#### Appendix 3(c) – Programme Co-ordinator Advertisement (AP I level or AP II level) *(exemplar)*

###### Advertisement

**Programme Co-ordinator Post (AP I Level or AP II Level)**

Applications are invited from eligible teachers for the post of

**Programme Co-ordinator at Assistant Principal< AP I or AP II Level – delete as appropriate> in**

***Anywhere* Community/Comprehensive School**

The number of students involved in the programmes on September 30th, <year><***insert previous academic year***> was and the reduction in weekly teaching hours available currently is .

**Only applicable for advertisements for posts at AP I Level/delete if not relevant**: In the event that the number of students in relevant programmes falls below 100 students, the Co-ordinator will continue to hold the AP I Level allowance but will have the reduction in hours provided in accordance with Circular Letter 0003/2018.

The Programme Co-ordinator post will be filled in accordance with Circular Letter 0003/2018. Applicants should familiarise themselves with this Circular at <https://www.education.ie/en/Circulars-and-Forms/>)

The appointee will become part of the Leadership and Management Team in the School.

Roles and responsibilities in relation to the programmes will be assigned according to the needs and priorities of the school and will be commensurate with the level of the post.

The post is remunerated at the level of **<AP I or AP II level – delete as appropriate>**

All applicants must:

Programme Co-ordinator (AP I level):

* *be fully registered with the Teaching Council under route 2 or under route 3 as per the accompanying clarification issued by DE in June 2018.*
* have a minimum of 3 years’ teaching service recognised by DES for incremental credit purposes. [Where it is not obvious that the applicant has a minimum of 3 years’ teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service]

***or (delete as appropriate)***

Programme Co-ordinator (AP II level):

* *be fully registered with the Teaching Council under route 2 or under route 3 as per the accompanying clarification issued by DE in June 2018.*
* have a minimum of 1 year’s teaching service recognised by DE for incremental credit purposes. [Where it is not obvious that the applicant has a minimum of 1 year’s teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service]

The post will be interviewed and marked in accordance with the criteria and marking scheme in circular letter 0003/2018.

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| **Leading Learning and Teaching** (25 marks) | **Managing an Organisation (**25 marks) |
| **Leading School Development** (25 marks) | **Developing Leadership Capacity** (25 marks) |

###### Note:

* Appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post.
* The Programme Co-ordinator post does not form part of the normal cohort of school posts of responsibility and will lapse when none of the programmes (Leaving Certificate Applied Programme, Leaving Certificate Vocational Programme, Transition Year, Junior Certificate Schools Programme) is being provided by the school.
* The Selection Board shall be as outlined in Circular Letter 0003/2018.
* The Appeals procedure outlined in Circular Letter 0003/2018 applies.

Applications should be made on the official Post of Responsibility Application Form which is available from: (e.g the School Office or to download from <x>).

###### Closing date for receipt of completed applications is: <day and date>

**Interviews are provisionally scheduled for:**

Candidates are advised that late applications cannot be accepted.

###### SIGNED: DATE:

***Secretary, Board of Management Date Posted on Staff Noticeboard***