at interview shall relate to the requirements of the particular post. No question shall be asked nor information sought in any form from an applicant which might be construed as being discriminatory.

In the selection of staff for boys only and girls only schools special care should be taken to ensure that both male and female applicants are given equal opportunity to present themselves as suitable and that questions should not give the impression that the Interview Board has a preconceived view of the suitability of either a male or female for a particular post.

12.3 Each member of the Interview Board is required to complete his or her own individual marking sheet for each applicant and give it to the Chairperson of the Interview Board on completion of the interviews.

12.4 The individual marks shall be added and the final mark for each applicant will be used to produce a ranking of applicants who are deemed suitable for appointment.

12.5 Following completion of the interview process the Chairperson of the Interview Board shall, on behalf of the Board of Management/ETB, conduct reference checks of the highest ranked applicant (not applicable in Community National Schools the ETB checks



the references of the successful applicant prior to any offer of appointment). This should include seeking and following up on references and ensuring that any unexplained gaps in employment records/curriculum vitae are satisfactorily accounted for.

The Interview Board at its sole discretion will determine the suitability of any reference. The Interview Board further reserves the right to seek from an applicant the names of additional referees. Appropriate records of these checks should be retained on the proposed appointee's personnel file.

12.6 An applicant's own marking sheets should be made available on request after the recruitment process is complete.

13. Appointment Of Successful Applicant

13.1 Following the completion of the interview process, the Chairperson of the Interview Board shall submit a written report to a meeting of the Board of Management/ETB setting out:

- i. that the selection procedures have been complied with,
- ii. if there has been a disclosure of interest/integrity to the Interview Board and the outcome of such disclosure. In the event that a conflict is determined in a Community National School, the applications are returned to the ETB or deleted, and
- iii. the name of highest ranked applicant whom it considers most suitable for appointment, and Confirmation of the receipt of suitable references for the highest ranked applicant nominated for appointment (not applicable in community National Schools the ETB checks the references of the successful applicant prior to any offer of appointment).

13.2 The Chairperson of the Interview Board will retain:

- i. a record of the final marks and the ranking of applicants. This information shall be given to the Board of Management if requested as the employer, and
- ii. an order of merit which can be used if the highest ranked applicant nominated for appointment declines the position.

13.3 References of applicants shall be checked prior to any offer of appointment being made.

13.4 The Board of Management/ETB shall offer the post to the highest ranked applicant nominated for appointment unless it has good and sufficient reason not to do so and such reason was not known to the Interview Board in which instance the matter shall be referred to the Patron/CE, whose decision in this matter shall be accepted by the Board of Management/ETB.



- 13.5 The offer of employment should not be made to the prospective employee until the prior approval of the Patron/CE has been obtained by the Chairperson of the Board of Management/ETB.
- 13.6 Employers shall follow the normal recruitment practice in relation to the following:
- i. Verification of documentation: Teaching Council registration, qualifications and vetting.
 - ii. Medical Fitness: All successful candidates being appointed for the first time to a teaching position in Ireland or teachers returning from leave of absence or other break in service in excess of two full school years will be screened by pre-employment medical questionnaire and fitness confirmed before the teacher takes up or resumes a teaching post. For further details, see the *Occupational Health Service for Teachers and Special Needs Assistants, Standard Operating Procedures Manual*.
- 13.7 All appointments are subject to compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and with relevant Department Circulars in relation to Garda vetting.
- 13.8 The notification letter of offer to the successful applicant should state that the offer of employment is subject to the sanction of the Minister, to the terms as outlined in this circular, confirmation of qualifications, confirmation of registration with the Teaching Council and continuous registration with the Teaching Council for the duration of his/her employment, compliance with Garda vetting requirements and pre-employment medical screening, where applicable, prior to commencement of the employment. In the case of Deputy Principals should reference the fact that the role is subject to regular review and the responsibilities of the role may require a teacher to participate in the leadership role outside of the standard school day. Failure to accept the vacancy offered in the specified period will result in withdrawal of offer.
- 13.9 As soon as the employer has received written notification of the successful applicant's acceptance of the post, all unsuccessful interviewees should be notified.
- 13.10 A contract of employment should be entered into prior to the commencement of employment of the successful applicant. This is in line with the Terms of Employment (Information) Act 1994 as amended. The contract of employment should be prepared in duplicate and signed by both parties i.e. the employer and the successful candidate prior to the date of commencement of employment. The Deputy Principals contract should include in it that the Deputy Principal is required to deputise for the Principal in the Principal's absence.
- 13.11 Both the successful candidate and the employer should complete the Appointment /Re-appointment form(s) for the relevant school year and forward it to the Paymaster at the earliest opportunity in order to ensure the newly appointed Principal/Deputy Principal is set up on Payroll as soon as possible.



14. Reporting and Review

14.1 Annual Review

At regular intervals, but at a minimum of every two years, the Deputy Principal is required to undertake a review with the Principal which will be informed by the Deputy Principal's annual report. The review will include:

- (i) review of progress in the areas of responsibility;
- (ii) review of the role in the context of the changing needs and priorities of the school; and
- (iii) review of professional development of the Deputy Principal.

14.2 Annual Report

The Deputy Principal will provide an annual report to the Principal on how his/her work contributes to the pedagogic and organisational advancement of the school. This report will form part of the Principal's annual report on leadership and management in the school to the Board of Management/ETB.

14.3 As the needs and priorities of the school continuously evolve, this review may result in re-assignment of the Deputy Principal's role and responsibilities within the leadership and management team. In the case of Deputy Principals cognisance should also be taken of the importance of providing opportunities for them to build on and develop leadership skills and capacities within a number of leadership roles. This is seen as an important element of their own professional development.

15. Contracts – Terms Of Employment

15.1 The contract should include the names of the employee and the employer. It should be signed and dated by both parties. It should also include a written statement of the particulars of the employee's terms of employment e.g., place and hours of work, duties/responsibilities, disciplinary/ grievance procedures, employer policies (e.g. health and safety, harassment, sexual harassment, etc.), some of which are statutory requirements under the Terms of Employment (Information) Acts, 1994 as amended.⁴

15.2 Employers must ensure that the requirement to maintain registration with the Teaching Council is inserted as a condition within the contract.

15.3 The employer shall retain one of the completed signed duplicate contracts on the teacher's personnel file and furnish the other signed duplicate contract to the employee.

15.4 Employers should ensure compliance with all relevant employment legislation e.g. the Unfair Dismissals Acts, etc. when dealing with issues pertaining to appointments and contracts of employment.

⁴ e.g. Employment (Miscellaneous Provisions) Act 2018



16. Compliance

- 16.1 All employers and teachers must adhere to the regulations and procedures set out in this circular. The Department shall not be liable for any costs, obligations or funding of contracts arising from failure to adhere to the terms of this circular.
- 16.2 Each employer will maintain effective procedures to ensure Principal Teacher/Deputy Principal appointments are made in accordance with the procedures outlined in this circular and other relevant Department Circulars.
- 16.3 The Department may carry out examinations of Principal/Deputy Principal appointment records. All documentation relating to Principal/Deputy Principal appointments, listed in paragraph 17.1 below, must be retained by the employer with the relevant personnel records. Also, certified evidence of compliance with requirements must be retained on file by the employer for accounting and audit purposes. The employer will provide a copy of this information to the Department, if requested.

17. Record Of Documents To Be Retained By School Authorities

- 17.1 The following documents should be safely retained in the school for all Principal/Deputy Principal appointments:

1	A copy of the advertisement.	
2	The Principal's/Deputy Principal's application for the post.	
3	Criteria for assessment of applicants.	
4	Any documents and/or notes created by the Interview Board.	
5	The Interview Board Report – including confirmation of verification of references from previous employers.	
6	A copy of the Principal's/Deputy Principal's educational qualifications e.g. initial teacher education qualifications, Post Graduate courses or Masters Degrees.	
7	A copy of the Registration Certificate for the Principal/Deputy Principal Teacher from the Teaching Council of Ireland.	
8	Confirmation of compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and with relevant Department Circulars in relation to Garda vetting.	
9	A copy of the confirmation of medical fitness received from the Occupational Health Service.	
10	Any other relevant documentation relating to individual Principal/Deputy Principal appointment.	
11	Record of the Patron's/CE's approval of the appointment.	



12	One part completed contract of employment i.e. signed by the employer and the Principal/Deputy Principal.	
13	A copy of the appointment form completed by both parties that was submitted to the Paymaster.	

17.2 All records relating to the successful applicant should be retained by the school for the duration of employment plus 7 years.

17.3 Documentation should be kept for a period of 18 months for unsuccessful applicant(s), including applicants not shortlisted for interview, in accordance with Data Protection procedures.