

## **Setanta School In-School Management Policy (Posts and Responsibilities)**

### **Introduction**

This policy was the product of whole –staff collaboration in tandem with the Board of Management of the school. In-School Management has been operational in the school since 2001 and the duties were last revised in 2007.

### **Rationale**

As the school has expanded so have the duties associated with a developing school and procedures have to be put in place to distribute leadership, share the workload and give a sense of ownership to staff. This is done through communication and delegation. As far as is possible, it is proposed to match the responsibilities of the posts to the central tasks of the school.

### **Relationship to School Ethos**

Setanta School strives to promote the individual and collective personal and professional development of staff and this policy is in keeping with those aims and ideals.

### **Aims/Objectives**

- To ensure efficiency and further facilitate the smooth running of the school.
- To establish selection procedures for Posts of Responsibility
- To foster collegiality
- To harness the unique talents of individual teachers towards providing a happy, efficient and child-friendly school environment.
- To delegate prudently so that each post holder feels valued and contributes positively to organisational and curricular areas.

### **Procedures and Content**

- **List tasks**
- **Assign tasks**
- **Secure Agreement**
- **Set Review dates.**

The tasks are listed and prioritised through whole staff consultation. The In-School Management team then meet and tasks are assigned, keeping in mind that there should be an organisational, curricular or pastoral aspect to the duties assigned.

The duties of all post holders are outlined in the In-School Management folder of the school's Organisational Policies. All duties are presented to the Board of Management before they are assigned, and the chairperson of the Board has a role in the delegating procedure. The determination of duties is normally reached by way of consensus between all members of the teaching staff.

## **Review**

A review procedure is held at the end of each school year. This review is carried out normally in the context of the changing needs of the school, and allows post holders feed back to the Board in relation to issues such as time required to perform duties and the quality of tasks incorporated into each post holder's portfolio. No post holder will be assigned different duties without prior agreement.

## **Advertising a Vacant Post of Responsibility**

- The post is advertised in-school where all eligible teaching staff have access to it.
- This notice is sent to any staff who may be on maternity or sick leave/career break.
- This notice will specify the duties attached to the post, the closing date for receipt of written applications, and the address to which applications are to be sent (Chairperson, B.O.M.).
- Ex-Quota and job sharing teachers are eligible to apply.
- The selection of applicants for a post of responsibility is subject to the rules and constitution of B.O.M.s (Section 15b+c).
- The Selection Board sets the criteria prior to interview short-lists, and calls candidates to interview.
- The selection criteria are as follows:-
  - Experience
  - Willingness to participate
  - Capability

Each of the above are of equal weighting but are subject to the findings of the In-School Management review report.

When the post is filled and no appeal has been lodged within 10 days, the B.O.M. notifies the D.E.S. using a P.O.R. 1 form.

## **Appeals**

- Unsuccessful candidate writes to the Chairperson of the B.O.M.
- Chairperson responds within 10 days and if an appeal is to be lodged this must be done within a further 5 days.
- A Board of Arbitration is selected consisting of B.O.M. Rep., I.N.T.O. Rep. and an independent chairperson.
- The Arbitration Board is furnished with all details of the appointment by the Chairperson of the B.O.M. including marking sheets.
- The Arbitration Board conducts the hearing without delay allowing each party to present its case and to question and respond to the other party.
- The Arbitration Board then withdraws to consider its findings and the outcome is notified to the Chairperson of the B.O.M. The decision of the Arbitration Board is final.

## **Roles and Responsibilities**

Both staff and B.O.M. have a crucial role to play as many duties are assigned in this school through discussion and consensus. The Principal, Deputy Principal and the Chairperson of the B.O.M. oversee the delegation of duties and the Principal monitors the entire process with assistance from all postholders.

## **Success Criteria**

1. Discussion/Evaluation at Staff Meetings.
2. Positive feedback.
3. Teacher Observation.
4. Efficient routines and well organised procedures.

## **Review**

This policy is reviewed on an annual basis.