**Programme Co-ordinator Advertisement**

**Advertisement**

**Programme Co-ordinator Post**

Applications are invited from eligible teachers for the post of

Programme Co-ordinator at Assistant Principal level in John the Baptist Community School

The number of pupils involved in the programmes on September 30th 2016 was 146 and the reduction in teaching hours available is 6 hours.

All applicants must:

* Be qualified teachers.
* Registered with the Teaching Council (Circular Letter (CL) 0052/2013).
* Be contracted for the full school year to be eligible to apply for the Programme Co-ordinator post.
* Have a minimum of three years’ whole-time teaching service or its equivalent (CL PPT 07/02).

This Programme Co-ordinator post will be filled as per the terms of the DES CL 25/2016:

There will be five criteria for selection with the following weighting of marks:

* Seniority: 20 marks (calculated as per CL 25/2016).
* Knowledge, Understanding and Capacity to meet the needs of the job (Programme Co-ordinator): 20 marks.
* Capacity to contribute to the overall development of the school: 20 marks.
* Interpersonal and Communication Skills: 20 marks.
* Capacity to contribute to the overall Organisation and Management of the school: 20 marks.

The duties attached to this position are outlined in Section 5 of CL 18/02.

Applicants are also referred to the following documents in relation to the above competition: -

* CL PPT 07/02 (re: eligibility of equivalent part-time service).
* CL 25/2016: Promotion procedures, criteria for selection, marking and the composition of the Selection Board.

N.B. These documents are available from the Principal’s Office and on the DES website.

Note: The Programme Co-ordinator post does not form part of the normal cohort of school posts of responsibility and will lapse when none of the programmes (including Leaving Certificate Applied, Leaving Certificate Vocational Programme, Transition Year, Junior Certificate Schools Programme) is being provided by the school.

Application Forms are available at the Principal’s Office and on the school website and should be completed and returned to the Principal’s Office addressed to:

The Secretary, Board of Management, John the Baptist Community School by 3.40pm on 21st November 2017.

Interviews will take place on 5th December 2017

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Secretary, BOM] Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**