

# Excellence in School Practice

## Post of Responsibility Appointments Competency Based Interviewing for Assistant Principal posts. & Leadership and Management posts – Assistant Principal Appointments.

### Objectives

Circular 0003/18, in the context of commencement of the restoration of posts, sets out a leadership and management framework for posts in recognised post-primary schools and provides detail on revised processes relating to the appointment of:

- Assistant Principal Posts I and II (AP I and AP II)
- Programme Co-ordinator Posts at AP I and AP II level
- Reference to posts in Self-Financing Adult Education Programmes

The revised processes introduce a new Leadership Framework in line with best practice as set out in 'LOOKING AT OUR SCHOOL 2016 – A Quality Framework for Post-Primary Schools'.

The purpose of this in-service is to update schools on the developments as set out in the circular in relation to the appointment and Appeals Process and to ensure best practice for these appointments. The morning workshop includes providing participants with a clear understanding of a competency based approach to the appointment of an Assistant Principal. The in-service is delivered in the context of the ACCS Posts of Responsibility Recruitment, Selection and Appointment Guide.

### Content includes:

#### The morning workshop will include:

- Competency Based Recruitment and how this approach is applied to shortlisting, interviewing and evaluation.

#### The afternoon workshop will include:

- An Overview of the new Leadership and Management Framework for Posts
- Identification of Leadership and Management Needs and Priorities of the School
- Identifying Vacancies
- Advertising Posts
- Composition of the Selection Board
- The Interview Process
- The Appointment Process
- The Appeals Process

### Who should attend?

Principals, Trustee Nominees on Selection Boards for Leadership and Management posts and Independent Panel Members.

**DATE:** 25/09/18

**VENUE:** Mullingar Park Hotel, Mullingar, Co. Westmeath.

**TIME:** 11.00 a.m. – 1.00 p.m. & 2.00 p.m. – 4.30 p.m.

## Governance in Schools (FSSU) Role and Responsibilities of the Finance Sub-Committee

### Objectives

This in-service focuses on Board of Management oversight in the processes underpinning robust financial and administrative accountability in the school. It explores how the Board and Principal working with the Finance Sub Committee can in turn support the work of the Clerical Officer dealing with financial matters in the school and can ensure that adequate checks are in place in the organisation.

### Content includes:

- Financial governance in schools
- The role of the Finance Sub Committee
- The Education Act and school finance
- Financial internal control reviews
- Recommended financial reports
- Current financial issues

### Who should attend?

Principals, Deputy Principals, Chairpersons & Secretaries of Boards and the members of the Finance Sub-Committee.

**DATE:** 03/10/18

**VENUE:** Mullingar Park Hotel, Mullingar, Co. Westmeath.

**TIME:** 10.00 a.m. – 2.00 p.m. followed by lunch.

## Data Protection Workshops Presented by Millett & Matthews Solicitors

ACCS has worked with the other school management bodies to develop Data Protection Guidelines for schools. These are available on a dedicated Data Protection website [www.dataprotectionschools.ie](http://www.dataprotectionschools.ie). An additional learning resource has been developed to give schools an overview of GDPR – [www.gdpr4schools.ie](http://www.gdpr4schools.ie).

### Objectives

These workshops are designed to give an overview of the Board of Management's responsibilities as Data Controllers and to give practical advice to schools on the most common data protection issues that arise. General Data Protection Regulation (GDPR) came into effect on the 25th May, 2018 and this in-service is essential for school leaders to ensure their school is compliant with GDPR.

### Content includes:

- An overview of GDPR
- GDPR principles
- Developing a Data Protection policy
- Sharing data with others
- Data access requests
- Data breaches – what should a school do if a breach occurs
- Right to be forgotten
- The School's Data Processors
- Data retention and storage
- Update of the website materials and learning resources
- Common scenarios facing schools regarding data protection
- Future considerations

### Who should attend?

Principals, Deputy Principals, Board of Management Members, Administrative Personnel with responsibility for data.

### DATES/VENUES:

08/10/18 IMI, Sandyford Road, Dublin 16.

09/10/18 Hodson Bay Hotel, Athlone, Co. Westmeath.

15/10/18 Clayton Hotel, Liffey Valley, Dublin 22.

16/10/18 Dunraven Arms Hotel, Adare, Co. Limerick.

**TIME:** 2.00 p.m. – 4.30 p.m.

## DEIS Symposium

### Objectives

At this Symposium Principals, Deputy Principals and DEIS Co-ordinators will receive an update on all recent developments in the DEIS programme. This day will also provide the opportunity for schools to share their experiences and share models of best practice.

### Content includes:

- Update on the Department of Education and Skills DEIS Review and the new identification process
- Input from the Department of Education and Skills
- Sharing best practice in our schools
- Open Forum

### Who should attend?

Principals, Deputy Principals and relevant Co-ordinators in DEIS schools.

**DATE:** 18/10/18

**VENUE:** Mullingar Park Hotel, Mullingar, Co. Westmeath.

**TIME:** 10.00 a.m. – 4.00 p.m.

## Clerical Officer/School Secretary In-Service

### Objectives

The work of the Clerical Officer/School Secretary is central to the effective working of the school. They engage with Esinet/OLCS/P.Pod which continue to evolve. The new General Data Protection Regulations ("GDPR") emanating from the EU legislative bodies will also have implications for schools.

ACCS and the FSSU will provide an in-service that is practically based and will give both new and experienced Clerical Officers an opportunity to discuss their concerns and to share best practice.

### Who should attend?

Clerical Officers/School Secretaries.

### DATES/VENUES:

11/12/18 Ashling Hotel, Parkgate Street, Dublin 8.

13/02/19 Radisson Blu Hotel & Spa, Sligo.

10/04/19 Radisson Blu Hotel & Spa, Limerick.

**TIME:** 10.00 a.m. – 2.00 p.m. followed by lunch

## State Claims Agency Seminar

### Objectives

The management of personal injury and third-party property damage claims against Community and Comprehensive Schools and of the underlying risks is delegated to the State Claims Agency (SCA). The SCA has recently concluded Health and Safety audits in a selection of Community and Comprehensive Schools and the findings of these audits will inform this valuable in-service for schools. This in-service will be delivered by SCA personnel.

### Content includes:

- Incident reporting and management using the National Incident Report Form (NIRF) and National Incident Management System (NIMS)
- Demonstration of NIMS and how it can be used by your school and its benefits to manage risk
- Schools Risk Management Performance 2018:
  - Incident Reporting
  - Risk Reviews
  - Health and Safety Risk Management Reviews
- Schools Frequently Asked Questions
- Closed Claims Analysis

### Who should attend?

Principals, Chairpersons of Boards of Management, Board of Management Members, Members of School Health & Safety Committees.

### DATE/VENUE:

16/01/19: Mullingar Park Hotel, Mullingar, Co. Westmeath.

**TIME:** 10.00 a.m. – 2.00 p.m.

## Competency Based Recruitment and Selection for Principal and Deputy Principal Appointments

### Objectives

This one-day programme will provide participants with a clear understanding of a competency based approach to the appointment of a Principal/Deputy Principal. It is a practical programme which aims to develop and enhance the interviewing and selection skills of participants to ensure future selection decisions rest in the appointment of the best possible candidate for the position.

ACCS recommends that members of selection committees are trained in this approach.

### Content includes:

- Competency Based Interviewing
- An overview of the Competency Based Recruitment and Selection Process Manual
- Shortlisting
- The interview process
- Questioning and listening skills
- Evaluating the evidence
- Employment legislation relevant to the Recruitment and Selection Process

### Who should attend?

Principals and Selection Committee Members.

**DATE:** 31/01/19

**VENUE:** Radisson Blu Hotel & Spa, Limerick.

**TIME:** 9.30 a.m. – 4.30 p.m.

## Teacher Allocations and Redeployment

### Objectives

This in-service is being held to coincide with allocations being distributed to schools by the Department of Education and Skills. The intention is that schools will be alerted to any changes emanating from the Budget and will be updated on any Department of Education and Skills changes to allocations. We will discuss how schools can use their allocation to best effect and how curricular concessions should be sought. Redeployment and the procedure and sequence for filling available teacher posts/hours will also be discussed.

### Content includes:

- Current issues affecting allocation
- Initial allocation/final allocation
- Curriculum check list/audit
- Curricular concessions best practice
- Appeals
- Redeployment

### Who should attend?

Principals, Deputy Principals and Chairpersons of Boards of Management.

**DATE:** 07/02/19

**VENUE:** The Killeshin Hotel, Dublin Road, Co. Laois.

**TIME:** 10.00 a.m. – 2.00 p.m. followed by lunch.

### Booking Arrangements

Notice of arrangements and booking instructions will be sent to schools prior to each course by email.