



# Cashel Community School

## Post of Responsibilities Appeal Form

### RE: Cashel Community School

The Appeal procedure for Posts of Responsibility is outlined in detail in the DES CL 03/2018 Sections 15-21. Details of the procedure are available from [jga@cashelcommunityschool.ie](mailto:jga@cashelcommunityschool.ie) on request.

An applicant may appeal on one or more of the following grounds in relation to an alleged breach of procedure:

(a) Pre-interview:

1. Failure to consult staff on the roles and responsibilities as set out in 4.1
2. Breach of the advertising rules
3. Non-notification about the vacancy to teachers on leave of absence/ secondment

(b) Composition of the Interview Board:

1. Lack of gender mix on Interview Board
2. Incorrect/ incomplete composition of the Interview Board

(c) Marking/Selection Criteria:

1. A computational error in the Interview Board marking sheets which makes material difference to the outcome
2. A departure from the agreed selection criteria or marking scheme.

Supporting evidence must be supplied in respect of grounds for appeal.


The appeal Board consists of a nominee of the relevant union, a nominee of the relevant management body and an independent Chairperson from a panel agreed by the union and the management body.

All application forms for posts of responsibility shall include reference to a candidate being able to access, upon written request all items listed (i) to (iv) below after s/he is notified of the outcome of the post of responsibility appointment process:

1. His/her marks under each selection criterion
2. The notes of the interview board pertaining specifically to the candidate alone
3. The marks of the recommended candidate(s) under each criterion
4. For the 2017/2018 and 2018/2019 school years, service in the school/scheme of the most senior applicant.

**Please state the reasons for the appeal**

**Please insert supporting evidence**



*Please be advised the final date and time (4.00 p.m.) for notification of appeals to the Secretary to the Board of Management/Manager/CE shall be stated in the letter outlining the outcome of the appointment process. The date will become known as the Appeal Date and will be at 4.00 p.m. on the seventh school day, with day one commencing on the day after the outcome of the process is issued. If no appeal is received within this timeframe, the Board of Management shall proceed with the appointment of the recommended candidate.*