



Information Note: SIU 0001/2020 on Circular 0016/2019

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

**Information Note on changed advertising procedures for Home School Community  
Liaison (HSCL) Coordinators in recognised schools as a result of the Covid 19  
pandemic**

**1. Purpose of Information Note:**

The purpose of this note is to advise the Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and The Chief Executives of Education and Training Boards, of the changes regarding the advertisement of the assignment of Home School Community Liaison (HSCL) Coordinators during the Covid-19 pandemic.

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

Section 2 (2) of Circular 0016/2019-Home School Community Liaison Scheme: Assignment of Home School Community Liaison Coordinators within DEIS schools states that-

“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”.

In light of the current unprecedented circumstances there is a requirement to carry out a review of the advertising procedures.

The requirement to advertise on the school notice board is suspended for the period of school closures. **To fulfil the requirement to notify all staff of a vacancy, schools must provide each member of staff with a copy of the advertisement for the vacant post which shall be sent directly to the designated contact address or email address of the teacher. Members of staff on approved paid or unpaid leave of absence or on secondment, are eligible to apply. The same process applies as outlined above with regard to contacting these members of staff on approved paid or unpaid leave of absence or on secondment.**

The closing date for receipt of applications should not be earlier than 10 school days after the initial date of issuing the copy of the advertisement to teachers.

Circular 0016/2019 is available at the following link-

[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0016\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0016_2019.pdf)

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