

**ADVERTISEMENT PROGRAMME CO-ORDINATOR AP II LEVEL**

**SCHOOL NAME**

**Programme Co-ordinator**

**Level: Assistant Principal II**

Applications are invited from eligible teachers for the post of Programme Co-ordinator in this school.

This position is a post of overall Programme Co-ordinator for the following Programmes:

* Transition Year *39*
* Leaving Certificate Applied *N/A*
* Leaving Certificate Vocational *33*
* Junior Certificate Schools Programme *N/A*

*The pupil numbers listed are as enrolled in the respective programmes on 30 September in the previous school year.*

The roles and responsibilities of the post will be based on the leadership and management needs and priorities of the school and the appointee will become part of the leadership and management team.

The Post is remunerated at the level of Assistant Principal II post of responsibility grade and carries a reduction of 3 teaching hours as per the terms of Circular Letter 0003/2018.

To be eligible for appointment, applicants must be fully registered for voluntary schools and have a minimum of 1 years teaching service recognised by DES for incremental credit purposes. Where it is not obvious that the applicant has the required teaching service the applicant must provide a statement of service from the DES as evidence of incremental service.

Applicants must use the application form available from the school website under the GENERAL INFORMATION > APPLICATION

[www.stvincentscork.com](http://www.stvincentscork.com)

The closing date and time for the return of application forms to the Secretary of the Board of Management/Manager is 3.30 pm on 17/01/2020

Applications received after the closing date will not be considered.

The selection criteria and interview marking scheme are as in Circular Letter 0003/2018,paragraph 10. Applicants should familiarise themselves with this Circular.