



**Circular 0016/2019**

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

**Home School Community Liaison Scheme:  
Assignment of Home School Community Liaison Coordinators  
within DEIS schools**

**1. Purpose of this Circular**

The purpose of this Circular is to notify managerial authorities, teachers and Principals of the procedures regarding the assignment of Home School Community Liaison Coordinators within DEIS schools (Urban Band 1 and 2 and Post Primary).

The procedures are to be implemented by each Employer with effect from 21st February 2019. All eligible teachers must adhere to the terms of this Circular.

The procedures in this Circular supersede those set out in Circular 0058/2013 and Circular 0058/2013 is now withdrawn.

**2. Dissemination of this Circular**

Please ensure that a copy of this Circular is provided to all members of the Board of Management/Education and Training Board. The Circular should also be brought to the attention of all teachers in your employment including those on leave of absence.

This Circular, the "Information Booklet for DEIS Schools participating in the Home School Community Liaison Scheme" and other guidance on the scheme (including Irish versions) can be accessed on the Department's website under [www.education.ie](http://www.education.ie).

### **3. Compliance**

The allocation of Home School Community Liaison posts to DEIS schools and the retention of these posts is contingent on schools complying with the contents of this Circular.

In this regard, schools are reminded that in order to participate in DEIS, schools should take all necessary steps to use resources that may be allocated under DEIS in accordance with the key provisions, requirements and aims of the school's Action Plan for Improvement.

Schools participating in DEIS should also undertake to abide by any further conditions that the Department of Education and Skills may put in place from time to time with regard to DEIS or any other measure under the school's Action Plan for Improvement.

**Mary Cregg**  
**Principal Officer**  
**Social Inclusion Unit**

**21<sup>st</sup> Feb 2019**

## **Definitions**

For the purposes of this Circular the following terms shall have the meanings assigned to them here unless the context indicates otherwise:

**HSCL** – Home School Community Liaison

**DEIS** – Delivering Equality of Opportunity in Schools

**BOM** – Board of Management

**ETB** – Education and Training Board

**Parent** – in this document the term ‘parent’ also denotes ‘guardian’

**Employer** – an Education and Training Board in the case of vocational schools/community colleges, community national schools and a Board of Management (BOM)/Manager in the case of primary schools (excluding community national schools), voluntary secondary, community and comprehensive schools. The Education and Training Board or Board of Management/Manager may delegate as appropriate, responsibility for matters set out in this Circular

**School Year** – the school year as defined by the Minister for Education and Skills from time to time currently beginning on 1<sup>st</sup> September and ending on 31<sup>st</sup> August in each year

**The Department** – the Department of Education and Skills

**Tusla** - The Child and Family Agency established on the 1st January 2014. It is the dedicated State agency, responsible for improving wellbeing and outcomes for children. Operational leadership and management of HSCL rests with the Educational Welfare Services (EWS) within Tusla

**EWS** – Educational Welfare Services

**Note:** With the integration of DEIS school support services (HSCL and School Completion programme) within Educational Welfare Services (EWS), the function of the previously titled HSCL Regional Co-ordinators now resides with the integrated Senior Management Team of EWS. For convenience, reference to members of this team throughout this circular will be as follows: Tusla EWS Integrated Services Manager.

## **Introduction**

The purpose of this Circular is:

- To inform all DEIS Urban Primary and DEIS Post Primary school management and staff of the process for assigning teachers as HSCL Coordinators.
- To inform all DEIS Urban Primary and DEIS Post Primary school management and staff of the HSCL management and reporting arrangements in DEIS schools.
- To outline the attributes required for the HSCL post.
- To outline the job description/role of the HSCL Coordinator.

## **Contents of Circular**

**This Circular is structured as follows and contains the following information:**

<b>Section One:</b>	<b>HSCL Coordinator posts in DEIS Schools</b>
<b>Section Two:</b>	<b>Assignment Process for the HSCL Coordinator</b>
<b>Section Three:</b>	<b>Conditions of Service for the HSCL Coordinator post</b>
<b>Section Four:</b>	<b>Assignment to the HSCL Coordinator post</b>
<b>Section Five:</b>	<b>HSCL - Management and Reporting Arrangements in DEIS Schools</b>
<b>Section Six:</b>	<b>Guidelines on the use of the HSCL Grant</b>
<b>Appendix A:</b>	<b>Sample Advertisement for the post of HSCL Coordinator</b>
<b>Appendix B:</b>	<b>Contact Details</b>
<b>Appendix C:</b>	<b>Sample Letter of Assignment for the HSCL Coordinator post</b>
<b>Appendix D:</b>	<b>Assignment Form for the HSCL Coordinator post</b>
<b>Appendix E:</b>	<b>Attributes of the HSCL Coordinator</b>
<b>Appendix F:</b>	<b>Job Description/Role of the HSCL Coordinator</b>
<b>Appendix G:</b>	<b>Frequently Asked Questions</b>

## Section One

### HSCL Coordinator posts in DEIS Schools

#### 1. HSCL Allocation to schools

Delivering Equality of Opportunity in Schools (DEIS) is the Department of Education and Skills' main policy initiative to tackle educational disadvantage, using a dynamic and databased model of identifying levels of disadvantage within school populations to ensure that the level of resource allocated to schools closely aligns with the level of identified need. The DEIS Plan 2017 sets out the Department of Education and Skills' vision for future intervention in the critical area of social inclusion in education policy.

HSCL Coordinator posts are full-time posts allocated to DEIS (urban primary and post primary) schools. Some HSCL posts are allocated on a shared basis between DEIS schools (in cluster groups) and can be shared across the two sectors: primary and post primary level.

The person appointed to the HSCL role must be an existing member of the teaching staff in the school/one of the schools in the cluster. The HSCL duties must be undertaken on a fulltime basis only and cannot be combined with other teaching roles. This is to avoid any potential conflict of interest (which could arise) between the roles of teacher and HSCL Coordinator in relation to the student.

The HSCL role also requires the flexibility to undertake the range of duties required of the post, without the restriction of teaching/class.

#### 2. Base School for the HSCL post

The base school for the HSCL Coordinator post is automatically deemed to be the base school in which the successful applicant is currently teaching. Therefore, the base school or regional ETB (where relevant) is considered the Employer of the HSCL Coordinator.

#### 3. Duration of Assignment to the HSCL Coordinator post

A teacher shall be assigned to the post of HSCL Coordinator for **a maximum of 5 years to be completed on the 31<sup>st</sup> August of the fifth year. All assignments are subject to the HSCL allocation to the school(s), by the Department.**

It is a requirement that the HSCL Coordinator post be opened to application to eligible staff in the school(s) every 5 years.

HSCL posts are opened to application in order to provide eligible staff members with the opportunity to gain greater insight into educational disadvantage. Working as a HSCL provides teaching staff with an understanding of the background, family and community life

of the children they teach. HSCL Coordinators returning to a teaching position bring this experience to their teaching role.

Whilst serving in the role of HSCL, all HSCL Coordinators continue to avail of appropriate incareer development and training, to facilitate their readiness to resume teaching duties.

The cluster of schools served by the HSCL Coordinator and the HSCL allocation to schools may be subject to change by the Department during the period of this assignment.

**Having served the maximum period of 5 years allowed in the post, the existing HSCL Coordinator may not re-apply immediately for the HSCL Coordinator position. A HSCL Coordinator must vacate the HSCL position for a minimum period of 3 years before he/she is eligible to re-apply for the HSCL post.**

#### **4. Appointment of a Replacement Teacher**

A teacher assigned to the post of HSCL Coordinator, may be replaced by the base school in accordance with current rules for teacher recruitment. He/she shall be offered a specified purpose (fixed-term) contract.

For information relating to Contract of Indefinite Duration (CID) entitlements see Circular 0023/2015 and Circular 24/2015.

## Section Two

### Assignment Process for the HSCL Coordinator

#### 1. Eligibility Requirements

Applicants for the position of Home School Community Liaison Coordinator must:

- a. be a member of the teaching staff of the school(s) in the HSCL cluster
- b. have a minimum of **two years** teaching service recognised by the Department/ETB for incremental credit purposes
- c. be registered with the Teaching Council under Route 1 (Primary) or Route 2 (Postprimary) of the “Teaching Council (Registration) Regulations 2016” booklet
- d. have satisfied all conditions of that registration as per Section 31 of the Teaching Council Act 2001<sup>1</sup>.

A substitute teacher is not eligible to apply.

All permanent, fixed-term, full-time, part-time and job sharing fully registered teachers in the school(s) are eligible to apply for the post of HSCL Coordinator regardless of employment status. The Protection of Employees (Fixed-Term Work) Act 2003 and the Protection of Employees (Part-Time Work) Act 2001 refers. **Please note that the HSCL position is a fulltime position only.**

Cognisant of the critical role of the Principal and Deputy Principal in the overall management of a school;

- (i) a Principal shall not undertake the duties of a HSCL Coordinator and is not eligible to apply for the HSCL post.
- (ii) a Deputy Principal may undertake the duties of a HSCL Coordinator provided s/he temporarily relinquishes his/her post of responsibility allowance and an acting post holder may be appointed.

An Assistant Principal I and Assistant Principal II may apply for the post of HSCL whether shared or otherwise. However, before making such assignments, the Employer must be satisfied that, in addition to fully undertaking the HSCL post, the HSCL Coordinator can competently and efficiently discharge the post of responsibility roles and responsibilities. The employer must also be satisfied that the nature of the post of responsibility will not impinge on the ability of the HSCL Coordinator to build positive relationships with parents. The teacher

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<sup>1</sup> The registration of teachers is governed by Section 31 of the Teaching Council Acts 2001-2015. The Council registers teachers under the **Teaching Council [Registration] Regulations 2016** and **The Teaching Council [Registration] (Amendment) Regulations 2016**.

must be required to confirm his/her agreement to this in the manner set out in the Letter of Assignment (See Sample Letter of Assignment at Appendix C).

***In the case of all applicants, the BOM/ETB of each school involved in a cluster must ensure that an applicant from their respective school satisfies the eligibility criteria before he/she is permitted to progress to interview stage.***

## **2. Advertisement of the HSCL Post**

**The post of HSCL Coordinator must always be advertised internally in all schools in the cluster as the HSCL Coordinator is appointed from the staff of the school(s) in the HSCL cluster (see Appendix A).**

Where two or more schools share a HSCL Coordinator post, the Principals and BOM/ETB of each school in the cluster should agree in advance the initiation of the assignment process as outlined in this circular.

Notice of any vacant post shall be posted in a prominent position on the staff notice board(s) within the school(s). The notice shall specify the closing date for receipt of applications which should not be earlier than 10 school days after the initial date of posting of the notice in the school. The notice should remain on the notice board until the closing date for applications has passed.

Members of staff on approved paid or unpaid leave of absence or on secondment, are eligible to apply and, therefore, a copy of the advertisement for the vacant post shall be sent directly to the designated contact addresses or email addresses of such teachers.

The notice shall state:

- the latest date for receipt of letter of application. This date shall not be earlier than ten school days from the last date of the posting of the notice. The period of ten school days includes the last day of the posting of the notice.
- the roles and responsibilities attaching to the post (as contained in Appendix F of this Circular).
- a Curriculum Vitae should be submitted.
- whether reports or other documentary information are required.

No details should be requested that might be construed as being discriminatory on any of the grounds prohibited by the Employment Equality Acts 1998-2015 (i.e. gender, civil status, family status, sexual orientation, religious belief, age, race, disability or membership of the Traveller community).

Where no teacher(s) in the school(s) applies for the post or where there is a difficulty in attracting a staff member to the position, the school should immediately contact and enlist the support of the relevant Tusla EWS Integrated Services Manager, to facilitate and inform staff development on the issue, offer clarification, address concerns etc (see Appendix B for contact details).



### **3. The Selection Process**

An interview for the post must be held even in the case of there being only one applicant. An interview board must be constituted for this purpose. As with any teaching assignment, relevant Department Circulars in terms of recruitment/redeployment should be observed in the assignment of a HSCL Coordinator. Where the HSCL post is shared, the schools must agree on the recruitment process in accordance with the circular.

The eligibility of the applicant to apply for the post must be confirmed by their school in advance of the interview process.

Under no circumstances should a teacher be assigned to the HSCL role on a temporary basis pending the completion of the interview process for the filling of the HSCL Coordinator post.

### **4. Selection Board**

While it is desirable that all schools in the clusters are represented on the interview board, it is advisable not to have more than three people.

Where the HSCL post is shared, the interview board should endeavour to have representation from each school involved in the cluster (i.e. primary, secondary, ETB, community & comprehensive), where appropriate. The make-up of the interview board shall be agreed by the BOM/ETB of all schools in the cluster.

The interview board should reflect gender representation in so far as possible.

It is suggested that the interview board could be comprised of a selection from:

- Chairperson/s of Boards of Management/ETB Representative as appropriate
- Principal/s from relevant school/s
- Other appropriately experienced and knowledgeable individuals.

In advance of the interview process, criteria for assessment, having regard to the appropriate legislation and the requirements of the post of HSCL Coordinator, must be established by the interview board and recorded in writing. Applicants should be notified of the criteria in advance of the interview by someone who is not a member of the interview board.

### ***General functions of the Interview Board***

The interview board:

- Conducts the interviews.
- Must ensure that all questions shall relate to the requirements of the post. No questions shall be asked nor information sought in any form from a candidate which might be construed as being discriminatory.
- Must adhere to the provisions of the Employment Equality Acts 1998-2015 and Section 42 of the Irish Human Rights and Equality Commission Act 2014.
- Must not give consideration or weighting to the sector or school in which the candidate is teaching.

## **5. Outcome of the interview process and notification to candidates**

As soon as possible, once the recruitment process is complete, the successful candidate should be notified of his/her assignment and unsuccessful candidates notified accordingly.

The Social Inclusion Unit of the Department of Education and Skills must be notified immediately by the employer (BOM/ETB) or in the case of a shared HSCL post, by the employer of the base school, of the assignment of a HSCL Coordinator by completing the HSCL Assignment Form at Appendix D.

## **Section Three**

### **Conditions of Service for the HSCL Coordinator post**

#### **1. Full-time Teachers taking up the HSCL Coordinator post**

Notwithstanding the requirement for flexibility within HSCL, the teacher (with the exception of a Deputy Principal) assigned to the HSCL post will retain their conditions of service in the base school, e.g., the conditions of his/her substantive post in the case of a permanent teacher and the fixed-term contract, in the case of a temporary teacher.

He/she remains employed under his/her original contract of employment with an individual Board of Management/ETB for the duration of his/her duties as a HSCL Coordinator.

The only term or condition of his/her employment that changes on assignment to the HSCL Coordinator role is the nature of his/her duties which are now those of the HSCL Coordinator as set out in Appendix F of this Circular.

## **2. Teachers, not currently working in a full-time capacity, taking up the HSCL Coordinator post**

In the case of teachers who are not currently working in a full-time capacity, the following changes occur for the duration of the assignment to the HSCL Coordinator post:

- full-time HSCL duties must be undertaken
- The nature of his/her duties change to those of the HSCL Coordinator post as set out in Appendix F of this Circular.

## **3. Eligibility to apply for a post of responsibility in the base school while working as a HSCL Coordinator**

A HSCL Coordinator is eligible to be appointed to or continue to hold an Assistant Principal I or an Assistant Principal II post in their school, subject to written confirmation from the employer and the teacher that he/she is satisfied that the roles and responsibilities of the post can be fully discharged.

A HSCL Coordinator is eligible to be appointed to the post of Deputy Principal, but he/she will be required to relinquish the Deputy Principal post (and associated allowance) temporarily, while in the post of HSCL Coordinator or resign from HSCL duties and take up the Deputy Principal post. Where a Deputy Principal relinquishes his/her post temporarily, an Acting Deputy Principal may be appointed in accordance with the relevant Department Circulars (see [www.education.ie](http://www.education.ie)).

## **Section Four**

### **Assignment to the HSCL Coordinator post**

#### **1. Letter of Assignment**

Before taking up the role of HSCL Coordinator, a Letter of Assignment should be issued to the HSCL Coordinator by the Employer (BOM/ETB) (i.e. base school).

**The Letter of Assignment which should be signed by the Chairperson of the BOM/Chief Executive of the ETB, should include an Acceptance Slip, which must be signed and dated by the HSCL Coordinator. It is a requirement that the signed Acceptance Slip is returned to the BOM/ETB before assignment to the HSCL Coordinator post.**

A copy of the Letter of Assignment and signed Acceptance Slip should be retained with school records and a copy issued to the HSCL Coordinator. A sample Letter of Assignment is included at Appendix C.

The Letter of Assignment should include the following:

- a) confirmation that the assignment to HSCL duties is for a period of a maximum of 5 years only

- b) confirmation that on the expiration of the HSCL assignment, the assigned teacher may, where warranted, return to teaching duties within the school/ETB Region (where relevant) in which he/she was employed, or may have entitlements under re-deployment panels
- c) confirmation that the HSCL Coordinator post is subject to the HSCL allocation to schools by the Department
- d) role of the HSCL Coordinator (Appendix F).

**NOTE:-** The relevant Tusla EWS Integrated Services Manager or the Department's Inspectorate may request to see a copy of the Letter of Assignment.

## Section Five

### HSCL – Management and Reporting Arrangements in DEIS Schools

The arrangements described below should be clearly understood by the parties concerned.

**Day to day management:** The BOM/ETB of the base school, being the Employer, has primary responsibility for application of the terms and conditions of the HSCL Coordinator post. The BOM/ETB may delegate the day to day management and direction of the work of the HSCL Coordinator to the Principal of the base school.

Where a HSCL Coordinator post is shared, it is the responsibility of the BOM(s)/ETB(s) of the schools to come to an arrangement regarding the sharing of the HSCL post. If schools encounter difficulties coming to an agreed arrangement, they should contact their relevant Tusla EWS Integrated Services Manager.

The BOM/ETB of the base school has the primary responsibility for the assignment, however, the HSCL Coordinator should maintain a close working relationship with the Principal/BOM/ETB of the school(s) in the cluster relating to HSCL and in their involvement in the implementation of the school(s) Action Plan(s) for Improvement.

**Accountability:** The BOM/ETB in each school is accountable for the HSCL work carried out in their school. Where the post is shared, the Principal(s) of the relevant school(s) coordinates the day to day work of the HSCL Coordinator during the time allocated to their school.

**Regional/National:** It is acknowledged that the formal reporting relationship for the HSCL Coordinator is with his/her Principal and BOM/ETB.

Tusla EWS have the mandated responsibility for the management, development and direction of the HSCL Scheme (and of the School Completion Programme), in line with Department policy. In that context, the professional relationship between local HSCL Coordinators and the relevant Tusla EWS Integrated Services Manager is very important. The EWS Integrated Services Manager mentors, guides and advises schools and HSCL clusters in their work.

Contact details for the relevant Tusla EWS Integrated Services Managers are available at Appendix B.

The Social Inclusion Unit of the Department has responsibility for the national allocation of HSCL Coordinator posts and the allocation of DEIS funding. Each school is accountable to the Department in this regard.

## Section Six

### Guidelines on the use of the Home School Community Liaison (HSCL) Grant

The HSCL portion of the annual DEIS Grant is allocated to provide targeted supports, through the development of collaboration and partnership between the parents and teachers of children, who are at risk of educational disadvantage and early school leaving.

It is a requirement that a minimum of **10%** of the annual DEIS Grant to each school be made available to the HSCL Coordinator for use on HSCL activities. If 10% of the DEIS Grant is not sufficient, the school should use its discretion as to the appropriate amount of funding from the DEIS Grant that should be provided to operate the HSCL service.

Schools must be conscious of securing value for money, in relation to significant purchases of equipment eg. laptops and/or printers. With this in mind, the allocated 10% of the DEIS Grant may only be spent on activities/resources which are directly linked to **parental involvement**, outlined in the school's Action Plan for Improvement and HSCL annual plan.

The HSCL spend must be monitored and directed appropriately and proportionately and utilised to obtain the outcomes as identified in the school's Action Plan for Improvement, which should be reviewed on a regular basis.

The HSCL Grant may be used:-

- To establish and maintain a parents' room, excluding capital expenditure
- To purchase appropriate resources for HSCL activities, in line with the school's Action Plan for Improvement and approved by the school Principal.
- To pay travel expenses to the HSCL Coordinator incurred in the discharge of duties (home visitation, attendance at cluster meetings, Continuous Professional Development (CPD)). National CPD for Coordinators is centrally funded by the Tusla EWS and the Department of Children and Youth Affairs (DCYA). Schools contribute to CPD by covering travel expenses from the school's DEIS grant (*See Department of Finance Circular 05/2017 and Department of Education and Skills Circular 0036/2017 for appropriate rates*).

Claims in respect of subsistence are not allowed.

The advice of the relevant Tusla EWS Integrated Services Manager should be obtained if further guidance is required on HSCL expenditure.

In accordance with Section 18 of the Education Act 1998 the Department requests that schools, other than ETB schools (who are legislated for by the ETB Act 2013), continue to keep record of all activities undertaken, materials and resources purchased with grants. **Accounts of income and**

**expenditure should be retained in the school and be made available, if required, to officers of the Department and/or the Office of the Comptroller and Auditor General.**

In accordance with Section 51 of the ETB Act 2013 the Department requests that ETB's accounts of income and expenditure should be retained and made available from time to time to officers of the Department.

### **Financial support to schools as an alternative to services of HSCL Coordinator post**

If it is not possible for a school to avail of a HSCL Coordinator post due to its geographic location and distance from other DEIS schools, an approved level of financial support issues to the school on an annual basis for the purpose of supporting HSCL activities. Schools may utilise this grant to employ/assign a part-time HSCL Coordinator. This role may not be undertaken by an existing classroom teacher in the school.

## Appendix A

### Sample Advertisement for the post of HSCL Coordinator



**Seirbhís Tacaíochta  
Oideachais Tusla**  
Tusla Education Support Service

**Date of Notice:**

**Applications are sought for assignment to Home School Community Liaison Coordinator on a shared basis to the following schools (if applicable):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**With effect from:** \_\_\_\_\_

**Letter of Application including Curriculum Vitae shall be forwarded to:**

\_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**NB:** The BOM/ETB accepts applications by e-mail or hard copy. (should be hard copy or e-mail, not both).

Closing date for applications is **5pm on** \_\_\_\_\_

The following relevant documentation is available on the Department's website:

- Department of Education and Skills Circular 0016/2019 "**Assignment of HSCL Coordinators within DEIS schools**"
- Job Description/Role of HSCL Coordinator (Included in Circular 0016/2019)
- "**Information Booklet for DEIS schools participating in the HSCL Scheme**"

Signed \_\_\_\_\_



## Appendix B

### Contact Details

#### Social Inclusion Unit

Department of Education and Skills

Cornamaddy

Athlone

Co. Westmeath

**Responsibility for: Administration and allocation of HSCL posts and DEIS grants to schools**

Phone: 090 6484152/6483772

E-mail: [social\\_inclusion@education.gov.ie](mailto:social_inclusion@education.gov.ie)

#### Tusla EWS Integrated Services Managers

Manager	Email	Phone
David Dineen	<a href="mailto:David.dineen@tusla.ie">David.dineen@tusla.ie</a>	087-6899521
Niall Rabbitt	<a href="mailto:Niall.rabbitt@tusla.ie">Niall.rabbitt@tusla.ie</a>	087-1445308
Anne-Marie McGovern	<a href="mailto:annemarie.mcgovern@tusla.ie">annemarie.mcgovern@tusla.ie</a>	087-9581991
Kate Breen	<a href="mailto:Kate.breen@tusla.ie">Kate.breen@tusla.ie</a>	087-4077338
Con Moynihan	<a href="mailto:Con.moynihan@tusla.ie">Con.moynihan@tusla.ie</a>	087-9085629

#### Dublin West Education Centre (HSCL Administration Office)

Old Blessington Road

Tallaght Village

Dublin 24

**Contact Person: Yvonne Fitzgibbon, Acting HSCL Administrator**

Phone: 087 9607103

E-mail: [yfitzgibbon@dwec.ie](mailto:yfitzgibbon@dwec.ie)

## Appendix C

### Sample Letter of Assignment for the HSCL Coordinator post (can be adapted to school's requirements)

Teacher Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

Dear \_\_\_\_\_,

The BOM/ETB agrees to assign you as a HSCL Coordinator for a period of a maximum of 5 years, to undertake full-time duties in the role of HSCL Coordinator based in the above named school from the \_\_\_\_\_ day of \_\_\_\_\_ (month) 201X to the \_\_\_\_\_ day of \_\_\_\_\_ (month) 201X.

You shall perform your duties and responsibilities in accordance with, the contents of the Department's Circular 0016/2019– "**Assignment of HSCL Coordinators within DEIS schools**", the policies of the BOM/ETB and the Rules for National Schools.

The cluster of schools that will be served by you in your role as HSCL Coordinator are as follows:-

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These schools served by you may be subject to change by the Department during the period of this assignment.

*The terms and conditions of your employment remain as they are except in relation to the nature of the duties to be performed by you as HSCL Coordinator (See Appendix F).*

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The BOM/ETB of the base school has the primary responsibility for this assignment, including its day to day management. However, where the HSCL Coordinator post is shared, you also have a close working relationship with the Principal/BOM/ETB of the other school(s) in the cluster relating to HSCL and in their involvement in the implementation of the school(s) Action Plan(s) for Improvement.

The BOM/ETB reserves the right to terminate your assignment as HSCL Coordinator, for misconduct or any other sufficient reasons, in accordance with the agreed procedures, if applicable. In the event of termination and subject to relevant statutory provisions, you shall not be entitled to return to any remuneration or compensation except in respect of remuneration due for work performed prior to termination.

Your assignment as HSCL Coordinator, may be terminated:-

- If the HSCL allocation to schools is changed by the Department
- If a post is suppressed in the school and you are the most junior teacher in the school.

In such a case, (unless terminated or disciplined, pursuant to such details mentioned above) you may choose to revert to your substantive teaching post or be subject to redeployment arrangements in place, where applicable.

If you are serving in an Assistant Principal I or Assistant Principal II post, these roles and responsibilities must be discharged competently and efficiently while in the HSCL post.

SIGNED on behalf of the Employer/BOM/ETB of the School:

\_\_\_\_\_ Date: \_\_\_\_\_

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**ACCEPTANCE SLIP**

Having read and noted the contents of the Letter of Assignment dated \_\_\_\_\_ and the contents of Circular 0016/2019 "Assignment of HSCL Coordinators within DEIS Schools", I \_\_\_\_\_ (name of HSCL Coordinator) agree to the terms of the HSCL Assignment.

SIGNED BY THE HSCL COORDINATOR

DATE:

\_\_\_\_\_

\_\_\_\_\_

Name of Base School:

Roll No. of Base School

\_\_\_\_\_

\_\_\_\_\_

**Data Protection Privacy Statement**

The main purpose for which the personal data provided by you is for the assignment of the HSCL Coordinator post.  
**School needs to insert Privacy Statement here**



## Appendix D

### ASSIGNMENT FORM FOR THE HSCL COORDINATOR POST

Name and Address of Base School	Roll No. of Base School	Where HSCL post is shared between a cluster of schools, please list names of other schools below

Name of Newly Assigned HSCL Coordinator (Please state surname linked to Revenue records).	Please tick and initial box below confirming that "candidate has all eligibility requirements" as per page 7 of Circular 0016/2019	Duration of Assignment i.e. date assigned to the HSCL post until end of assignment date	Name of HSCL Coordinator that is being replaced	Where the new HSCL appointment is to cover sick/maternity leave etc., please provide details here

		Date assigned: <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Date/Month/Year</b></p> <p>From:     /     /</p> <p>To:       /     /</p> </div>		
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**Note: A teacher may only be assigned to the post of HSCL Coordinator for a maximum period of 5 years only. I, the undersigned, confirm that the above named assignee meets the requirements of the HSCL Coordinator post:**

**Signature of School Principal (Base School): \_\_\_\_\_ Date: \_\_\_\_\_**

Data Protection Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to allocate and manage the HSCL Scheme. The personal data provided may be exchanged with Tusla Education Welfare Service.

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

Original Completed Form (by Base School) should be forwarded, prior to the HSCL Coordinator assignment date to: - **Social Inclusion Unit, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath.**



## Appendix E

### Attributes of the HSCL Coordinator

*“Among the salient characteristics of partnership are a shared sense of purpose; goal definition; communication; structures that are human and caring; task orientation; solidarity; joint accountability; empowerment; and transformation. These qualities, working in sequence or in tandem, can initiate change and growth, leading to an empowerment of groups and communities. This in turn facilitates transformation, which is the central tenet of partnership.”*

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HSCL Coordinators shall:

- √ Have a commitment to supporting parents to enable children to develop to their full potential.
- √ Have a commitment to parents developing their potential as the primary educators of their children.
- √ Have the ability and willingness to forge positive professional relationships with parents, pupils, Principal(s), staff and relevant stakeholders, in order to make a positive difference to a child's experience of school.
- √ Remain up to date with evidence-based research on what works, in a given context, to help children attend, participate in learning and be retained in the system.
- √ Have the ability to understand the needs of, and difficulties faced by marginalised families and communities and be able to put plans in place to respond to those needs.
- √ Have the ability to work in an interagency and inter-disciplinary way.
- √ Have the ability to monitor the impact of the interventions put in place to support parents and children and to demonstrate improved outcomes.
- √ Have the ability to lead and build staff capacity.

## Appendix F

### Job Description/Role of the HSCL Coordinator

The HSCL Coordinator shall:

- Encourage, support and facilitate partnership between parents and teachers to enhance the education of children.
- Spend a minimum of one third of their time on visiting the homes of pupils in order to:
  - Build bonds of trust between home and school.
  - Encourage parents to become involved in their child's education.
  - Bring information about the school and about services available in the community.
  - Seek out potential parent leaders, who are willing to participate in the HSCL Scheme's activities and to be a resource to other parents.
  - Monitor the effectiveness of interventions, which have been put in place.
- Work with staff to develop an understanding of educational disadvantage and promote innovative approaches and methodologies to address it.
- Actively develop and promote parental involvement as an integral part of the school development/DEIS planning process and in their work, to support the development, implementation and review of the Action Plan for Improvement.
- Establish structures to identify the needs of parents.
- Work with parents to prepare and support them as a resource to their own children and also to the wider school community.
- Support the establishment and further development of links between early years' settings, parents, families, schools and communities to support children across the education continuum
- Support measures to improve attendance, participation and retention of Travellers, Roma and other pupils at particular risk of poor engagement with education and early school leaving.
- Work collaboratively with the Tusla EWS and the School Completion Programme (SCP) to address issues which impinge on the school attendance, participation and retention of children at risk of educational disadvantage and early school leaving.
- Liaise with parents of pupils being considered for extra supports through SCP so that these parents understand the supports being offered, why they are being offered and to ensure that parental consent is given.
- Support successful transitions from early childhood care and education to primary, primary to post primary and post primary to further and higher education. HSCL will play a key role in engaging with other key actors to support transitions and ensure pupils from disadvantaged backgrounds are fully supported.
- Facilitate the provision of leisure, curricular, parenting and personal development programmes for parents.
- Participate in, contribute to and support integrated services policy and practice of the Tusla EWS.



- Formally engage with adult and family literacy services and establish and maintain appropriate structures to facilitate the involvement of parents in their child's learning in school and in the home in areas such as literacy, numeracy, leisure/curricular courses, personal development, parenting, shared reading etc.
- Facilitate the training of parents as community leaders and as a support to other parents.
- Establish and maintain links with other schools and engage with Local Community Development Committees and Children and Young People Services Committees structures to build on existing structures and expertise, avoid duplication of provision and make linkages to help pupils and parents engage in community activities.
- Facilitate partnership with teachers, parents, pupils and community agencies in formulating school policies.
- Establish/maintain/participate in the Local Education Committee which seeks to respond to school-related issues at community level, that impinge on learning, and to seek to address these issues, by working collaboratively with parents, pupils, voluntary and statutory agencies.
- Where appropriate, schools can initiate or engage in a 'Meitheal', the practice model for Tusla Family Support Service, in order to access additional support for children and families through collaboration with community agencies.
- Plan, monitor and evaluate HSCL interventions and programmes through:
  - a. Together with the school Principal, producing an annual HSCL plan with specified targets
  - b. Together with the school Principal, producing a weekly HSCL timetable
  - c. Recording all significant contact with families and prioritising home visitation
  - d. Completing a HSCL Return Form in relation to (a) Expenditure and (b) Objectives, Targets, Activities and Outcomes under HSCL Scheme.

## **Appendix G**

### **Frequently Asked Questions**

#### **What is the duration of assignment for the HSCL Coordinator?**

A teacher shall be assigned to the post of HSCL Coordinator for a maximum period of 5 years only.

#### **Can a HSCL Coordinator apply to job-share?**

As HSCL is a full-time post, HSCL Coordinators must resign from the post of HSCL Coordinator if they wish to job-share. A job-sharing or part-time teacher who wishes to take up the post of HSCL Coordinator must resume duty on a full-time basis.

#### **Can a HSCL Coordinator apply to take a career break?**

HSCL Coordinators may apply for a career break absence. However, when the HSCL post holder returns from career break they shall not return to the HSCL post but to their substantive post in the school, where the post is still warranted.

#### **Can the HSCL Coordinator post be filled in the event of an absence (sick leave/maternity)?**

When the HSCL Coordinator is absent due to sick leave, maternity, carers leave etc, cover for the absence should be examined on a case by case basis taking into account the possible length of the absence.

Where it is determined that the post must be filled for the period of the absence, the HSCL post is advertised in the school or cluster of schools in line with the procedures contained in this Circular. The base school for the HSCL Coordinator post is automatically deemed to be the base school in which the successful applicant is currently teaching. Substitute cover is provided to cover the absence of the replacement HSCL Coordinator in the classroom.

Where there is no suitably qualified teacher available to fill the HSCL post from within the cluster for such absences, the BOM/ETB should contact their EWS Integrated Services Manager for assistance. If following this no suitable candidate is available to fill the post, the BOM/ETB may, as an exceptional circumstance, allow a suitably qualified substitute teacher, registered with the Teaching Council with two years teaching experience, who is deemed an appropriate candidate, to fill the specialised post of HSCL Coordinator.

Please note that time taken for an absence (including taking up another position on a temporary basis) is included as part of the five year term.

**Is the school entitled to appoint a substitute teacher when the HSCL Coordinator is absent due to attendance at Continuous Professional Development?**

No, the school cannot appoint a substitute teacher to replace a HSCL Coordinator absent at Continuous Professional Development.

**What is the position if a HSCL Coordinator post becomes vacant in the middle of a school year?**

If a HSCL vacancy arises during the school year, the post should be filled immediately, in line with the procedures contained in this Circular. The filling of any consequential vacancy is subject to the recruitment/redeployment arrangements in place. The HSCL assignment will be for a maximum of 5 year, concluding on the 31<sup>st</sup> August of the fifth year.

**Where a HSCL Coordinator post is shared between a cluster of schools, who holds responsibility for the post holder?**

The responsibility of the HSCL Coordinator lies with the Employer, that is, the BOM/ETB of the base school. For further details, see Section Five of this Circular titled “**HSCL – Management and Reporting Arrangements in DEIS Schools**”.

**What is the arrangement for a HSCL post that is shared between schools?**

It is the responsibility of the BOM(s)/ETB(s) of the schools to come to an arrangement regarding the sharing of the HSCL post. If schools encounter difficulties coming to an agreed arrangement, they should contact their relevant Tusla EWS Integrated Services Manager. Contact details are at Appendix B.

**What is the arrangement for the HSCL Coordinator at the end of their assignment?**

At the end of the assignment the HSCL Coordinator must return to a teaching post within the allocation for the school. Where a part-time teacher is successful in being awarded a full-time assignment as HSCL Coordinator, at the completion of the assignment they must take up a part-time teaching post in the school, unless a full-time post is available within the school’s allocation or in such case that the teacher has been awarded a CID.

Further enquiries should be e-mailed to the relevant regional Tusla EWS Integrated Services Manager.