

ACCS Inservice Programme

HR Governance in Schools

The Board of Management as the Employer

23 October 2023

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Association of Community and Comprehensive Schools
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HR Service

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ACCS Website – HR Section



HR POLICIES AND PROCEDURES

[Access](#)



EMPLOYMENT CONTRACTS

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PRINCIPAL & DEPUTY PRINCIPAL

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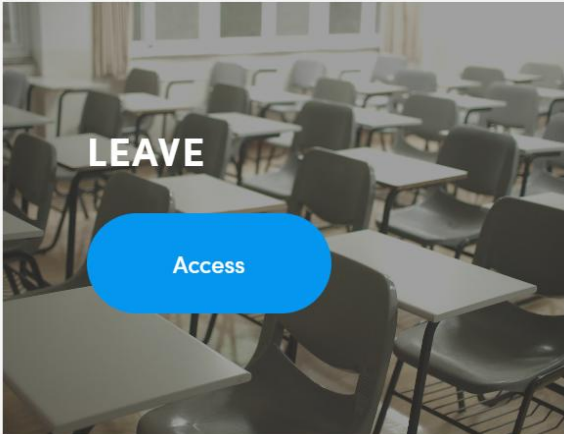
TEACHERS

[Access](#)



HSCL

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LEAVE

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BUS ESCORTS

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LEADERSHIP AND MANAGEMENT POSTS

[Access](#)



DATA PROTECTION



CHAPLAINS



SECRETARIAL & MAINTENANCE STAFF



SNAS

The Board of Management

- The **governing body** of the school
- **Oversight** of the school to ensure it's true to its ethos, vision and values and operates in the best interests of the students in its care
- Responsible for providing leadership and ensuring that the values, ethos and mission statements are communicated throughout the school
- Overall responsibility for **strategic planning, teaching & learning, finance , human resources, health & safety in the school**

This webinar focuses on the Board's responsibility for HR

The Board of Management: Key HR responsibilities

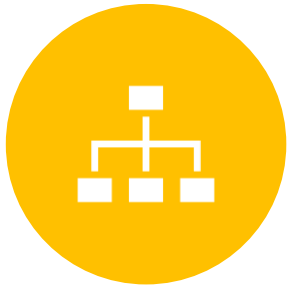
- Appointment, promotion, retention and termination of staff
- Ratify all appointments, including POR appointments
- Work within DE allocation and staff budget and current Redeployment Scheme
- Be aware of staff vacancies & give the Principal the approval for the recruitment and appointment of staff.
The Board must ratify appointments
- Be kept informed as to who has been appointed (temporary & casual basis) and in what capacity (monthly Staff Report)
- The granting of leave of absence to staff, including sanctioning applications for career break, job-sharing and secondments
- Promote the continuous professional development of staff through its CPD programme
- Comply with current Employment legislation, DE circular letters and with Policies & Agreements

The Board of Management: HR key responsibilities

- Be aware of **staff morale and support positive employee relations** within the school
- Ensure **contracts** are in place for staff
- **Pay staff within DE guidelines** and make appropriate PAYE/PRSI returns in line with legislation
- **Perform the role of the relevant authority** for the administration of the Single Public Service Pension Scheme in relation to Department sanctioned non-teaching staff (other than SNAs)
- **Oversee Health & Safety** in accordance with its legal obligations as employer under the Safety Health and Welfare at Work Act, 2005
- **Develop policies, review, and update** in line with current legislation and best practice

The Board has the sole right to appoint, promote or dismiss staff

BOM vis-a-vis Principal



As the **oversight body** of the school, the BOM is ultimately responsible for the school's HR management activities.



The day-to day responsibility for **operational HR** management is delegated to the Principal of the school

HR

The most essential resource of any school is its people



Building relationships
Staff should feel valued
Promote a culture of respect

Who is working in your school?

- Principal & Deputy Principal(s)
- Teachers, SNAs, Chaplains, Career Guidance, Clerical Officers, Caretaker(s), Cleaners, Bus Escort and others (coaches, external supervisor)
- PME Students
- New starters in September
- List of Post holders (level of post and summary of roles & responsibilities, list of school's needs and priorities)
- Employees currently on approved leave and type

Rhythms & Patterns of the Year – HR matters

Term 2: January to March/April

Approve curriculum audit, teacher allocation for next year, requests for career break/job-sharing/secondments, eligibility for Contract of Indefinite Duration (CID), Redeployment, HR issues

Term 3: April to May/June

Advertising of vacancies (subject to redeployment). Termination of all first fixed term contracts, SNA allocation, HR issues

Annual Report of Leadership & Management posts, retirements,

Review of policies,

Review of CPD and planning for next year.

Staff budget allocation

June – start of new school year

Staffing for new school year. ratification of appointments, contracts, leave requests

Term 1: September to December

Filling remaining vacancies, leave of absence requests, POR appointments, substitution, HR issues

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Appointments

Work within DE allocation and school's budgetary constraints

Note: new allocation model for the allocation of secretaries in grant funded posts being developed

Follow the procedures governing the appointment of staff in schools

Note: new secretaries employed using SSSF funded must be employed on the new terms and conditions as per CL 36/2022, including a 52-week payment approach

Key HR challenge : Teacher Supply among the biggest challenge facing schools

New Appointments:

- Principal & Deputy Principal
- Teacher
- SNA
- Administration Staff
- Caretaking and Maintenance (including cleaners)
- HSCL
- Others (Bus Escorts, staff employed through SSSF funding (clerical officers, caretakers, cleaners), coaches, tutors, external supervisors etc.)

Promotions (Posts of Responsibility)

- Assistant Principal I & II
- Programme Co-ordinator

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Appointment & Composition of Selection Committee

- Board must ensure that *the correct appointment process is followed*, including the composition of the Selection Committee
- The appointment of representatives on a Selection Committee is a key role for the trustees of the school
- The appointment of an independent Educationalist, where required, is a matter for the Board of Management

Selection Committee

Appointment of a Teacher

Community School:

Teacher appointments:

5-person Selection Committee comprised of:

- 2 X Representatives of the religious authorities or other patron involved in the operation of the school
- 1 X Representative of the ETB
- 1 X The Chief Executive of the ETB or his/her nominee
- 1 X Independent Educationalist. Community schools should make their own arrangements to secure a person to fill the position of Education Expert independent from the school.

The minimum composition of the Selection Committee shall be 3 members but must at all times must include the Independent Educationalist.

Representatives of patrons/trustee: key role for trustee/patron

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Comprehensive School

5-person Selection Committee comprised of:

- 3 X Representatives of the religious authorities/denominational partner involved in the operation of the school
- 1 X The Chief Executive of the ETB or his/her nominee
- 1 X Independent Educationalist. Comprehensive schools should make their own arrangements to secure a person to fill the position of Education Expert independent from the school.

The minimum composition of the Selection Committee shall be 3 members but must at all times must include the Independent Educationalist.

Representatives of patrons/trustee: key role for trustee/patron

Selection Committee

Appointment of a Chaplain

Composition of the selection/interview boards for [chaplaincy appointments](#)

[5-person](#) Selection Committee comprised of:

- - 2 religious representatives
 - - 2 ETB representatives (who shall be lay persons)
 - - 1 educational expert; the educational expert to be agreed between the representatives of the trustees.
-
- Where the Diocese is the only non-ETB trustee of the school the composition of the selection committee will be straightforward.
 - Where the Diocese and one or more other non-ETBs trustees are involved, one of the selection committee will be from the competent religious authority (the Diocese) and the other will be an agreed nominee of the other religious trustees.
 - Where the Diocese is not a trustee, one of the selection committee will be from the competent religious authority (the Diocese) and the other will be an agreed nominee of the other religious trustees.

Representatives of patrons/trustee: key role for trustee/patron

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SNA & Others

[SNA appointments \(3 person\):](#)

Principal, Chair of Board and a person nominated by the trustees

SNA appointments are subject to conditions outlined in CL 51/2019 & CL 26/2023

[Appointment of other non-teaching staff \(e.g. Clerical Officer/Caretaker\) \(3 person\):](#)

Principal, Chair of Board and another person with expertise and knowledge in the particular area

[HSCL \(3 person\):](#)

Home School Community Liaison Person: Chair of BOM, Principal and other appropriately experienced and knowledgeable individuals



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Principal/Deputy Principal Selection Committee

Selection Committee composition:

- 4 patron nominees
- 1 Educationalist appointed by the Board of Management

Key role for patrons/trustees: to nominate trained and experienced members to the Selection Committee

Follow ACCS Guide available for Principal/Deputy Principal appointments at the outset.

Contact ACCS regarding process, Guide and supports available

Appeal System in place

Posts of Responsibility:

Selection Committee 3 person

- Principal (will not act as Chairperson)
- A trustee nominee
- An independent panel member to be drawn from the panel agreed with the unions

CL 0003/2018

Recommended that the Independent Panel Member on the Selection Committee is rotated from one set of interviews to the next.



Vetting of Employees:

Circular 31/2016

It is a criminal offence (2016) for school authority to commence the employment of an employee who undertakes **relevant work /activities in respect of children /vulnerable persons** w/out first obtaining a vetting disclosure from the National Vetting Bureau in respect of that person.

Teaching Council Vetting for teaching staff: ACCS Info Bulletin 24/2017
Digitary System: secure school email required

NVB (ACCS) Vetting for non-teaching staff: ACCS Info Bulletin 24/2017

On-line solution for vetting now in place

Template Garda Vetting Policy available on ACCS website

Staffing: Monitoring & Reporting to BOM

Key: Have a system in place

Board of Management as employer:

- HR - Item on every BOM agenda
- Recording of all personnel employed on a casual basis by school management at each BOM meeting:
- Report from Principal where they had to engage a retired or unregistered teacher (31/11)
- ☐ Teachers – CL 24/13

A short report should be read into the minutes of every Board of Management meeting listing the names of all substitutes and part-time teachers for whom claims have been made on the OLCS system since the last board meeting

☐ Non -Teaching staff

A short Report should be included into the minutes of BOM meeting listing the names of all non-teaching personnel, dates of employment, purpose and source of funding (attached as appendices)

Important that Board is aware of the type of contract and terms and conditions applicable to staff employed through SSSF, SCP, DEIS & Adult Education funding

Oversight of pay increases awarded/increments due – FSSU guidance

Sports Complex: oversight of HR and HR issues

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Competency-based Recruitment and Selection Process for the Appointment of Principals and Deputy Principals



Association of Community and
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and Education and Training Boards Ireland

January 2022

Competency-based Recruitment and Selection Process for the Appointment of Acting Principals and Deputy Principals

March 2022



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Appeal System (Permanent P&DP appointments)

An Roinn Oideachais
Department of Education



6 Grounds:

- Advertisement
- Required Qualified Service
- Interview Board Composition
- Computational Error in Marking – material difference
- Departure from selection criteria
- Departure from the marking scheme

Panel of Adjudicators agreed

Fee: €100

Circular Letter 0062/2021

**To: The Managerial Authorities
of
Recognised Secondary, Community and Comprehensive Schools
and
The Chief Executives of Education and Training Boards**

Appeal System for Permanent Principal and Deputy Principal Appointments

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Leadership & Management Posts

For use in the recruitment, selection and appointment to:

- **Assistant Principal I**
- **Assistant Principal II**
- **Programme Co-ordinator posts**
- **Assistant Director of Adult Education at AP I and AP II level**

August 2023

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The Guide

Available in HR section of ACCS website:

Leadership & Management Posts

Templates and Exemplars:

Exemplar list of needs & priorities, Sample Statement of Roles & Responsibilities

Advertisement, Application Form, Mark Sheets, Letters

Legislation in 2023 and preparing for new changes

1. Sick Pay Act – Statutory Sick Pay came into effect in January 2023:

Paid sick leave for up to 3 sick days per year. This will increase to 5 days in 2024, 7 days in 2025 and 10 days in 2026

2. Protected Disclosures (Amendment) Act 2023 – came in effect in January 2023

3. Work Life Balance and Miscellaneous Provisions Act 2023:

A number of elements have commenced:

- 5 days unpaid Leave for medical care purposes
- Extension of period during which employees are entitled to breastfeeding breaks *and*
- Extension of Maternity Leave to transgender men who have given birth

Several other provisions have yet to commence:

Paid Domestic Violence Leave (expected shortly)

Right to Request Flexible or Remote Working (awaiting a draft Code of Practise from WRC)

4. Automatic Enrolment Retirement Savings System – expected in 2nd half of 2024

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Working within the Law

The Board must always keep in mind its legal responsibilities and liabilities as the employer:

- Terms of Employment Information Acts
- Employment Miscellaneous Provisions Act
- Organisation of Working Time Acts
- Safety, Health & Welfare at Work Act
- Unfair Dismissals Acts
- Redundancy Payments Acts
- Minimum Notice & Terms of Employment Acts
- Payment of Wages Act
- Employment Equality Acts
- Data Protection Acts

Employment Legislation cont'd..

- National Vetting Bureau Act
- Protected Disclosures Act
- Transfer of Undertakings
- Maternity Protection Acts
- Adoptive Leave Acts
- Carer's Leave Act
- Parental Leave Acts
- Parents Leave Act
- Protection of Employees (part-time) Act
- Protection of Employees (fixed-term) Act
- Sick Leave Act 2022
- Family Leave & Miscellaneous Provisions Act 2021

Codes of Practice

- Code of Practice on the Right to Disconnect (WRC 2021)
- Code of Practice on Longer Working
- Code of Practice on the Prevention and Resolution of Bullying at Work (WRC/HSA 2020)
- Code of Practice on Sexual Harassment & Harassment at Work (IHREC)
- New Code expected shortly on Right to Request Remote and flexible working

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Contract of Employment

- All employer/employee relationships involve a contract of employment
- Such a contract is essential to the relationship between the employer and the employee
- The contract which an employer offers, and an employee accepts will govern many aspects of their future relationship
- The Contract sets out the rights and responsibilities of the employee and the employer
- Normally, the agreed terms of a contract - be they explicit or implicit - are of paramount importance in determining the rights and duties of both parties, and will prove crucial in the event of disagreement between the parties
- **A contract may be in writing or verbally agreed between the parties**
- **Offer and acceptance**

Implement a system to ensure that all new employees are provided with a Contract of Employment prior to the commencement of employment.

Legal Landscape

Terms of Employment (Information) Act 1994-2014, updated by the Employment (Miscellaneous Provisions) Act 2018 and amended by EU (Transparent & Predictable Working Conditions) Regulations 2022

- Employer must provide all new employees with a full suite of terms and conditions of employment within one months of commencement of employment. Does not apply if employed for less than 1 month
- Statement of core terms (in writing) within *five* days of starting employment
 - Name & address of employer and employee
 - Address of the employer
 - Duration of contract
 - Place of work
 - Title, grade or nature of work
 - The rate or method of calculation of the employee's pay
 - The normal length of working day and week
 - Probation period

See www.accs.ie
Human Resources
for template contracts

Teachers Contracts

Last updated: Aug 22nd, 2023

Please find attached below contracts relating to teachers:

Downloads:

- [1. CID template contract](#)
- [2. Fixed term Year 1 contract \(RPT\) – ordinary allocation, concessionary hours, SEN](#)
- [3. Fixed term Year 1 contract – RPT covering an approved leave \(career break, job sharing, secondment\)](#)
- [4. Fixed term contract replacing a teacher on an absence such as a Maternity Leave or Parental Leave etc](#)
- [5. Renewed Fixed Term contract](#)
- [5a. Renewed Fixed Term Contract RPT Approved Leave](#)
- [6. Letter of Renewal of a fixed term contract](#)
- [7. Unqualified Teacher Contract](#)
- [8. Temporary Contract of Employment - Fixed term/temporary post - Qualified Registered Teacher](#)



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LEADERSHIP AND MANAGEMENT POSTS

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Leave from the Workplace

- **Statutory Leave** – 8 significant areas of legislation (e.g. Organisation of Working Time, Maternity Leave, Parental Leave, Carer's Leave, Parent's Leave)
 - Highly procedural & detailed records must be kept
- **Non-Statutory Leave** – no specific basis in legislation – flexible leave arrangements (e.g. career break, secondment, unpaid leave, bereavement leave etc)
- To avail of a leave type, an employee must satisfy the preconditions which are identified in each of the leave types.

Teachers:

Leave Scheme for Teachers: Web Book for Teachers

DE Circular 0054/2019

What's included:

- Chapter 1 Sick Leave Scheme
- Chapter 2 Maternity Leave Scheme
- Chapter 3 Adoptive Leave Scheme
- Chapter 4 Paternity Leave Scheme
- Chapter 5 Parental Leave Scheme
- Chapter 6 Carer's Leave
- Chapter 7 Career Break Scheme
- Chapter 8 Job-Sharing Scheme
- Chapter 9 Temporary Re-assignment Scheme for primary teachers
- Chapter 10 Statutory Annual Leave/public holidays
- Chapter 11 Unpaid Leave

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agus Scileanna
Department of
Education and Skills



Circular Letter 0054/2019

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

LEAVE SCHEMES FOR REGISTERED TEACHERS EMPLOYED IN RECOGNISED PRIMARY AND POST PRIMARY SCHOOLS

The Minister for Education and Skills, pursuant to the power contained in Section 24 of the Education Act (as amended), directs employers to implement the regulations and procedures, as stated, for eligible registered teachers employed in approved teaching posts funded by monies provided by the Oireachtas. These procedures apply to teachers who are in receipt of incremental salary under a permanent contract, contract of indefinite duration (CID), or fixed-term contract (e.g. temporary whole-time (TWT), regular part-time (RPT)) as defined in the Protection of Employees (Fixed-Term Work) Act 2003.

All employers and teachers must adhere to the agreed terms and conditions as stated with effect

Leave - teachers

Other types of leave not included in the Web Book;

- Parent's Leave (CL 50/2022) – Budget 2024 extend by 2 weeks to 9 weeks from Aug 2024
- Bereavement Leave (CL 78/2022)
- Force Majeure (CL 17/99)
- Illness of family member (CL 19/00)
- Jury Service No of days as deemed necessary by the Court
- Witness in Court No of days as required by summons or subpoena
- Marriage Leave Refer to CL 32/2007 for primary sector
- Personal days for teachers (see DE website – ‘breaks/leave for school staff’)
- Assault Leave (CL 61/2017)
- Leave for Voluntary Search & Rescue (CL 25/2023)
- Unpaid leave for Medical Care Purposes (CL 50/2023)
- Breastfeeding breaks (CL 52/2023)
- Covid-19 Working/Leave Arrangements for teachers:
(CL 38/2022 and amended by Info Note TC/IN 0004/2023)
- Special Leave for Sporting Purposes Representing Ireland abroad – contact ACCS for details

See DE website (breaks and leave) for full details on the leave types

Leave – Special Needs Assistants

- Assault Leave CL 62/2017
- Adoptive Leave CL 48/2023
- Bereavement Leave CL 79/2022
- Career Break CL 22/2012 & CL 35/2019
- Carer's Leave CL 33/2023
- COVID-19 Working/Leave Arrangements CL 38/2022 & Info Note TC/IN 0004/2023
- Force Majeure Leave CL 32/2010
- Job-sharing CL 41/2014 & Info Note TC/IN 0002/2023
- Jury Service CL 32/2010
- Marriage Leave CL 32/2010
- Maternity Leave CL 17/2013 & Info Note TC/IN 0024/2021

Leave – Special Needs Assistants

- Parental Leave CL 27/2013
- Force Majeure CL 0032/2010
- Parent’s Leave CL 51/2022
- Paternity Leave CL 58/2016 & Info Note TC/IN 0005/2022
- Sick Leave CL 60/2019 & 0040/2021
- Unpaid Leave CL 0032/2010
- Examination Leave CL 0032/2010
- Breastfeeding Breaks CL 53/2023
- Unpaid Leave for medical care purposes CL 51/2023
- Wedding of an immediate family member CL 0032/2010
- Witness in Court CL 0032/2010
- Special Leave for Sporting Purposes representing Ireland abroad – contact ACCS for details

Leave Summary for teachers – available in HR section ACCS website

Leave	Purpose	Maximum Period	Paid/unpaid	Cover type	Circular Letter
Assault Leave	Leave for teachers due to physical assault <u>in the course of a teacher's duties</u> and during approved school activities	Maximum of 92 days (3 months) at full pay in a rolling 4-year period	Paid	Paid substitute	CL 61/2017
Adoptive Leave	Leave for one parent of adopting couple or a parent who is adopting alone for period of placement with adopted child	24 consecutive weeks from the date of placement with further option of additional 16 weeks unpaid leave	24 paid weeks, 16 unpaid	Non-casual appointment	CL 47/2023
Bereavement Leave	Available in the event of a bereavement involving a relative. Calculated based on working days, school closures included, public/bank holidays and weekends excluded	<ul style="list-style-type: none"> Maximum of 20 working days in the case of a spouse, incl. co-habiting partner), child or any person in a relationship of domestic dependency Maximum of 5 working days in the case of a parent (incl. <u>step-parent</u>), brother, sister (incl. step/half), mother/father in law, grandparent/child, daughter/son in law, father/mother in law Maximum of 1 working day in the case of an aunt, uncle, niece, or nephew Maximum of 10 working days in the case of a stillbirth or prenatal death after 24 weeks of pregnancy 	Paid	Paid substitute	CL 78/2022
Career Break	Leave of absence for purpose of personal/professional development, further study, public representation.	Maximum duration of any one leave of absence on career break is 5 years. Overall maximum <u>in the course of a teaching career</u> is 10 years	Unpaid	RPT (fixed term) appointment	Chapter 7 CL 54/2019 Leave Schemes for Regist Info Note: TC /IN 007/2023
Carer's Leave	Leave to personally provide full-time care and attention for a person who is medically certified as <u>being in need of such care</u>	104 weeks in respect of one relevant person	Unpaid (may be entitled to Carer's Benefit from Dept of Social Protection) Teacher may engage in substitute teaching (but not in own teaching post) up to a max weekly limit of 18.5 hours and DSP weekly earnings limit.	Non-casual appointment	Chapter 6 CL 54/2019 Leave Schemes for Regist
Covid 19: Working/Leave Arrangements	Special Leave with Pay will be granted where an employee: <ul style="list-style-type: none"> Begins to display COVID-19 <u>symptoms</u> Receives a positive COVID-19 PCR/antigen <u>test</u> An employee who receives a positive antigen/PCR test result must provide the school with this record (screenshot of positive test result)	Special Leave with Pay for a maximum of <u>5 consecutive days</u> in any one instance. Sick Leave if an employee remains medically unfit after the 5-day <u>period</u>	Special leave with Pay for 5 consecutive days in any one instance.	Paid substitute	CL 38/2022 and amended by Info Note TC/IN 006 with Pay from 23 rd May 2023
Force Majeure Leave	Urgent family reasons owing to the illness/injury of a family member requiring the presence of the teacher at the place	3 days in any 12-month period or 5 days in a 36-month period.	Paid	Day 1 – S&S cover (CL 06/2014) Remaining days – paid	CL 17/99

Leave Summary for SNAs – available in HR section of ACCS website

Leave	Purpose	Maximum Period	Paid/unpaid	Cover type	Circular Letter
Assault Leave	Leave for SNAs due to physical assault in the course of an SNA's duties and during approved school activities	Maximum of 92 days (3 months) at full pay in a rolling 4-year period	Paid	Paid substitute	CL 62/2017
Adoptive Leave	Leave for one parent of adopting couple or a parent who is adopting alone for period of placement with adopted child	24 consecutive weeks from the date of placement with further option of additional 16 weeks unpaid leave	24 paid weeks, 16 unpaid	Paid substitute	CL 47/2023
Bereavement Leave	Available in the event of a bereavement involving a relative. Calculated based on working days, school closures included, public/bank holidays and weekends excluded	<ul style="list-style-type: none"> Maximum of 20 working days in the case of a spouse, incl. co-habiting partner), child or any person in a relationship of domestic dependency Maximum of 5 working days in the case of a parent (incl. <u>step-parent</u>), brother, sister (incl. <u>step/half</u>), mother/father in law, grandparent/child, daughter/son in law, father/mother in law Maximum of 1 working day in the case of an aunt, uncle, niece, or nephew Maximum of 10 working days in the case of a stillbirth or prenatal death after 24 weeks of pregnancy 	Paid	Paid substitute	CL 32/2010
Career Break	Leave of absence for purpose of personal/professional development, education, public representation childcare, self-employment	Maximum duration of any one leave of absence on career break is 5 years. Overall maximum in the course of an SNA's career is 10 years	Unpaid	Paid substitute	CL 22/2012 & CL 35/2019
Carer's Leave	Leave to personally provide full-time care and attention for a person who is medically certified as <u>being in need of such care</u>	104 weeks in respect of one relevant person	Unpaid (may be entitled to Carer's Benefit from Dept of Social Protection). SNA may engage in substitute work, (but not in own SNA post), other work outside SNA work, training, or education courses, up to a max weekly limit of 18.5 hours and DSP weekly earnings limit	Paid substitute	CL 33/2023
Examination Leave	Exam leave relevant to SNA duties	The days of the examination only	Paid	No paid substitute	CL 32/2010
Covid 19: Working/Leave Arrangements	<p>Special Leave with Pay will be granted where an employee:</p> <ul style="list-style-type: none"> Begins to display COVID-19 <u>symptoms</u> Receives a positive COVID-19 PCR/antigen <u>test</u> <p>An employee who receives a positive antigen/PCR test result must provide the school</p>	Special Leave with Pay for a maximum of 5 consecutive days in any one instance. Sick Leave if an employee remains medically unfit after the 5-day <u>period</u>	Special leave with Pay for 5 consecutive days in any one instance	Paid substitute	CL 38/2022

Absence Management & the Recording of Absences/Leave

All absences should be recorded on the **OLCS system**

DE Circular 54/2019:

All approved paid and unpaid leave, regardless of whether or not a substitute is employed, **must be recorded** in a timely manner on the **OLCS**, or where relevant, on the annual Change of Staff form, as failure to do so may lead to salary overpayments

CL 24/2013

‘A report on **all absences recorded on the OLCS** should be supplied to each staff member at intervals recommended by the Board of Management of the school but **at least one report should be produced in each school term**. Each staff member should sign the absence report and a copy to be retained in the school’

Have a system in place for recording of absences of all other staff (Clerical Officers, caretaker, cleaners etc) not recorded on the OLCS system

Health & Wellbeing - when is an independent medical assessment necessary?



On appointment:

Pre-employment Assessment

During employment:

Sick absence assessment

Return to teaching following an absence in excess of 2 years

Ill health Retirement

Critical Illness Provisions

Reasonable accommodation

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Sick Leave - Critical Illness and Temporary Rehabilitation Remuneration

Critical Illness

- A teacher/SNA may be granted a max of six months on full pay, followed by a max of six months on half pay, subject to a max of 12 months in a rolling four year period.
- Decision to grant rests with BOM following advice from Medmark.

Temporary Rehabilitation Remuneration (TRR)

- If sick leave is exhausted, a teacher/SNA with minimum of **five years' service** may be granted further leave with TRR (max of 18 months in case of an ordinary illness).

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Critical Illness Provisions (CIP)

Managerial Discretion Guidelines



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Employee Assistance & Wellbeing Programme (EAWP) – a range of wellbeing supports

What does The School Community Have Access To?

Employee Assistance Service (EAS)


- 24/7, 365, unlimited in-the-moment first contact clinical support.
- Up to 6 counselling sessions, where clinically appropriate.
- Access is via:
 - Free phonenumber: 1800411057
 - SMS: Text 'Hi' to 087 145 2056
 - WhatsApp: Text 'Hi' to 087 369 0010
 - Live Chat via online wellbeing platform & app
 - Request a call back via online wellbeing platform & app
 - Email: eap@spectrum.life

Online CBT

- Access to clinically-led online Cognitive Behavioural Therapy pathways, which increases access, drives engagement and accelerates recovery.

Wellbeing Together Online Platform

- A customised, digital platform delivering expert content on mental wellbeing, fitness and nutrition.
- Access to E-learning courses that educate, inform and empower various aspects of mental wellbeing.



spectrum.life Copyright of Spectrum Wellness LTD

Digital Wellbeing Studio
All Employees Have Complimentary Access To Digital Wellbeing through:

DigitalGym

Access to live and on demand fitness classes. All classes are delivered by experts who will demonstrate a safe and maintainable way to tackle fitness at home.

Employees will have access to:

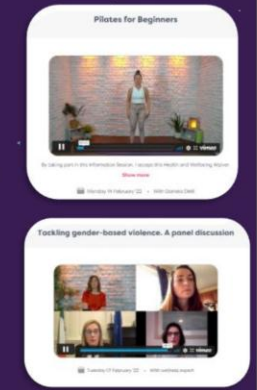
- Upwards of 20 classes per week.
- 30-45 minutes per class.
- Live Access and On Demand.
- Training programmes and plans.
- Recordings.

wellbeing studio

Four-part wellbeing series based on a seasonal and relevant topic. Each monthly wellbeing event will be presented by one of our health and wellbeing experts.

Included Monthly:

- 4 x live seminars with Q&A and polling.
- A new eLearning course on the topic to take part in one's own time.
- A range of guides to download.



spectrum.life Copyright of Spectrum Wellness LTD

Spectrum. Life

1. Counselling Service:

- Will assist in coping with personal and work-related issues
- Easy access to confidential counselling
- Six sessions of one-to-one counselling

Available to:

All school staff and family members (A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home)

2. A Wellbeing Portal and App is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. In addition, online cognitive behavioural therapy is also available to employees.

3. Digital gym

4. Spectrum. Life also provides a series of webinars and presentations to promote wellbeing in schools.

Recommended HR Policies & Procedures

Recruitment & Selection Policy

Career Break & Job-sharing Policy

Discipline & Grievance Policy

Health & Safety Policy

Dignity at Work

Parental Leave Policy

Absence Management Policy

Annual Leave Policy

Learning & Development Policy

Acceptable User Policy

Social Media Policy

Garda Vetting Policy

Protected Disclosure Policy

Data Protection Policy

Travel/Expense Policy

Dress Code

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The Board's role in HR policies and procedures

- Review, Update and Ratify
- **Communicate to all staff** (update to staff handbook, shared staff folder etc)
- Employees must be informed of policies on commencement of employment
- Policies must be accessible
- Provide Training (e.g. Promoting Dignity at Work)

Workplace Relations

Conflict is inevitable in the ordinary course of day to day management. If ignored or not properly dealt with, conflict can become damaging to the working environment + costly in terms of time and resources

Employment Related Policies & Procedures in Schools


- Professional Code of Conduct (Teaching Council)
- Dignity at Work for employees in c&c schools – bullying, harassment and sexual harassment
- Disciplinary Procedures (follow procedure relevant to category of staff – teachers, SNA, clerical officer, caretaker or cleaner)
- Grievance Procedures (follow procedure relevant to category of staff – teachers, SNA, clerical officer, caretaker or cleaner)
- Mediation – an option
- Data Protection Policy
- Health & Safety Policy, including the Right to Disconnect
- IT/Social Media Policy
- Protected Disclosure Policy & Procedures
- Parental Complaints Procedure

Copies available on ACCS website: ACCS Publications

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**ACCS, ASTI and TUI
Grievance Procedure for
teaching staff employed in
Community and Comprehensive
Schools**

2013

**ACCS/ASTI/TUI GRIEVANCE
PROCEDURE FOR TEACHING
STAFF IN C/C SCHOOLS**





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**ACCS, IMPACT and SIPTU Grievance,
Discipline and Dismissal Procedures**



Staff Category: Clerical Officer and/or
Caretaker and/or Cleaners
(hereafter called the employee) in a
Community and Comprehensive School

May 2006





**ACCS, IMPACT AND SIPTU
GRIEVANCE, DISCIPLINE AND
DISMISSAL PROCEDURES**

**Dignity at Work
Policy & Procedure**


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December 2018

**DIGNITY AT WORK POLICY
AND PROCEDURES**

[VIEW DOCUMENT](#)





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**ACCS, ASTI and TUI Code of Practice for
Processing Complaints made by
Parents/Guardians or Students (who
have reached the age of 18 years) against
a Teacher in Community and
Comprehensive Schools**

**ACCS, ASTI and TUI Code of Practice for
Dealing with Complaints of Sexual
Harassment of a Teacher by a Student in
Community and Comprehensive Schools**

ACCS has also agreed these Codes of
Practice with PACCS



March 2005

**COMPLAINTS MADE BY
PARENTS/GUARDIANS OR
STUDENTS AGAINST A
TEACHER**

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Department of
Education and Skills



Circular 0049/2018

To: The Managerial Authorities of Recognised Primary, Secondary, and
Community and Comprehensive Schools

Revised Procedures for Suspension and Dismissal of Teachers and Principals

Purpose of Circular:

The purpose of this Circular is to notify managerial authorities, Teachers and Principals of revised procedures in relation to professional competence issues and general disciplinary matters for Teachers and Principals.

- Procedures in respect of **Teachers** are at **Appendix 1**
- Procedures in respect of **Principals** are at **Appendix 2**

The procedures in this Circular supersede those set out in Circular 0060/2009 and Circular 0060/2009 is now withdrawn.

These procedures will apply to all professional competence issues and general disciplinary matters from the date of issue. Where a process regarding a professional competence or

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Sráid Maoilbhirde
Baile Átha Cliath 1



Department of Education and Skills
Marlborough Street
Dublin 1

AN ROINN
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AGUS SCILEANNA
DEPARTMENT
OF EDUCATION
AND SKILLS

Circular 0072/2011

To: The Managerial Authorities and Special Needs Assistants of recognised
Primary, Secondary, Community and Comprehensive Schools

**GRIEVANCE AND DISCIPLINARY PROCEDURES FOR SPECIAL NEEDS
ASSISTANTS IN RECOGNISED PRIMARY AND POST-PRIMARY
SCHOOLS**

The Minister for Education and Skills directs you to implement the attached grievance and disciplinary procedures for special needs assistants whose posts are funded by monies provided by the Oireachtas. The procedures are to be implemented by each employer with immediate effect and all special needs assistants must adhere to the terms of this circular.

The new procedures in relation to discipline will apply where a disciplinary procedure is invoked after the date of this circular regardless of when the issue which is the subject of the disciplinary procedures occurred. Where a disciplinary procedure has commenced prior to the date of the circular the disciplinary procedure already invoked shall continue to apply.

Please ensure that copies of this circular are provided to all members of the Board of Management and its contents are brought to the attention of all special needs assistants in your employment including those on leave of absence.

An Chomhairle
Mhúinteoireachta
The Teaching Council



Template for a Protected Disclosures Policy

Information about the Policy

Legal Basis for schools having a Protected Disclosures Policy:

- Protected Disclosures Act 2014 (PDA)
- The PDA places a requirement on every public body (encompasses schools) to establish and maintain procedures for the making of protected disclosures by workers who are, or were employed, by the public body and for dealing with such disclosures.

Key provisions in the PDA include:

- A prohibition on penalising workers who make protected disclosures and a wide definition of 'worker'
- A broad range of 'relevant wrongdoings'
- A 'stepped disclosure system' which encourages workers to report to employers in the first instance

**Code of Professional
Conduct for Teachers**

Updated 2nd Edition 2016



Selecting the Correct Policy & Procedure

The BOM is required to **comply with the law**

It must also **comply with:**

- Department of Education (DE) procedures and circulars
- Its own policies & procedures

Selecting the appropriate procedure is key

If policies are correctly and properly applied, they protect the BOM

- The Board is mainly involved in the later stage of the procedures
- Follow the relevant procedures

Appeal is crucial – **don't have someone who was involved in the hearing or at an earlier part of the process**

Key: Communication of Policies:

- Employees **must be aware of and familiar with the policies**, ensure **all employees have easy access** to hard and soft copies of the documents (school intranet, staff handbook, induction, staff meetings)
- Policies must be adhered to within the workplace
- Regular training

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If in doubt, seek advice from ACCS.
Mistakes can be costly and time consuming

Dignity at Work: eLearning training available for all staff

- Agreed Policy
- Make a copy available to all staff (handbook, staff section of website)
- Ensure Contact Person(s) appointed. Check who is/are Contact Person(s). Inform staff – name(s) on Staff Noticeboard

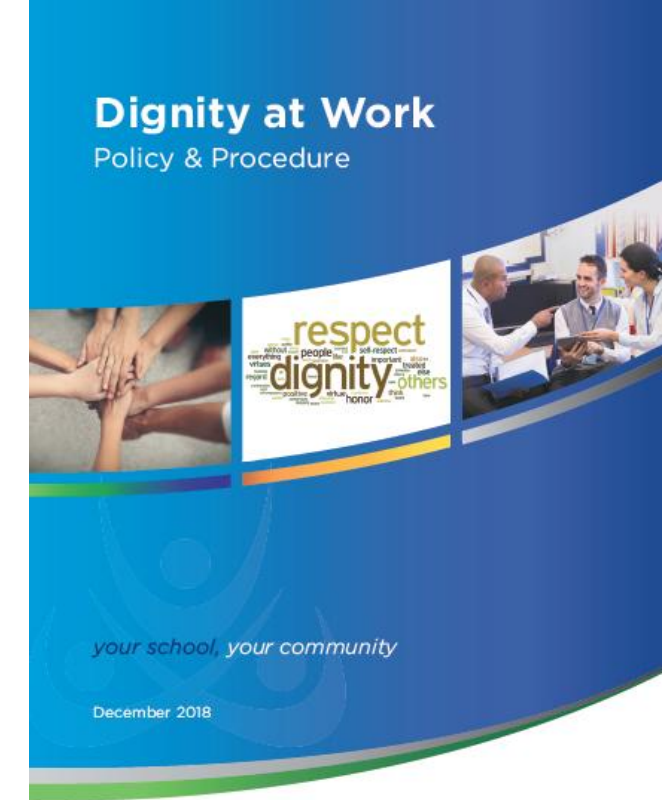
Reminder:

- ACCS Training
 - eLearning course for all employees
 - eLearning course for Contact Persons
 - eLearning course for Designated Person (i.e. Deputy Principal)

Available and distributed to all C&C schools in September 2022

- Certified

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Learning & Development



A structured programme in place for all staff

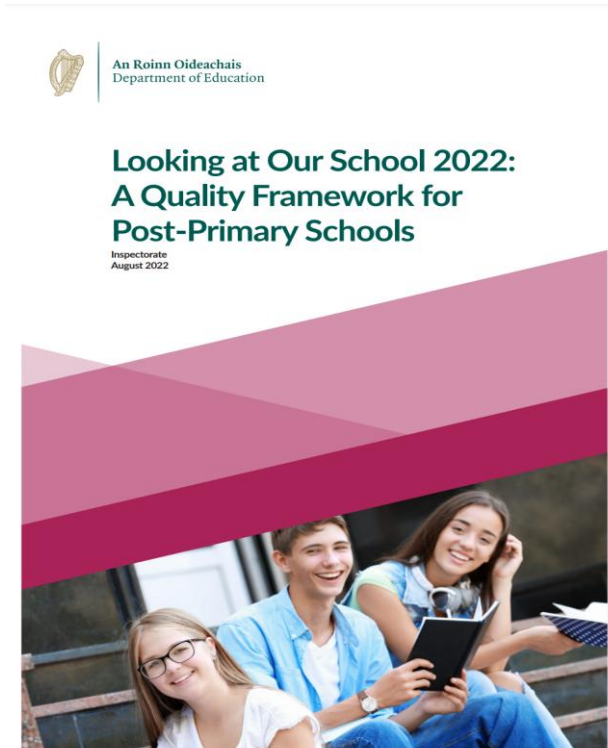


Review of Plan on an annual basis covering all staff, priorities, schedule and overall costs.



Systems in place to record each employee's learning & development and training.

Leadership & Management



Leadership - responsibility to develop a school wide shared understanding

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Circular Letter 0003/2018

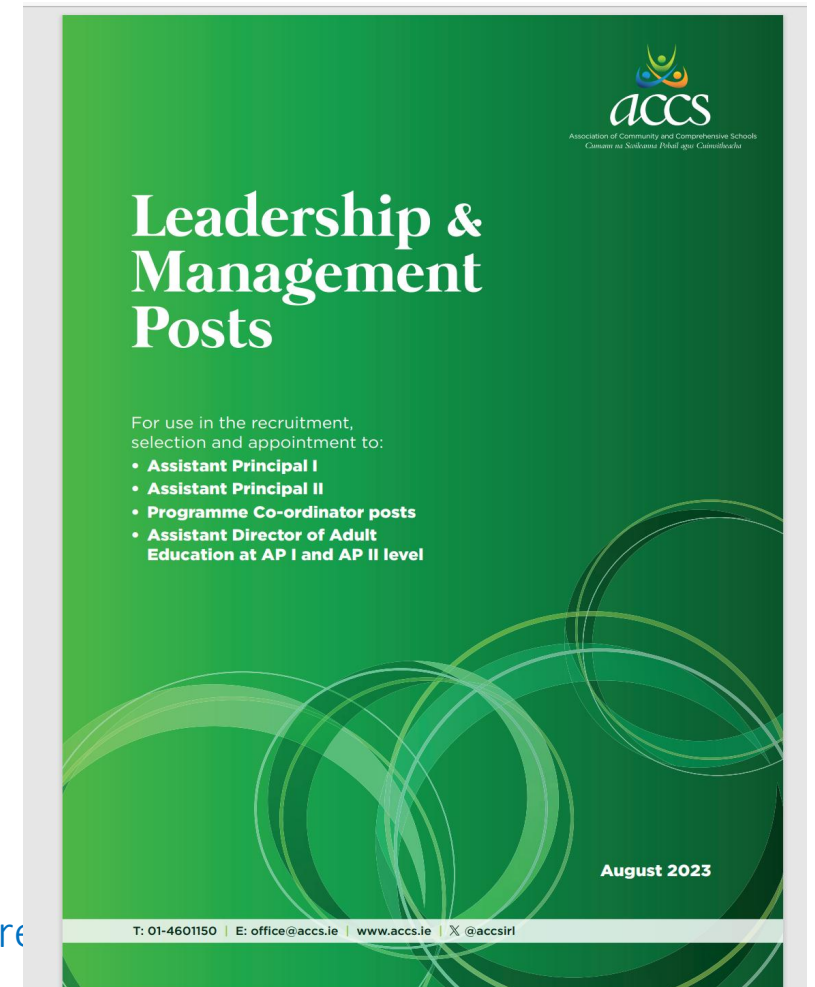
To: The Managerial Authorities
of
Recognised Secondary, Community and Comprehensive Schools
and
The Chief Executives of Education and Training Boards

LEADERSHIP AND MANAGEMENT IN POST-PRIMARY SCHOOLS

High quality leadership is crucial in establishing a shared purpose and vision for a school and to the achievement of high quality educational outcomes for students. The primary purpose of school leadership and management is to create and sustain an environment that underpins high quality in student care, learning and teaching.

This circular, in the context of commencement of the restoration of posts, sets out a leadership and management framework for posts in recognised post-primary schools. This circular supersedes all previous circulars, memoranda, rules and regulations in relation to posts of responsibility at Assistant Principal level (including Special Duties Teachers) and Programme Co-ordinator posts and is to be implemented by each employer with immediate effect.

Posts of responsibility in relation to Self-Financing Part-Time Adult Education programmes are provided in accordance with Circulars 46/00 and 16/05.



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Identification of Leadership & Management Needs & Priorities of the School

- A review process shall occur **at least once every two years**
- The review process should be **completed within 6 – 8 weeks & will inform:**
 - I. *the leadership & management needs & priorities of the school*
 - II. *the roles & responsibilities which need to be performed for the effective leadership & management of the school*
- The determination of the leadership & management needs & priorities of the school should, in so far as possible, be achieved by consensus between the Board of Management and the teaching staff
- However, if, following consultation, consensus is not possible, final decisions in the matter rest with the Board of Management

The Board's role:



Needs & Priorities of the school

The determination of the leadership & management needs & priorities of the school should, in so far as possible, be achieved by consensus between the Board of Management and the teaching staff

Oversight:

Reporting & Review

All post holders are accountable to the BOM for the fulfilment of their roles and responsibilities and how their work contributes to the pedagogic and organisational advancement of the school

Each post holder is required to undertake an Annual Review with the Principal/Deputy Principal.

The Principal's Annual Report to the Board on Leadership & Management in the school will include the post holder's annual Report

See:

- **Appendix 3 of CL 03/2018:** : Annual Report to Inform Review
- *ACCS Guide: Appendices*

Board of Management as the Employer



The Board must maintain **confidentiality** about HR issues

Ethos, vision & values

Effective communications & relationships

Leadership & HR Oversight

Workforce Planning and Staffing

Training & Development

Policies & Procedures in line with legislation & best practice

Staff Health & Wellbeing

HR is about human relations and human care



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