



Information Note TC 0005/2024

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

Amendment to Section 3.2 of Chapter 3 of Circular Letter 0044/2019 titled Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools

1. Introduction

1.1 Circular Letter 0044/2019 sets out the sets out a leadership and management framework for posts in recognised primary schools and recruitment and appointments procedures for registered Teachers, Assistant Principals, Deputy Principals and Principals.

Circular Letter 0044/2019 can be found at: [gov - Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools \(www.gov.ie\)](http://www.gov.ie)

1.2 The purpose of this information note is to amend the Circular as set out in Section 2 below.

1.3 The contents of this Information Note should be implemented with immediate effect.

2. Purpose of this information note

2.1 The purpose of this information note is to provide for the following amendment.

2.2 The existing text of Section 3.2 of Chapter 3 of Circular 0044/2019 is amended as follows:

When a school becomes aware that a vacancy will arise, a consultation process, such as discussions at a staff meeting, shall be undertaken between the Principal, Deputy Principal and teaching staff and thereafter, the Board of Management / ETB shall determine:

- (i) the identified leadership and management needs and priorities of the school,
- (ii) the roles and responsibilities which need to be performed for the effective leadership and management of the school taking into account the identified needs and priorities of the school, and
- (iii) the distribution of these roles and responsibilities between the available in-school leadership and management posts by reference to the school's own priorities.



3. Circulation of Information Note

- 3.1. Please ensure that the contents of this circular are brought to the attention of all members of the Board of Management/Education and Training Board (ETB) and all teachers in your employment in Primary Schools including those on leave of absence and on secondment.

- 3.2. This Information Note can be accessed on the Department's website at www.education.ie

James Walsh,
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Teacher/SNA Terms & Conditions Section

08 May, 2024