



JMB Joint Managerial Body

AMCSS Association of Management of Catholic Secondary Schools

Secretariat of Secondary Schools

ALLOCATIONS
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SEMINARS

BOARD OF
MANAGEMENT
TRAINING

BUDGET
WORKSHOPS

JMB/AMCSS AGM
& JMB EDUCATION
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JMB TRAINING & EVENTS

EMPLOYMENT
LAW DAY

Visit the JMB website at www.jmb.ie

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JMB Training & Events 2016/2017

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Allocations Information Seminars

Allocations Information Seminars will take place at nine venues throughout the country and consist of a presentation on the staffing allocation schedules. At the conclusion of the formal presentation element of the seminar, JMB staff will be available to assist school management on an individual basis with issues around allocations, the curriculum audit, redeployment and curricular concessions.

Please bring a copy of the DES Staffing Schedule for 2017/18 and associated documentation with you to the seminars.

Objectives

To assist school management with the interpretation of staffing allocations schedules for 2017/18.

Content Includes:

- Interpreting the staffing allocation schedules
- Advice on conducting a curricular audit
- Submitting an application for curricular concessions
- The Redeployment Scheme

Who should attend?

Schools principals, chairpersons and any board of management member or staff member who has responsibility for making decisions in relation to the curriculum, timetable and staffing for the school year 2017/18.

January 2017

DATE	DATE	DATE	DATE	DATE
TBC	TBC	TBC	TBC	TBC

February 2017

DATE	DATE	DATE
TBC	TBC	TBC

Cost

There is no charge for this information seminar

Duration

This is a two and a half hour programme - times vary

Budget Workshop and Annual Finance Update

The FSSU runs a practical hands-on workshop to assist the principal and school accounts personnel in preparing the school's annual budget for 2017/2018. This session will incorporate an update on topical financial issues.

Objectives

During the workshop, FSSU personnel will assist attendees to prepare their own school budget for the coming year on a laptop. Guidance will be given on how to estimate the various school income and expenditure figures. Information will also be provided on topical financial issues.

Content Includes:

The complete school budgeting process for 2017/2018 including

- Budget preparation information
- Budget process step by step
- Capital expenditure plans if applicable
- Annual finance update

Who should attend?

The workshops are open to principals, Finance Sub Committee members, accounts personnel and secretaries of any voluntary secondary school.

February 2017

14 Sligo Kilkenny Dublin North	15 Galway Cork Drogheda	16 Dublin South
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Cost

There is no charge for this training

Duration

This is a two and a half hour training programme (2.00pm-4.30pm)

Board of Management Training

This in-service programme has been organised as a collaborative model between the JMB and the trust bodies. The programme is open to all members of boards of management in all voluntary secondary schools.

Objectives

To provide board members with a clear insight into the roles and responsibilities of trustees as well as those of a Board. In addition the programme will concentrate on the responsibility of members of boards of management and the role and functions of the board with particular reference to the Articles of Management and legislation.

Content Includes:

- Context and Operation
- Roles and Responsibilities
- Ethos
- Leadership Role of the Board
- Ethos-based Action of Board of Management
- Board of Management as Employer
- Finance
- Additional Support

Who should attend?

All members of boards of management in all voluntary secondary schools

- All members of new boards
- New members of existing boards
- Any member of a board who missed last year's training
- Newly appointed principals

Child Protection Procedures – Board of Management Information Evenings

Child Protection information evenings for members of the boards of management are now being made available by the newly-formed Health and Wellbeing team within PDST in collaboration with the post-primary management organisations (JMB, ACCS and ETBI).

To register for the event please ring the Education Centre linked to the venue you will be attending, to inform them of the numbers that will be attending from your school's board. Registration closes three days in advance of the event.

November 2016		
12 Dublin Cork Athlone	19 Limerick Sligo Dublin	26 Dundalk Kilkenny Galway

Cost

There is no charge for this training

Duration

This is a four and a half hour training programme

Date
Jan/Feb 2017

Cost

There is no charge for this information seminar

Duration

Meetings take place from 7.30pm to 9.00pm. Tea/Coffee available from 7.00pm



JMB/AMCSS ANNUAL CONFERENCE

JMB/AMCSS will host the
30th Annual Conference
in Hotel Europe, Killarney, Co. Kerry.

School principals and chairpersons of boards of management are brought together for an enriching experience with structured input, shared best practice and opportunities for networking.

Conference Programme Includes:

- Keynote Addresses
- 10 varied workshops to share best practice
- Input from DES, Inspectorate, invited experts or other relevant agencies
- General Secretary's and President's Reports
- Focussed Discussions and Motions
- Minister for Education and Skill's Address
- Liturgy

Who should attend?

School principals, chairpersons, education trust boards and invited guests

April 26 – April 28

**Hotel Europe,
Killarney, Co. Kerry.**

JMB Education Conference

Key school personnel are brought together for structured input, sharing best practice and networking around a specific educational theme each year.

Objectives

To assist school management with the development of teaching and learning objectives related to a specific theme emerging as of key importance to school leadership.

Content Includes:

- Input from DES, NCCA, Inspectorate, invited experts or other relevant agencies
- Thematic peer-delivered workshops to share best practice
- Implementation strategies
- Answering participants' questions

Who should attend?

School principals, chairpersons, relevant teachers and Organising National Advisory Group.

Data Protection Workshops *presented by Millett & Matthews Solicitors*

The JMB has worked closely with the other school management bodies to put together a Data Protection Guidelines website which gives helpful advice and tailored templates for schools. Millett & Matthews have worked with the management bodies and the Data Protection Commissioner's Office on the project.

Objectives

The JMB Workshops on Data Protection are designed to give an overview of the website materials, and give some 'real-world' advice to schools on the most common data protection issues which arise.

Content Includes:

Participants will receive a detailed booklet of the materials covered at the workshop. Topics which will be covered on the day include:

1. What is data protection, and why does it apply to schools?
2. An overview of the website materials.
3. Getting your policies in place (CCTV policies, data protection policies, collecting consent from staff and parents).
4. Data Access Requests: what they are and how to deal with them.
5. Safe storage and retention periods for different information.
6. Common Scenarios:
 - Transfers of information about pupils between schools.
 - Unmarried/separated parent requesting information about their child.
 - Unsuccessful job applicant making data access request.
 - State Agency requesting sensitive information from the school about the child and their family.

Who should attend?

Principal/deputy principal/BOM members/administrative personnel with responsibility for data processing.

September 2016

15

Dublin – Croke Park Conference Centre

Cost

€120 per delegate (€100 each for two or more)

Duration

This is a day-long event

September 2016

28

Horse & Jockey, Co. Tipperary

October 2016

5

Clarion Hotel, Liffey Valley, Dublin

Cost

There is no charge for this training

Duration

This is a two and half hour session

DEIS Information & Planning Seminars

Key school personnel engaged in the delivery of DEIS Plan objectives are brought together for structured input, sharing best practice and networking.

Objectives

To assist school management with the implementation of DEIS Plan objectives for the current and next school year.

Content Includes:

- Input from PDST or other relevant agencies
- Thematic groupings (e.g. literacy & numeracy) to share best practice
- DEIS and SSE school planning and evaluation strategies
- Answering questions and linkage with other whole-school strategies

Who should attend?

School principals, chairpersons and key DEIS delivery school personnel such as deputy principal, HSCL teacher, SCP coordinator etc.

Essential Education Law Day

In partnership with Mason Hayes and Curran (MHC), and its team of leading lawyers in the education sector, the JMB is hosting a one day seminar on legal matters that impact daily on schools.

Objectives

To provide an update for principals and boards of management on recent legal developments relating to education. As a chairperson, principal or deputy principal of a school, you will be aware of the growing challenges and additional concerns facing school management, including the new anti-bullying procedures for students, balancing parental rights of changing families, the high demands involved in ensuring fairness in disciplinary procedures, and more. We understand that time pressure makes it difficult for you to effectively collect and accurately examine all of the detailed information required to update your policies, procedures and working practices – all of which will be affected.

Content Includes:

The seminar will comprehensively deal with relevant current topics and the speakers will be lawyers who have extensive experience in education. Topics likely to be covered include Admissions Policy and Appeals, Expulsion and Suspension, Professional Competency and Disciplinary Procedures.

Who should attend?

This event is open to chairpersons of boards, principals and deputy principals only.

February 2017

25

March 2017

2

Cost

There is no charge for this but substitution is not provided

Duration

This is a 3 hour programme

December 2016

12

Clarion Hotel, Liffey Valley, Dublin

Cost

There is no charge for this training

Duration

This is a one day seminar 9.30am – 4.30pm

Employment Law Day

The primary objective of the JMB's Employment Law Day is to give boards of management and school principals, whose responsibilities require them to understand employment law, to be up to date with case law and practice, to equip them with the skills and competencies necessary to deal confidentially and effectively with queries arising in this area. The programme practitioners come from the JMB HR/IR and Legal Services Unit who deal with employment law, human resources and industrial relations issues on a day to day basis. In addition, this year's programme will include Employment Law experts.

Objectives

1. Ensure understanding of key employment legislation and relevant DES circular letters.
2. Promote employment law compliance and best practice.
3. Provide practical advice and assistance to school management presented with HR/IR issues.

Content Includes:

- Bullying and harassment in the workplace
- Equality Legislation
- Fair procedures
- Contracts of Employment
- The Ward Report
- Current topical employment law issues

Who should attend?

School principals/chairpersons/board of management members

May 2017

9

Dublin venue to be confirmed

Cost

There is no charge for this event

Duration

This is a half day event from 9.30am - 1.00pm

Further Education Information & Planning Seminars

Key school personnel engaged in delivery of adult and further education are brought together for structured input, sharing best practice and networking.

Objectives

To assist FE Provider schools with programme development, business system management and other related QQI/SOLAS developments for the current and next school year.

Content Includes:

- Input from FESS and other relevant agencies
- Peer-sharing of ideas, information and best practice
- Informing policy on provider relations with QQI, SOLAS and the ETBs
- Answering questions and problem-solving

Who should attend?

School principals, chairpersons and key personnel involved in PLC, BTEI or other FE delivery such as the deputy principal, FE coordinator etc.

February 2017

10

Sheraton Hotel, Athlone

Cost

There is no charge for this seminar but substitution is not provided

Duration

This is a full-day programme

Interview Competencies Training

The JMB Interview Competencies Model is the approach for the appointment to principalship and deputy principalship. The aim of the model is to move to a more structured interview process based on the key competencies essential for the running of a school and to streamline the procedures for boards of management in the light of possible appeals and best practice. The initiative, developed collaboratively between the JMB and representatives of various trust boards, has been supported by consultants with experience in private sector recruitment. This model is founded on the basis of the need to ensure that best practice is applied when it comes to the selection of the next generation of key leaders in voluntary secondary schools.

Objectives

To ensure that boards of management are positioned to appoint the best possible candidate for the leadership post in our schools.

Content Includes:

- Evolving practices with respect to competency based interviewing
- Legislative compliance
- Commitment to an evolving recruitment and selection process that is based on key competencies
- Values-based model with respect to ethos of the school

Who should attend?

Nominees of boards who are likely to serve on a Selection Committee for the post of principal or deputy principal.

Attendees names will form a JMB panel of trained personnel in this model.

February 2017

27-28
Dublin

March 2017

1-2
Athlone

Cost

There is no charge for this training

Duration

This is a 1.5 day programme: evening session 7.00pm-9.00pm on first day and following day 9.30am-5.00pm

Newly Appointed Principals Training Programme

The JMB recognises the need to train and support new appointees to the post of Principal through providing a training programme incorporating two phases in their first year of appointment. The role of Principal is very exciting and fulfilling, but also very challenging. Principals find this programme of great benefit to them in facing the tasks that lie ahead. Participants are provided with practical advice as well as the chance to exchange views and network with colleagues. Phase 1 of training will consist of a three day course in June before the new school year commences and Phase 2 will consist of a two day programme in December.

Objectives

- To explore the range of challenges associated with the role of principal
- To receive information on key areas associated with the management of schools
- To share and learn from best practice
- To ensure the effective and efficient management of our schools
- To improve communications

Phase 2 2016

Content Includes:

- Introduction to principalship
- School Leadership
- Employment Law
- Finance for principals and boards of management
- Operational Management
- Schedule of Teacher Allocations
- Operational Management
 - Complaints, Grievance & Disciplinary Procedures.
 - In School Management Review
- Junior Cycle Review
- Medmark
- Carecall
- Time Management

Who should attend?

All newly appointed principals and those principals who did not attend phase 2 in their first year of appointment

November 2016	December 2016
30 Dublin	1 Dublin

Cost

€200 for Phase 2

Duration

This is a two day training programme

Phase 1 2017

Content Includes:

- Introduction to principalship
- Principals & boards of management
- Day to Day Management:
 - Posts of Responsibility
 - Standard School Year/Parent Teacher Meetings
 - Administrative Year
 - Introduction to teacher allocations
 - Redeployment
- Education Issues
- Haddington Road Agreement
- Supervision & Substitution
- Junior Cycle Reform
- OLCS – Online Claim System
- Financial Management
- Child Protection Guidelines & Vetting
- Employee Relations
- Complaints and Grievance Procedures
- Timetabling
- Code of Behaviour
- Procurement

Who should attend?

All newly appointed principals and those principals who did not attend phase 1 in their first year

June 2017
14-16 Dublin

Cost

€300 for Phase 1

Duration

This is a three day training programme

Newly Appointed Deputy Principals Training Programme

The JMB recognises the need to train and support new appointees to the post of deputy principal through providing a training programme incorporating two phases in their first year of appointment. The role of deputy principal is very exciting and fulfilling, but also very challenging. The nature of the role now offers the deputy principal a real opportunity to be part of the senior management team in the school and to display leadership and initiative in discharging the role. Participants are provided with practical advice as well as the chance to exchange views and network with colleagues. Phase 1 of training will consist of a three day course in June before the new school year commences and Phase 2 will consist of a two day programme in November.

Objectives

- To explore the range of challenges associated with the role of deputy principal
- To receive information on key areas associated with the management of schools
- To share and learn from best practice
- To ensure the effective and efficient management of our schools
- To improve communications

Phase 2 2016

Content Includes:

- Current Educational Issues
- Deputy Principal in action
- Operational Management
 - Complaints, Grievance and Disciplinary Procedures
 - Professional Behaviour
 - Supervision & Substitution – follow up
 - Pupil Discipline
 - Teacher Allocations
- Junior Cycle Reform
- Developing Teacher Leadership at your School
- Carecall

Who should attend?

All newly appointed deputy principals and those deputy principals who did not attend phase 2 in their first year of appointment.

November 2016

**23-24
Dublin**

Cost

€200 for Phase 2

Duration

This is a two day training programme

Phase 1 2017

Content Includes:

- Introduction to Deputy Principalship Circular 4/98
- Haddington Road Agreement
- Financial Management
- Education Issues
- OLCS – Online Claim System
- Day to Day Management
 - Supervision & Substitution
 - Standard School Year
- Deputy Principal in Action Workshop
 - Deputy Principals share their experiences
- Child Protection Guidelines & Vetting
- Employee Relations
- School Leadership
 - The Emotional and Spiritual Landscape
 - Developing Teacher Leadership at Your School
- Timetabling
- Code of Behaviour

Who should attend?

All newly appointed deputy principals and those deputy principals who did not attend phase 1 in their first year of appointment

June 2017

**14-16
Dublin**

Cost

€300 for Phase 1

Duration

This is a three day training programme

Posts of Responsibility Seminars

Post of Responsibility Appointments - Planning a successful outcome

Objectives

1. To ensure best practise in post of responsibility appointments
2. To provide guidance on the appointment process
3. To equip management for appeal hearings

Content Includes:

This workshop will take participants through the appointment procedure from establishing the post to be advertised, to the preparation and conduct of the interview, to the preparation for an appeal hearing. Common pitfalls will be identified and recent experience of appeals will be shared.

The number of applications for posts has increased significantly and given that it is one of the few opportunities for promotion applicants are more likely to lodge an appeal than under the previous appointment process. Hence, adherence to the correct procedures is essential.

Handouts of all the relevant documentation will be available.

This workshop will be delivered by JMB School Management Advisory personnel and a JMB nominee to the Appeal Board will be in attendance.

Who should attend?

The workshop will be of interest to principals and independent chairpersons of interview boards, particularly in schools where there is a post of responsibility vacancy.

August 2016	
31 Athlone, Hodson Bay Hotel	
September 2016	
5 Dublin	7 Charleville, Co. Cork
Cost	
There is no charge for this training	
Duration	
This is a two and a half hour session 2.00pm – 4.30pm	

School Administration Personnel Training

Following the training days run by the JMB last year for School Administration Personnel, further training days will be offered in 2017. These events are being held for school secretaries, accounts personnel, bursars, school receptionists and any other persons working in the area of school administration. Each event will include a choice of workshops and an opportunity to engage in open discussion on topics of mutual interest to the participants.

Workshop Options to be confirmed

Who should attend?

School secretaries/accounts personnel/
school receptionists/bursars

June 2017	
8 Cork	13 Dublin
Cost	
There is no charge for this training	
Duration	
This is a half day training programme	

Vetting Information Seminars

Section 12 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 requires that a school authority, other than where certain exemptions apply, must not commence the employment of an employee to undertake relevant work or activities before the school authority receives a vetting disclosure from the Bureau in respect of that person. The exemptions are set out at section 5.3 of Circular 0031/2016.

Objectives

It is hoped to clarify all aspects of garda vetting as required under DES circular 31 of 2016 and the National Vetting Bureau Acts.

Content Includes:

- Who must be vetted?
- Who are those whom it is not obligatory to have vetted again?
- Through whom is vetting processed? (Teaching Council, JMB or another organisation?)
- Who vets student teachers?
- Is it necessary to vet personnel who are not 'mainly' involved in 'relevant work or activities'?
- Is vetting required for personnel coming from another country who have not lived in Ireland?
- How about contracted service providers (ICT, cleaning, catering etc)
- Has the board of management adopted/updated its Vetting Policy? Does it deal with 'Specified Information' as defined in the Act?
- Have appropriate arrangements been made to ensure compliance with Data Protection legislation?

Who should attend?

School principals/chairpersons/board of management members.

September 2016

19 Clarion Hotel, Liffey Valley, Dublin	20 Charleville Park Hotel, Cork	21 Hodson Bay Hotel, Athlone
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Cost

There is no charge for this training

Duration

This is a two hour session 2.00pm – 4.00pm

Year Head Seminars

The role of Year Head is of vital importance in the life of schools today. In order to resource schools to develop the role effectively across areas such as teaching and learning, student well-being, behaviour, year spirit and working with colleagues, the Joint Managerial Body has a series of seminars at venues throughout the country.

This follows on from a very successful Year Head training programme that took place last year and which was designed for the full Year Head team in the school to attend. This year's programme will take place over two days and is intended for schools and Year Heads who did not participate in last year's programme and for newly-appointed Year Heads. Where schools did not attend last year, it is hoped that the full Year Head team might be able to attend. A follow-up session for Principals and Deputy Principals is planned and will be scheduled later in the year.

Objectives

This practical seminar will resource Year Heads to develop the role effectively across such areas as behaviour, student well-being, teaching & learning, year spirit and working with colleagues.

Each seminar will combine a presentation with an effective interchange of ideas, resources and concrete tips and tools for the role. Specific issues and questions from participants will be addressed during the seminar to allow you reflect on your own situation.

Content Includes:

- Developing clarity of role
- The Year Head and year spirit
- Behaviour issues and the Year Head
- Linking with Tutors and Care Team
- Academic role – supporting class teachers
- Identification and support of those students with challenges
- Dealing with difficult issues
- Developing management skills in the Year Head
- Communication and the Year Head
- Building an effective Year Head team
- Linking with parents and other agencies

Who should attend?

This series of seminars are open to current Year Heads **only**.

October 2016				November 2016			
11	12	18	19	16	17	22	24
Sheraton Hotel, Athlone	Stillorgan Park Hotel, Dublin	Radisson Blu Hotel, Little Island, Cork	New Park Hotel, Kilkenny	Sheraton Hotel, Athlone	Stillorgan Park Hotel, Dublin	Radisson Blu Hotel, Little Island, Cork	New Park Hotel, Kilkenny

Cost

There is a charge of €25 per participant up to a maximum of €100 per school

Duration

These seminars will take place from 12.00 – 4.00pm. Light lunch of soup/sandwiches will be served at 1.15pm

JMB WEBSITE

Member support services information

Members' area

Education News

Events

Current issues

Bulletins

Financial guidelines

Quick links, e.g. to DES circulars

JMB TRAINING AND EVENTS

School administration personnel training

Allocations seminars

Board of management training

Budget workshops

Chairpersons seminars

Child protection training

Conferences: AGM and Education

DEIS Seminars

Employment law training

Interview competencies training

Newly appointed principals training – two phases

Newly appointed deputy principals training – two phases

Role of Year Heads

Data protection workshops

Vetting seminars

POLICY SETTING/IMPLEMENTATION

Influencing policy at national/regional level in the areas of:

- Government policy
- Education policy at Ministerial level
- Education legislation
- Employment legislation
- Teaching Council
- Curriculum
- Assessment
- Catholic education
- Educational disadvantage
- Special Education Needs
- Intercultural education
- Social inclusion

PUBLIC PROFILE

Maintaining a profile in the media

Preparing pre-budget submissions

Issuing press statements

Engagement with Education Secretariats of

Northern Ireland, Scotland, England and Wales

Involvement and representation at EU level through membership of the European Committee for Catholic Education (CEEC) and the Catholic International Education Office (OIEC)

SCHOOL MANAGEMENT ADVISORY SERVICE

Supporting principals and boards of management

Responding to day-to-day school management queries

Providing advice and support to schools on matters relating to the management of the schools.

Board of management support

Allocation seminars

Vetting

Responding on behalf of JMB at local level on matters relating to grievance and disciplinary procedures

Undertaking case work on behalf of JMB

Giving professional advice and support on policy and good practice

Attendance, where necessary, at grievance and disciplinary hearings

Advice on education legislation and national agreements

Liaison with teacher unions and representative organisations

Liaison with the Department of Education and Skills

Liaison with other relevant institutions/bodies

Training for national programmes, in cooperation with the DES

Individual consultations

HUMAN RESOURCE MANAGEMENT/INDUSTRIAL RELATIONS AND LEGAL SERVICES

Human Resource Management/Industrial Relations

Representation at Teachers Conciliation Council

Represent members at the Workplace Relations Commission, Labour Court, Employment Appeals Tribunal and the Equality Tribunal

Represent members at the oral hearings of adjudications on CID appeals

Employment law updates

HR audits at individual school level

Advising on best practice with respect to negotiating changes in terms and conditions of employment, including supporting schools involved in transfers of undertakings

Assisting with development of policies at individual school level, e.g. Dignity in the Workplace/Social Media Policies/Whistleblowing

Negotiating with trade unions on a variety of HR issues

Provision of training to boards and newly appointed principals/deputy principals in the areas of employment law, best practices in human resource management and industrial relations procedures

Developing guidelines for school management in respect of best practice in relation to recruitment and selection

JMB Interview Competencies Model for Principalship/Deputy Principalship

Data Protection Guidelines

Individual consultations

Representational role

HR networking

FSSU FINANCIAL SUPPORT SERVICES UNIT

Monitoring and review of annual school accounts

Collation of school financial data

Analysis of school financial data

Inservice and onsite training in school financial management

Financial management evaluations in schools

Conducting financial research projects

School budgeting

Dissemination of financial guidelines and information on best practice

Liaison with the DES on all aspects of school funding

Liaison with agencies such as the CSO and Revenue on behalf of schools

Computerised accounts support and training

RCT, VAT and Revenue issues for schools

Payroll support

Support and advice on all aspects of school finance

Consultation with all stakeholders in the voluntary secondary sector in relation to finance

EDUCATIONAL DEVELOPMENT AND RESEARCH

Conducting educational and management research

Presenting reports and position papers on key issues

Providing information and reports for Council and for the General Secretary

Representational role: e.g. Deputy Chairperson of NCCA Education Conference

Support for school management in a wide variety of educational areas, for example:

- Junior Cycle developments
- WSE-MLL
- School Self-evaluation
- Numeracy and Literacy
- Special Education Needs
- Curriculum development
- ICT in schools
- Intercultural education
- Disadvantage/inclusion
- Education legislation
- Further, Second Chance and Lifelong Learning
- Career Guidance & Counselling
- Student Councils
- Emotional wellbeing

in consultation with:

Department of Education & Science
Department of Justice, Equality and Law Reform
NCSE
NEPS
NCCA
ACCS & ETBI
ASTI & TUI
IBEC
JMB National Advisory Groups

SCHOOL PROCUREMENT UNIT (SPU)

Provide a central contact point for advice and guidance to all primary schools, voluntary secondary and community and comprehensive schools at second level on procurement related issues

Help schools to improve their procurement policies, practices and processes

Communicate clearly with school personnel to improve take-up of centrally negotiated frameworks and competitions for schools

Compliance checks on schools' procurement practices

Manage the collection of data required for certain competitions, e.g. electricity and gas

Attend meetings with Department of Education and Skills and Office of Government Procurement (OGP) representatives to discuss school procurement requirements and agree approaches to various issues

Represent the schools sector on Category Councils and Category Sourcing Teams established by the OGP or established within the wider education and training sector

Trial and implement new purchasing methods to improve procurement practice across the schools sector

Monitor the use of contracts and vendor performance for the schools sector

Participate in specialised projects and assignments related to procurement, as required

Maintain an up-to-date contact list for all schools under the SPU remit

Deliver presentations to national and regional conferences for schools, training events, information days, etc. for school personnel

CONTACTS WITH OTHER AGENCIES AND INSTITUTES

ACCS Association of Community and Comprehensive Schools

AONTAS National Adult Learning Organisation

ASTI Association of Secondary Teachers Ireland

ATCS Association of Trusts of Catholic Schools

CEEC European Committee for Catholic Education

CORI Conference of Religious of Ireland

CPSMA Catholic Primary Schools Management Association

DES Department of Education and Skills

ETBI Education and Training Boards Ireland

IBEC Irish Business and Employers Confederation

IEC Irish Episcopal Conference

ISA Irish Schools Heads Association

ISSU Irish Secondary Level Students Union

NAPD The National Association of Principals and Deputy Principals

NCCA National Council for Curriculum Assessment

NPCpp National Parents Council post primary

OECD Organisation for Economic Co-operation and Development

OIEC Catholic International Education Office

Other Government Departments

August '16

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September '16

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October '16

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November '16

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December '16

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January '17

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- Allocations Information Seminars
- Budget Workshops
- Board of Management Training
- Child Protection Procedures
- Conferences AGM / Education

- Data Protection Workshops
- DEIS Information & Planning Seminars
- Essential Education Law Day
- Employment Law Day
- Further Education Information & Planning Seminars

February '17

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March '17

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April '17

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May '17

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June '17

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July '17

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- Interview Competencies Training
- Newly Appointed Principals Training
- Newly Appointed Deputy Principals Training
- Posts of Responsibility Seminars

- School Administration Personnel Training
- Vetting Information Seminars
- Year Head Seminars