



accs

Association of Community
and Comprehensive Schools

Cumann na Scoileanna Pobail
agus Cuimsitheacha

24th April, 2018.

The Secretary,
Board of Management and
School Principal in
each Community and Comprehensive School.

Members of the Executive of ACCS.

ACCS/Info Bulletin 26/18

Dear Secretary,

**Re: Electronic Post of Responsibility Teacher Appeal Form and
Management Response Form**

An Appeal Procedure has been established in [CI 0003/2018](#) (Leadership and Management in Post-Primary Schools) to ensure that the correct procedures are followed in the appointment of Assistant Principal I, Assistant Principal II and Programme Co-ordinator posts. The appeal will not be a re-examination of the interview itself.

Section 18.1 states:

Appeals in respect of competitions for posts of Assistant Principals I, Assistant Principal II and Programme Co-ordinator posts **shall be completed electronically on the agreed PDF appeal form**. Only appeals completed and submitted using the electronic form will be processed. Appeals submitted after the Appeal Date will not be processed.

Teacher Appeal Form

Section 18.4 of [CI 0003/2018](#) states:

A candidate who wishes to appeal must lodge a completed PDF appeal form using the notified email address with the Secretary to the Board of Management/Manager/CE3 within 7 school days of issue of the notification of the outcome of the post of responsibility appointment process.

In this regard please find attached the agreed electronic **Post of Responsibility Teacher Appeal Form**.

Please note the following:

- This form must be referenced in the letter confirming the outcome of the competition.
- Schools should post a copy of the electronic Post of Responsibility Teacher Appeal Form in a secure location on the school website where it can be accessed by candidates.
- Those wishing to complete the form should be advised to install the latest free version of Adobe Reader on their computer/device prior to completing the form.

When the form is completed and a candidate selects 'Send & Save Email' the appeal form automatically generates emails to be forwarded to the school management email provided to candidates and the Appeal Board Secretariat. A copy of the form will also be saved for the appellant.

On receipt of an Appeal school management will notify the Appeals Board Secretariat of the Appeal Date. ACCS acts as the Appeal Board Secretariat for Community and Comprehensive schools.

Management Response Form

School management must then complete a management response on the electronic **Management Response Form** (attached).

Section 18.11 of CL 003/2018 states:

*The Secretary to the Board of Management/Manager/CE will forward the completed PDF management response form and supporting documentation to the Appeal Board Secretariat **within 5 school days of the Appeal Date** and will simultaneously send a copy of the management response to the appellant.*

Section 18.11 states:

*The Secretary to the Board of Management/Manager/CE will forward the completed PDF management response form and supporting documentation to the Appeal Board Secretariat **within 5 school days of the Appeal Date** and will simultaneously send a copy of the management response to the appellant.*

Is mise,
le mór mheas,

Mr. John Irwin,
General Secretary, ACCS.