



Redeployment Arrangements at Primary Level for Surplus Permanent & CID Holding Teachers

January 2016

This document relates only to the main redeployment panels set out below i.e. Main Panels on which surplus permanent/CID holding teachers can be placed.

- Catholic Church (on diocesan basis)
- Church of Ireland (on diocesan/united diocesan basis)
- Each Religious Order has its own panel
- Educate Together (national panel)
- An Foras Pátrúnachta (national panel)
- Special National Main Panel

This document is set out in FAQ format and is designed to assist school management, teachers and Panel Operators with the operation of the redeployment process at primary level. Additional FAQs will be added as required.

Each of the FAQs and answers in this document should be read in the context that the core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID holding teachers to other schools that have vacancies. The redeployment of all surplus permanent/CID holding teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

This document reflects the various revisions that have been made over recent years to the redeployment panel arrangements.

The document is set out in sections as follows:

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The document should be read in conjunction with [Circular 0007/2016 – Staffing Arrangements in Primary Schools for the 2016/17 school year](#).

It is important to note that the allocation of all teaching posts to schools is contingent on schools complying with the redeployment arrangements. The Department will be monitoring compliance with these arrangements through information received through the operation of the payroll. Schools that have not complied with the redeployment arrangements will not be permitted to fill permanent vacancies on a permanent basis.

The main redeployment panels will be published in **mid-March 2016**. The timeframe for the school led process for the redeployment of surplus permanent/CID holding teachers is to **Wednesday 13 April 2016**. The shortened timeframe for teachers to accept posts offered to them by email is designed to better facilitate the efficient management of the panels. Throughout the redeployment process the Department will be liaising closely with Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done by **Wednesday 13 April 2016** during the school led process. Panel Officers will be appointed after **Wednesday 13 April 2016**. The Panel Officer process will commence with the school of the same patronage that has a vacancy that is located nearest to the school with the surplus teacher.

Part 1
Information for School Management

Section A	Background
Section B	Procedures for schools with surplus permanent/CID holding teachers
Section C	Notification requirements for schools with vacancies
Section D	Procedures for filling vacancies through the redeployment panels

Part 1 Information for School Management

Section A Background

1. Why is there a redeployment process?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus full-time permanent/CID holding teachers to schools that have vacancies. The redeployment of all surplus permanent/CID holding teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

2. What is the Main Panel?

Each Main Panel is confined to surplus full-time permanent/CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.

3. How does the redeployment process operate?

Surplus permanent/CID holding teachers are redeployed to schools with vacancies through the following Main Panels

- Catholic Church (on diocesan basis)
- Church of Ireland (on diocesan/united diocesan basis)
- Each Religious Order has its own panel
- Educate Together (national panel)
- An Foras Pátrúnachta (national panel)
- Special National Panel (national panel operated by the Department)

The redeployment arrangements also include provision for surplus permanent/CID holding teachers without access to a redeployment panel.

4. What types of vacancies can be offered to surplus permanent/CID holding teachers?

Teaching vacancies must be offered to permanent/CID holding teachers on a Main Panel in the following order of priority:

- a) Permanent vacancies within the panel area (e.g. diocese)
- b) Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius of their former school within their existing panel area.

Section B Procedures for Schools with Surplus Permanent/CID holding Teachers

1. How do I know if there is a surplus permanent/CID holding teacher in my school?

Each year a school can determine, from Appendix A and C of the Staffing Circular, the bulk of its allocations for the school year. If a school has more teachers in the school than permitted by its allocation, a teacher(s) is/are surplus to the requirements of the school.

In order to establish the position for any teacher awarded a CID in the 2015/16 school year under the terms of [Circular 0023/2015](#) the school must complete a [CID Declaration Form Jan 16](#) and submit to the Department by Tuesday 23 February, 2016.

2. What happens if there is a surplus permanent/CID holding teacher(s) in my school?

If appropriate, s/he will be redeployed via the main redeployment panel. The sequence by which surplus permanent/CID holding teachers are placed on the panel is related to their seniority in the school. In the case where there is only one surplus permanent/CID holding teacher in a school to be placed on the panel, the most junior permanent/CID holding teacher is first in line to be placed on the Main Panel for redeployment to another school.

The Board of Management must arrange for the most junior permanent/CID holding teacher(s) in the school to complete the Main Panel Application Form and have it returned to the Department by **Tuesday 23 February 2016**. Parts 3 (if relevant) and 4 of the form must be completed by the Chairperson of the school. The teacher(s) should retain proof of postage. If the signed form is not returned by the specified date, the teacher(s) will forfeit his/her access to the main redeployment panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless s/he secures an alternative post through open competition.

The most junior permanent/CID holding teacher(s) is placed on the Main Panel for redeployment to another school.

3. What happens if another permanent/CID holding teacher seeks to be placed on the main redeployment panel?

In exceptional circumstances the most junior teacher may seek the approval of the Board of Management to be replaced on the Main Panel by an alternative permanent/CID holding teacher. If the most junior permanent/CID holding teacher seeks to be replaced on the Main Panel, then any other permanent/CID holding teacher interested in going on the Main Panel must communicate his/her position to the Chairperson within *5 working days* of the publication of the staffing circular. The application from the staff member will be considered by the Board of Management.

The BOM will decide:

- a) whether to accept the application of the most junior permanent/CID holding teacher to be replaced on the panel by any other permanent/CID holding teacher and
- b) if it is accepted that the most junior permanent/CID holding teacher can be replaced on the panel, the other teacher must apply to the Patron for permission to go on to the Panel in place of the most junior permanent/CID holding teacher in the school

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose/fixed term/part-time contracts or substitute teachers in the school cannot replace the most junior permanent/CID holding teacher on the main redeployment panel.

4. What happens if more than one permanent/CID holding teacher seeks to be placed on the main redeployment panel?

The BOM will consider all applications from permanent/CID holding teachers. The BOM's decision shall be final. The BOM will decide whether to accept the application of the most junior permanent/CID teacher to be replaced on the panel by any other permanent/CID holding teacher. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which of the applicant permanent/CID holding teachers is to replace the most junior permanent/CID holding teacher.

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

5. Where will I get the Main Redeployment Panel Application Form?

The form is attached as Appendix E to the Staffing Circular 0007/2016 on the Department website.

6. What happens if my school is losing a special class post or a resource post and the teacher in that post holds full registration with the Teaching Council under Regulation 3/Montessori & Other or under Section 31(2) and 31(3) Montessori & Other but is not the most junior permanent/CID holding teacher in the school?

If the teacher can be redeployed elsewhere in the school, i.e. the school has another special class and/or resource post which s/he is qualified to teach, s/he may be placed in that post and the most junior permanent/CID holding teacher in the school is placed on the Main Panel or Special National Main Panel, as appropriate, depending on qualifications.

If all of the special class posts/resource posts in the school are held by teachers with the above registration and one of these posts is withdrawn, then the most junior of the

teachers in the special class posts/resource posts, if eligible, is placed on the Special National Main Panel.

If there is just one special class/resource post in the school and it is being withdrawn and the teacher in the post holds the above registration the teacher, if eligible, is placed on the Special National Main Panel.

7. Can the Principal teacher opt to be placed on the main redeployment panel?

No. The only circumstance in which a Principal teacher is placed on the redeployment panel is in the event of school closure. When a decision is made by a patron to close a school the Principal teacher should complete the Main Panel Application Form and submit it to the Department's Primary Teacher Allocations Section.

8. If the surplus permanent/CID holding teacher in my school is not eligible for the Main Panel what should I do?

You must notify the teacher immediately. The teacher should complete Part 1 of the Main Panel Application Form, leaving panel name at Part 1 blank. Parts 3 and 4 must be completed by the Chairperson and forwarded to the Department's Primary Teacher Allocations Section.

9. What happens to the surplus permanent/CID teacher in my school if my school does not have access to a redeployment panel?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID holding teachers to other schools that have vacancies.

The permanent/CID holding teacher should make an application to the other Panel Operators in your area for access to their panels. This application must include proof of the teacher's eligibility or otherwise for placement on the panel, i.e. proof of qualifications, probation and registration with the Teaching Council etc., as well as complying with any requirements that the Patron may have. If successful, s/he should complete the Main Panel Application Form and submit it to the Department's Primary Teacher Allocations Section. This should be accompanied with a copy of confirmation from the Panel Operator of acceptance of the teacher to that panel.

If unsuccessful in attaining access to a panel in your area, s/he should complete the Main Panel Application Form indicating this fact, leaving Name of Panel at Part 1 blank and submit it to the Department's Primary Teacher Allocations Section.

10. When will the surplus teacher have to leave my school?

The objective of the redeployment arrangements is that all surplus permanent/CID holding teachers are redeployed by the start of the new school year. Any surplus that arises during the school year is dealt with without any delay.

Section C Notification requirements for schools with vacancies

1. What does my school do if it has a vacancy?

When the annual staffing schedule is published on the Department website, the Chairperson of the Board of Management is obliged to notify, by email, the relevant Panel Operator (diocesan education secretary, etc.) of any impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done by **Tuesday 23 February 2016**.

All permanent vacancies, specified purpose vacancies and fixed term vacancies that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year must be notified to the Panel Operator.

The Chairperson is also obliged to notify the relevant Panel Operator (diocesan education secretary etc.) of such vacancies arising in any other way, such as retirement of a teacher, teachers re-locating etc. This must be done within 5 working days of the vacancy becoming known to the Chairperson or the School Principal. The Department will be monitoring compliance with this process. Schools that do not comply with the notification of vacancy requirements will not be permitted to fill permanent vacancies on a permanent basis.

2. Can I fill my vacancy once I have notified the vacancy to the Panel Operator (diocesan education secretary etc.)?

No. You must wait until the main redeployment panels issue and then fill your vacancy from the relevant Main Panel. The allocation of teaching posts to schools is contingent on schools complying with the redeployment arrangements in place.

Boards of Management are not permitted to commence a recruitment process to fill a permanent or fixed term teaching vacancy in any other manner until the Department is satisfied that the vacant positions are not required for the redeployment of any remaining permanent/CID holding teachers on a Main Panel.

See Section D - Procedure for filling vacancies through the redeployment panels - No 5 for information relating to the process for a school if there is a permanent vacancy in the school with effect from 1 September 2016 and there is a teacher in the school awarded a CID for the 2016/17 school year under the terms of [Circular 0023/2015](#) (Ward Report).

The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent/CID holding teachers are redeployed into vacancies. The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent/CID holding teachers.

3. My school has a resource post/special class post vacancy. Who do I notify of this vacancy?

Schools with vacancies in resource/special class settings can, in the first instance, seek to fill these vacancies from the existing permanent teachers in the school. The resultant mainstream vacancy should then be filled from the relevant Main Panel. The vacancy should be notified to the Panel Operator.

If the vacancy remains in the resource post it is filled through the Special National Main Panel.

If the vacancy remains in the special class:

- Where Irish is a requirement in the special class the post is filled through the relevant Main Panel.
- Where Irish is not a requirement in the special class the post is filled through the Special National Main Panel.

Primary schools with resource post and/or special class vacancies that are to be filled through the Special National Main Panel are required to notify these vacancies to the relevant Panel Operator and to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at No 1 above.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario, the redeployment of the surplus permanent/CID holding teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

4. My school is a special school and it has a vacancy. Who do I notify?

- Vacancies in special schools where Irish is a requirement must fill these vacancies from the Main Panel. Such schools should notify their vacancies to the relevant Main Panel Operator.
- Vacancies in special schools where Irish is not a requirement must fill these vacancies from the Special National Main Panel. Such schools should notify these vacancies to the relevant Panel Operator and to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at No 1 above.

5. What happens if my school has a vacancy but it does not have access to a redeployment panel?

Schools that do not have access to a redeployment panel must, within the same timeframes as outlined at No 1 above, notify all their permanent, specified purpose and fixed term vacancies that are for a full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school

year to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie.

- 6. The vacancy in my school is a specified purpose/fixed term vacancy that is for a full school year or was sanctioned on or before the first working day of November and is for the duration of the remainder of the school year. Do I need to notify my Panel Operator (diocesan education secretary etc.) about this vacancy?**

Yes. This vacancy should be notified to the Panel Operator within 5 days of the vacancy becoming known to the Chairperson of the BOM/Principal of the school. It can only be filled in the first instance if there is a permanent/CID holding teacher from your school on the main redeployment panel who wishes to defer his/her panel rights and take up the fixed term post for the 2016/17 school year. Otherwise it must be made available, if required, to be filled by any other permanent/CID holding teacher on the main redeployment panel.

- 7. Can I fill a specified purpose/fixed term vacancy that is for a full school year or was sanctioned on or before the first working day of November and is for the duration of the remainder of the school year once I have notified it to the Panel Operator?**

No, you cannot fill your specified purpose/fixed term vacancy until the Department is satisfied that it is not required for the redeployment of any permanent/CID holding teacher. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

- 8. What is the effect of a teacher ticking the box to indicate that s/he has a particular interest in being redeployed to a school within my panel area that operates through the medium of Irish?**

The purpose of this is to assist the school led redeployment process for schools that operate through the medium of Irish. In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being re-deployed to a school that operates through the medium of Irish. However, it is important to note that the panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools including those that operate through the medium of Irish. Specifically, all teachers on a redeployment panel may receive offers of appointment from Irish medium schools irrespective of whether or not they have ticked the box to indicate a particular interest in same.

- 9. What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a special school which operates under the patronage of his/her panel operator?**

The purpose of this tick box is to assist the school led redeployment process for special schools which operates under the patronage of the applicant's panel operator (this does not extend to a special class in an ordinary school). In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a special school. However, it is important to note that the Main Panel

redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools. Specifically, all teachers on a redeployment panel may receive offers of appointment from special schools under the patronage of the applicant's panel operator whether or not they have ticked the box to indicate a particular interest in same.

Section D Procedure for filling vacancies through the redeployment panels

1. How do I know when the Main Redeployment Panel is available?

The Department expects to have the Main Panels available by mid-March. Schools will be notified through the OLCS, the Department website and the website of the various Panel Operators/management bodies that the panels have issued.

2. What happens when I receive the list of surplus permanent/CID holding teachers on the Main Redeployment Panel and I have a vacancy?

There should be no unnecessary delay with Boards of Management initiating the process of making offers of vacancies to teachers on the panel.

The timeframe for the school led process of redeployment of surplus permanent/CID holding teachers is to **Wednesday 13 April 2016**. Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

Teaching vacancies must be offered **prior to Wednesday 13 April** to permanent/CID holding teachers on a Main Panel in the following order of priority:

- i. Permanent vacancies within the panel area (e.g. diocese)
- ii. Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius within their existing diocesan panel area.

3. What are my options for engaging with teachers on the Main Redeployment Panel?

The Board of Management has three options for filling the permanent vacancy:

1. The Board of Management can select a teacher from the Main Panel, without an interview process.
2. Where there is more than one teacher on the Main Panel, the Board of Management of the school with the vacancy can send a request by email inviting some or all of the teachers on the Main Panel to interview. A teacher must respond to an invitation to interview within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.

3. Schools have the option of using a website (educationposts.ie or staffroom.ie) as a means of engaging with the Main Redeployment Panel for the 2016/17 school year.

This can be done by the school using the website as the means to invite teachers on the relevant Main Panel to express an interest in a permanent post that falls to be filled from that Main Panel. Teachers can only respond to expressions of interest from within their own relevant panel area.

Key requirements are:

- Teachers to be given a period of 5 calendar days to express an interest in the post.
- A school is required to select a teacher from the cohort of teachers that expressed interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Main Panel (who had not responded with an expression of interest in the post). The filling of the post in this manner may be done with or without an interview process.
- If no teachers on the relevant Main Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days.
- If at that stage there are still no teachers who have expressed interest in the post then the school should inform the Panel Operator.
- A teacher on the Main Panel who does not express an interest in a post remains on the Main Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Main Panel. A teacher who is called to interview from the Main Panel but is unsuccessful in securing the post remains on the Main Panel.
- **It remains the case however that all teachers on the main panel must be redeployed before permission is given to fill remaining vacancies in any other manner or to fill fixed term teaching vacancies.**

Please see below text to be included in

- any advert to be placed by a school with a permanent teaching vacancy on educationposts.ie or staffroom.ie seeking expressions of interest from teachers on the relevant Main Redeployment Panel

and

- any follow up advert by the school extending the timeframe of the initial advert seeking expressions of interest from teachers on the relevant Main Panel by two calendar days.

Template wording to be used by schools when seeking an expression of interest from teachers on the Main Panel

Wording to be included in the first advertisement:

The Board of Management wishes to invite expressions of interest in a permanent vacancy, with initial duties in _____ (*insert duties*) from teachers listed on the Main Panel for the Diocese of _____ (*insert name of panel*) / An Foras Pátrúnachta _____ (*insert county*) / Educate Together _____ (*insert county*) (*delete as appropriate*).

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address _____ (*insert address*) by the ___ day of _____, 2016 (*insert closing date*), being 5 calendar days from the date of this advertisement.

If no teacher(s) on the Main Panel reply to the first advertisement, the wording to be included in the second advertisement is:

The Board of Management, having initially advertised this permanent vacancy on this website on the ___ day of _____, 2016 (*insert date of first advertisement*), hereby gives notice that it is extending the period of time within which an expression of interest may be submitted by a teacher on the Main Panel for the Diocese of _____ (*insert name of panel*) / An Foras Pátrúnachta _____ (*insert county*) / Educate Together _____ (*insert county*) (*delete as appropriate*) by two calendar days.

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address _____ (*insert address*) by the ___ day of _____, 2016 (*insert closing date*), being 2 calendar days from the date of this advertisement.

4. Which panel do I use to fill my vacancy?

Vacancies to be filled through the redeployment process must be offered as set out in the tables below to permanent/CID holding teachers on the Main Panels unless there is an impediment to filling the vacancy in this manner under the terms of [Circular 0023/2015](#).

Primary Schools

Post type	Panel applicable
Resource posts that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the resource position	Special National Main Panel*
Special class posts where Irish is not a requirement and that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special class position	Special National Main Panel*
Special class posts where Irish is a requirement and that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special class position	Main Panel
All other posts except Principal teacher	Main Panel

Special Schools where Irish is a requirement

Post type	Panel applicable
All vacancies (except Principal post)	Main Panel

Special Schools where Irish is not a requirement

Post type	Panel applicable
All vacancies (except Principal post)	Special National Main Panel*

*In the event that the Special National Main Panel is clear or the vacancy is turned down on grounds of distance, you should fill it from the relevant Main Panel.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

5. What is the position if there is a permanent vacancy in my school with effect from 1 September, 2016 and there is a teacher in my school awarded a CID for the 2016/17 school year under the terms of Circular 0023/2015 (Ward Report)?

The process for a school with a teacher in a fixed term post that has been awarded a CID for the 2016/17 school year under the terms of the Ward Report (Circular 0023/2015) with effect from 1 September, 2016 and now also has a permanent vacancy with effect from 1 September, 2016 is as follows:

In such circumstances, the permanent vacancy arising in a school between 1 September 2016 and 7 November, 2016 must be filled by the CID holder subject to the following:

- the permanent vacancy having been notified to the Panel Operator within the required timelines as set out in [Circular 0007/2016](#).

This process will result in the school having a fixed term vacancy.

Given that there will be some further redeployment to be done in the Autumn, the school is also required to hold open its fixed term vacancy to cater for the redeployment of any surplus permanent/CID holding teacher that arises between 1 September and 7 November, 2016. The vacancy that is being kept open can only be filled on a fixed term basis to Friday, 28 October, 2016.

The Department will notify the school as early as possible in October whether this vacancy is required for the redeployment of a surplus permanent/CID holding teacher. If the post is required for the redeployment of a surplus permanent/CID holding teacher, the fixed term contract must cease on 28 October, 2016.

If the post is not required for the redeployment of a surplus permanent/CID holding teacher, it can be filled at that stage in the normal manner.

6. If my vacancy is a clustered GAM/EAL post how do I fill it?

You should in the first instance offer the post among the base school staff. If a staff member opts to be the GAM/EAL teacher, the consequential vacancy is filled through the relevant Main Panel.

If no teacher in the base school wishes to take up the GAM/EAL post, it should be offered among the relevant teachers in the schools in the cluster. If a teacher from one of those schools opts to take it, s/he moves to the base school and becomes the most junior teacher in the school. The resultant vacancy in the school from which the teacher has come is filled through the Main Panel. If no teacher in the base school or the other schools in the cluster opts to fill the GAM/EAL post, the post in the base school is filled through the Main Panel.

7. If the vacancy in my school is a Resource base post, how do I fill it?

You should in the first instance offer the post to the staff in your school. If a staff member opts to be the Resource teacher, the consequential vacancy is filled through the relevant Main Panel.

If no teacher in your school wishes to take up the Resource teaching position the post is filled, in the first instance, from the Special National Main Panel. In the event of the Special National Main Panel being clear and/or the remaining teachers on the Special National Main Panel being outside the 45km distance, then the position is filled from the relevant Main Panel.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

8. What is the effect of a teacher ticking the box to indicate that s/he has a particular interest in being redeployed to a school within my panel area that operates through the medium of Irish?

The purpose of this is to assist the school led redeployment process for schools that operate through the medium of Irish. In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a school that operates through the medium of Irish. However, it is important to note that the panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools including those that operate through the medium of Irish. Specifically, all teachers on a redeployment panel may receive offers of appointment from Irish medium schools irrespective of whether or not they have ticked the box to indicate a particular interest in same.

9. **What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a special school which operates under the patronage of his/her panel operator?**

The purpose of this tick box is to assist the school led redeployment process for special schools which operates under the patronage of the applicant's panel operator (this does not extend to a special class in an ordinary school). In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a special school. However, it is important to note that the Main Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools. Specifically, all teachers on a redeployment panel may receive offers of appointment from special schools under the patronage of the applicant's panel operator whether or not they have ticked the box to indicate a particular interest in same.

10. **What happens if all of the surplus permanent/CID holding teachers on the Main Panel for my area are redeployed and my vacancy has not been filled?**

You cannot fill your post by any other means until the Department is satisfied that it is not required for any other surplus permanent/CID holding teacher awaiting redeployment including as appropriate, surplus permanent/CID holding teachers from other panel areas. The Department will publish regular updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent/CID holding teachers. You must wait until these updates advise that all panels are clear and permission is given to fill your vacancy by other means.

11. **Once I have made my decision as to whom I will offer my vacancy do I have to make a formal offer of the vacancy to the teacher on the panel?**

Yes, you must formally offer the vacancy to the teacher on the panel by issuing a "letter of offer" by email and seek the teacher's response within three calendar days of the date of your email. Proof of sending should be retained by the Board of Management. The "letter of offer" should state the offer is conditional on and subject to amongst other things confirmation of qualifications, continued registration with the Teaching Council, compliance with Garda vetting requirements and pre-employment medical screening. Boards are advised to check with their Management Bodies in this regard.

12. **What happens if the teacher on the Main Panel cannot be contacted or does not respond to my email offer of a post in my school?**

Each teacher on the redeployment panel has provided contact details to facilitate contact relating to his/her future employment. If a teacher fails to accept an offer of a post within the required 3 calendar day time frame, s/he will forfeit her/his panel access. Payment of salary for the teacher will cease with effect from the end of the school year or immediately if the new school year has commenced.

You should notify your Panel Operator (diocesan education secretary, etc.) and the Department's Primary Teacher Allocations Section by email

(primaryallocations@education.gov.ie) that the teacher has failed to respond to your offer. Copy this email to the teacher also.

13. What happens when a teacher on the Main Panel accepts the offer of a post in my school?

Once written confirmation of the acceptance of the terms and conditions outlined in the letter of offer has been received by email, the Board of Management must notify your Panel Operator (diocesan education secretary etc.) within the following 24 hour period. This notification by the Chairperson of the Board of Management to the Panel Operator (diocesan education secretary etc.) can be done verbally but must, without any delay, also be confirmed by email.

You must arrange for the [Panel Update Form](#) to be completed and forwarded to the Department's Primary Teacher Allocations Section. The form must be signed by the teacher and the Chairperson of the school.

You must also complete and submit the Primary Teacher Appointment Form to the Primary Teachers Payroll Section.

14. Is there a time limit by which I must have my vacancy filled?

The timeframe for the school led process of redeployment of surplus permanent/CID holding teachers is to **Wednesday 13 April 2016**. Panel Officers will be appointed after that date. The Panel Officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

The latest date of appointment of a teacher to a permanent post on a permanent basis is the **first working day of November (i.e. Monday 7 November 2016)**. Thereafter a permanent post may be filled only on a fixed term basis unless the appointee is a surplus permanent/CID holding teacher through the redeployment arrangements.

These arrangements do not apply to Principal teacher posts which will continue to be filled in the normal manner on a permanent basis, i.e., through the formal recruitment procedures outlined in Appendix D of the Boards of Management Constitution of Boards and Rules of Procedure.

15. How will I keep up to date on whether the panel is still in operation?

Keep in regular contact with your Panel Operator. The Department will notify the school system through regular panel updates on its website of progress made on the redeployment of surplus permanent/CID holding teachers.

16. What does "holding open a vacancy" mean and which schools does it apply to?

Schools that are given provisional approval for a teaching post(s) on the basis of projected enrolments for September 2016 must keep open one provisionally approved vacancy (which can be either a permanent or a fixed-term vacancy) to cater for the redeployment of any surplus permanent teachers that arise later in 2016

(either in the school with the provisionally approved post or in a neighbouring school).

This applies to provisionally approved school posts, as follows:

- a developing school post
- a post approved under the staffing appeals criterion for small schools
- a post approved under the staffing appeals criterion for alleviating some of the pressure on class sizes at infants level for primary schools that make a significant contribution by absorbing demographic growth
- a temporary post approved under the staffing appeals criterion for EAL support

Schools that have applied for the above mentioned posts will be separately notified by the Department if such a post is being provisionally approved. These schools must hold open a vacancy pending the outcome of enrolments and redeployment panels and must adhere to the conditions outlined in such notifications and in the staffing circular.

The requirement to keep open a vacancy does not arise if all the permanent and fixed term vacancies in the relevant schools are filled by surplus permanent/CID holding teachers from the main redeployment panel.

17. What happens to a teacher from the Supplementary Redeployment Panel that is in a post that was held open and the post is required in October 2016 for the redeployment of a surplus permanent teacher or the sanction for the post is withdrawn because the required level of enrolments was not reached?

The teacher will be returned to the Supplementary redeployment panel.

Part 2

Information for Surplus Permanent/CID holding Teachers

Section A **Background**

Section B **Access to the Main Redeployment Panel**

Section C **Deferring panel access**

Section D **Exemption from the redeployment panel**

Section E **Panel offer procedures**

Part 2 Information for Surplus Permanent/CID holding Teachers

Section A Background

1. Why is there a redeployment process?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID holding teachers to schools that have vacancies. The redeployment of all surplus permanent/CID holding teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

2. What is the Main Panel?

Each Main Panel is confined to surplus eligible permanent/full time CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.

3. How does the redeployment process operate?

Surplus permanent/CID holding teachers are redeployed to schools with vacancies through the following panels

- Catholic Church (on diocesan basis)
- Church of Ireland (on diocesan/united diocesan basis)
- Each Religious Order has its own panel
- Educate Together (national panel)
- An Foras Pátrúnachta (national panel)
- Special National Panel (national panel operated by the Department)

The redeployment arrangements also include provision for surplus permanent/CID holding teachers without access to a redeployment panel.

4. What types of vacancies are offered to surplus permanent/CID holding teachers?

Teaching vacancies must be offered to permanent/CID holding teachers on a Main Panel in the following order of priority:

- a) Permanent vacancies within the panel area (e.g. diocese)
- b) Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius of their former school within their existing panel area.

5. How do I know that I am the teacher to be placed on the panel?

A school can determine, from Appendix A and C of the staffing circular, the bulk of its allocations for the school year. If a school has more teachers in the school than permitted by its allocation, a teacher(s) is surplus to the requirements of the school.

The Principal/Chairperson will notify the most junior permanent/CID holding teacher that s/he cannot be retained in the school and that s/he should complete and return the Main Panel Application Form to the Department by **Tuesday 23 February 2016**.

If you are a teacher awarded a CID in the 2015/16 school year under the terms of [Circular 0023/2015](#) your school must complete a [CID Declaration Form Jan 16](#) and submit to the Department by Tuesday 23 February, 2016.

6. What is the effect of a teacher ticking the box to indicate that s/he has a particular interest in being redeployed to a school within my panel area that operates through the medium of Irish?

The purpose of this is to assist the school led redeployment process for schools that operate through the medium of Irish. In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a school that operates through the medium of Irish. However, it is important to note that the panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools including those that operate through the medium of Irish. Specifically, all teachers on a redeployment panel may receive offers of appointment from Irish medium schools irrespective of whether or not they have ticked the box to indicate a particular interest in same.

7. What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a special school which operates under the patronage of his/her panel operator?

The purpose of this tick box is to assist the school led redeployment process for special schools which operates under the patronage of the applicant's panel operator (this does not extend to a special class in an ordinary school). In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a special school. However, it is important to note that the Main Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools. Specifically, all teachers on a redeployment panel may receive offers of appointment from special schools under the patronage of the applicant's panel operator whether or not they have ticked the box to indicate a particular interest in same.

Section B Access to the Main Redeployment Panel

1. What are the main undertakings I have to give when applying for access to the panel?

You must give the following undertakings when applying to be placed on the Main Panel:

- you understand that the information provided on your application will be subject to verification by the Department before your name is passed to the relevant Patron for inclusion on the panel. Accordingly, you understand that completion of your application does not automatically confer panel access and the final decision to admit you to a panel rests with the relevant Patron.
- you are satisfied that you are the most junior eligible permanent teacher/CID holder in the school / you have volunteered to exchange panel rights with the most junior eligible permanent teacher in the school with the consent of the school Patron
- you agree to abide by the redeployment arrangements which govern the operation of the main redeployment panel at primary level.
- you understand and agree that your contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate your redeployment.
- you accept that your name will be removed from the Panel if:
 - you are not contactable using the details provided on your application form
 - you fail to respond within three calendar days to any request for interview by a school including any such requests by email
 - you fail to respond within three calendar days to any offer of a post from a school including any such offer by email
 - you refuse to accept an offer of a post which is within the agreed distance limits
- you accept that if, at any time, you allow your Teaching Council registration to lapse or if you are removed from the Register for any reason, you will be removed from the Panel and/or your employment will be terminated with the school to which you are redeployed with immediate effect.
- you accept that any appointment arising from this panel will be subject to the required vetting requirements.
- you accept that any appointment arising from this panel will be subject to medical screening
- you undertake to notify the relevant Panel Operator and submit a completed Panel Update Form (PUF) to the Primary Teacher Allocations Section of the

Department when you accept a post for the 2016/17 school year or if you decide to leave the panel for any reason. You understand that if you leave the panel for any reason you cannot be subsequently reinstated.

- you accept that any appointment from the panel will be conditional on and subject to the terms and conditions set out in the/any letter of offer from the employing school/employer.

Failure to comply with any of the above conditions will result in forfeiture of your panel access. Payment of salary to you will cease with effect from the end of the school year or immediately if the new school year has commenced.

2. How can I access the Main Panel?

If you are the most junior permanent/CID holding teacher that is surplus in the school you should arrange to complete the Main Panel Application Form. Parts 3 (if relevant) and 4 of the form must be signed by the Chairperson.

This form should be submitted to the Department's Primary Teacher Allocations Section as soon as possible and in any event on or before **Tuesday 23 February 2016**. It is advised that the teacher retain proof of postage. If the signed form is not returned by the specified date, the teacher forfeits his/her panel access. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless the teacher secures an alternative post through open competition.

3. Can I as the most junior permanent teacher in the school be replaced on the redeployment panel?

- a) In exceptional circumstances you may seek the approval of the Board of Management to be replaced on the panel by an alternative permanent/CID holding teacher.
- b) If the most junior permanent/CID holding teacher seeks to be replaced on the panel, any other permanent/CID holding teacher interested in going on the panel must communicate his/her position to the Chairperson within *5 working days* of the issuing of the staffing schedule. All application(s) from staff member(s) will be considered by the BOM.
- c) If more than one permanent/CID holding teacher applies to be placed on the panel in place of the most junior permanent/CID holding teacher, the BOM will consider all applications. The BOM will decide whether to accept the application of the most junior permanent/CID teacher to be replaced on the panel by any other permanent/CID holding teacher. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which of the applicant permanent/CID holding teachers is to replace the most junior permanent/CID holding teacher.
- d) if it is accepted that the most junior permanent/CID holding teacher can be replaced on the panel, the other teacher must apply to the Patron for

permission to go on to the Panel in place of the most junior permanent/CID holding teacher in the school

- e) The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace you on the Main Redeployment Panel.

4. Can the Principal teacher be placed on the redeployment panel?

The only circumstance in which the Principal teacher can be placed on the redeployment panel is in the event of school closure. When a decision is made by a patron to close a school the Principal teacher should complete the Main Panel Application Form and submit it to the Department's Primary Teacher Allocations Section.

5. The patron body for my school does not have a separate panel. As the surplus permanent/CID teacher can I access the redeployment arrangements?

There is no redeployment panel on which you can be placed. However, if you are a fully registered/qualified and probated teacher, you should apply to the other patron bodies in your area to seek to be placed on their panel(s).

If you are accepted on to the panel of a neighbouring patron body you should complete the Main Panel Application Form, indicating this fact and forward it to the Department's Primary Teacher Allocations Section accompanied by written confirmation from the Patron that you have been accepted onto the panel. The Patron has sole discretion as to whether to accept your application to go on the Panel.

If you are not successful in obtaining access to another panel, you should complete the Main Panel Application Form indicating this fact, leaving name of panel blank and forward it to the Department's Primary Teacher Allocations Section who will be in direct contact with you concerning redeployment.

6. I am a surplus permanent/CID holding teacher, fully registered with the Teaching Council under Regulation 2 and I am fully qualified for the primary sector. Which panel applies to me?

The Main Redeployment Panel.

7. I am a fully qualified and probated surplus permanent/CID holding teacher. I hold full registration with the Teaching Council under Regulation 3/Montessori and Other/Section 31(2) and 31(3) Montessori & Other. Which panel applies to me?

The Special National Main Redeployment Panel.

8. If I am on the Special National Main Panel what type of post will I be redeployed into?

Your redeployment will be to a post of:

- resource teacher in a primary school,
- special class teacher in a primary school provided that Irish is not a curricular requirement or
- a post in a special school provided that Irish is not a curricular requirement.

9. I am a permanent/CID holding teacher with registration under Regulation 3/Montessori & Other/Section 31(2) and 31(3) Montessori & Other in a special class/resource post which is being withdrawn from my school. However I am not the most junior teacher in the school. What is my position in relation to the redeployment panel?

If you can be redeployed elsewhere in the school, i.e., the school has another special class and/or resource post, you may be placed in that post and the most junior permanent/CID holding teacher in the school, if eligible, is placed on the Main Redeployment Panel or the Special National Main Panel as appropriate, depending on qualifications.

If all of the special class posts/resource posts in the school are held by teachers with the above registration then the most junior of these teachers, if eligible, is placed on the Special National Main Panel.

If there is just one special class/resource post in the school (held by you) and it is being withdrawn you will be placed, if eligible, on the Special National Main Panel.

10. I am a surplus permanent/CID holding teacher in a special school. I am post primary qualified. Which panel applies to me?

You will be redeployed, if eligible, through the post primary redeployment scheme unless there is a vacancy in certain special schools for which you are qualified and to which you can be redeployed. You should contact the Department's Primary Teacher Allocations Section on this issue.

11. What happens when I send on my Main Panel application form to the Department?

The Department will compile a list of teachers who are eligible to have their names placed on the Main Panel. This list is then circulated to the relevant Panel Operators (diocesan education secretary etc.). The final decision to admit a teacher to a panel rests with the Patron.

A Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels both to teachers on the panel, schools with vacancies and the Department.

The Department may publish and update this information on its website.

12. How will I know if I have been placed on the Main Redeployment Panel?

You will receive an email notification from the Department's Primary Teacher Allocations Section of the outcome of your application for redeployment.

Section C Deferring Panel Access

1. Can I defer/postpone going on to the Main Redeployment Panel?

Deferring panel access to the **Main Redeployment Panel** means postponing your redeployment.

It is not an option to defer panel access if you have not first signed and submitted the Main Panel Application Form to the Department and you have been approved for placement on the Main Panel.

You can defer your panel access to the Main Redeployment Panel in the following circumstances only:

- a) To take up a temporary position in your school. The temporary position must be for a minimum period of one school year, i.e. replacing a teacher on career break, secondment, replacing two teachers who have entered into a job sharing arrangement etc.
- b) To go on a career break or secondment
- c) To avail of a job-sharing arrangement

The maximum period for which you can defer your panel access for any of the above arrangements is 5 school years.

2. Can I defer main panel access on medical grounds?

No. You cannot defer main panel access on medical grounds.

3. When do I need to notify the Department that I intend to defer my main panel access?

If you have applied to the Main Redeployment Panel and you intend to defer, you must notify the Department as soon as possible, but in any event prior to the publication of the panels in mid-March.

You must complete the Panel Update Form and forward it to the Department's Primary Teacher Allocations Section. It is advised that you retain proof of postage. Your Patron must also be notified when the Panel Update Form is being submitted.

4. If, as a surplus permanent/CID holding teacher, I defer my panel access to the Main Panel to take up a fixed term position for the duration of a full school year, to take a career break, to job-share, to avail of a secondment arrangement and subsequently a permanent post arises in my school, should this post be offered to me?

Yes, you are automatically reinstated to the permanent post provided you are the most senior teacher from your school who has deferred her/his access to or has an

exemption from the Main Panel. If you do not accept the post you will lose your Main Panel access. You must complete the Panel Update Form and forward it to the Department's Primary Teacher Allocations Section.

5. If I am the teacher to be re-instated to the permanent post, do I need to return to my school?

No, you will not need to return to your school until the end of your leave of absence.

Section D Exemption from the redeployment panel

1. Are there any exemptions from the Main Redeployment Panel?

Yes, on grounds of maternity/adoption which are applied to surplus permanent/CID holding teachers on the Main Redeployment Panel.

You may be exempt from the redeployment panel in the case of maternity for a period of 6 months prior to the birth of your baby and up to the end of your maternity leave. The expectant due date must be forwarded with your application for exemption. In the case of adoption you may be exempt from the redeployment panel up to the end of adoptive leave.

You must apply for your exemption **within 5 days** of your placement on the redeployment panel. It is not an option to seek an exemption at a later date. You will remain on the panel for the period of exemption. Schools will be advised that you have an exemption.

During your period of exemption you will remain in your former school pending your redeployment. You cannot be allocated a mainstream class. You must act as replacement teacher for absences of other teachers in the school. The Department will not pay the cost of a replacement teacher for your absence on maternity/adoptive leave.

If a permanent post arises in your school during your exemption period, you are automatically reinstated to the permanent post providing you are the most senior permanent/CID holding teacher who has an exemption from the panel.

If a permanent post arises in another school during your period of exemption, the Board of Management may offer the post to you but it is not obliged to do so. Likewise you are not obliged to accept the offer. Refusal of such an offer will not cause you to forfeit your panel access.

The Department will put arrangements in place to ensure that a teacher in a school with a maternity/adoption exemption is utilised to the greatest extent possible to minimise overall salary costs for the Department.

2. How do I apply for an exemption?

You must complete the Panel Update Form and forward it to the Department's Primary Teacher Allocations Section within 5 days of your placement on the redeployment panel. It is advised that you retain proof of postage.

3. Can I claim an exemption from the Main Redeployment Panel on grounds of parental leave?

No.

Section E Panel Offer Procedures

1. When can I expect to receive offers of posts?

The Department expects to publish the redeployment panels for the 2016/17 school year by mid-March.

The school led process of redeployment takes place from the time the Main Redeployment Panels issue until **Wednesday 13 April 2016**. You should expect to receive an offer of a vacancy within this timeframe. Panel Officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to your school.

2. How does a BOM fill a permanent vacancy?

The Board of Management has three options for filling the permanent vacancy:

1. The Board of Management can select a teacher from the Main Panel, without an interview process.
2. Where there is more than one teacher on the Main Panel, the Board of Management of the school with the vacancy can send a request by email inviting some or all of the teachers on the Main Panel to interview. A teacher must respond to an invitation to interview within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.
3. With effect from the 2016/17 school year schools now have the option of using a website, i.e. educationposts.ie or staffroom.ie, as a means of engaging with the Main Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Main Panel to express an interest in a permanent post that falls to be filled from that Main Panel. Teachers can only respond to expressions of interest from within their own relevant panel area. Key requirements are:
 - Teachers to be given a period of 5 calendar days to express an interest in the post.
 - A school is required to select a teacher from the cohort of teachers that expressed interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Main Panel (who had not responded with an expression of interest in the post). The filling of the post in this manner may be done with or without an interview process.
 - If no teachers on the relevant Main Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days.

- If at that stage there are still no teachers who have expressed interest in the post then the school should inform the Panel Operator.
- A teacher on the Main Panel who does not express an interest in a post remains on the Main Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Main Panel. A teacher who is called to interview from the Main Panel but is unsuccessful in securing the post remains on the Main Panel.
- **It remains the case however that all teachers on the main panel must be redeployed before permission is given to fill remaining vacancies in any other manner or to fill fixed term teaching vacancies.**

3. How do I receive offers of posts?

A Board of Management will communicate an offer of its post to you and will issue you with a letter of offer by email. You must respond to the Board of Management within 3 calendar days of receipt of the email offer of a post indicating acceptance of the conditions as set out in the letter of offer. It is advisable to retain a record of your email response.

The offer of a post is conditional on and subject to, amongst other things, confirmation of qualifications, continued registration with the Teaching Council, compliance with Garda vetting requirements and pre-employment medical screening.

Failure to respond to an offer of a position by email within 3 calendar days will mean you will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

4. Am I required to be contactable during the period that the panels are in operation?

Yes, teachers on the panel are required to be contactable at all times at the email addresses and/or phone numbers provided on the Main Panel application form. It is vitally important that you are contactable at all times. You must check your email regularly.

If you change your postal or email address, telephone number or any contact details you must notify this change to the Department's Primary Teacher Allocations Section (email: primaryallocations@education.gov.ie) and to the Panel Operator (diocesan education secretary, etc.) immediately.

5. Has a Board of Management the right to interview me when I am on the redeployment panel?

Once there is more than one teacher on the panel, a Board of Management has the right to interview you. Failure to respond to an invitation to and/or attend at an

interview will mean you will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

6. Must I accept the first post offered to me?

Yes you must accept the first post offered to you by any school within your Panel Operator's area once it is within 45kms distance of your former school, unless you are offered and accept another post within the three day period of receipt of your first offer. This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within your panel area. Failure to accept an offer of a post from any school within the 45kms distance will mean you will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

7. What happens if I am on the Main Redeployment Panel and I fail to respond within 3 calendar days of an offer being made to me by a Board of Management?

You will forfeit your panel access. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

8. Must I reply by email to every offer made to me even if it is outside the distance?

Yes, you must respond to any offer of a post within three calendar days of receipt of the offer.

9. What happens if I refuse an offer and I am within the 45km distance?

You will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

10. Must I notify the Department if I accept a post through the panel process?

Yes, you must complete the Panel Update Form which must be signed by the Chairperson of your new school. This form should be forwarded to the Department's Primary Teacher Allocations Section.

Your new school Principal/Chairperson should also arrange for the Primary Teacher Appointment Form to be completed and forwarded to the Primary Teachers Payroll Section.

11. When am I expected to take up duty in the new school?

Your redeployment will take effect from the start of the new school year.

If you are redeployed after the start of the school year you will be required to take up duty in the new school without any delay.

- 12. What happens if I accept a post sanctioned on a provisional basis (i.e. posts sanctioned on developing grounds, small schools criteria or large infant class posts) and the post is subsequently suppressed if the required projected enrolment is not achieved?**

You will return to the Main Panel to be redeployed into another permanent vacancy. If there are no permanent vacancies you will be redeployed into a fixed term post for the remainder of the school year. You will be placed back on the Main Redeployment Panel for the following school year.

- 13. What happens if there is no vacancy within my panel area to which I can be redeployed?**

Arrangements will be made in consultation with the relevant Panel Operators for your redeployment on a fixed term basis for the school year to be achieved through inter-diocesan (Panel Operator) co-operation.

In the event that your redeployment is not possible through inter-diocesan cooperation, in the first instance the position will be examined on whether any flexibility in the Haddington Road Agreement 2014 - 2016 in relation to the 45km radius for redeployment can be appropriately applied to achieve your redeployment to a school of the same type of patronage.

In the second instance the scope for redeployment to be achieved on an elective basis will be examined through you applying to be placed on a panel of a different type of patronage. It will be a matter for the relevant patron to consent to this application.

If no other viable option is available, a temporary assignment to a vacancy in a school of a different type of patronage will be made. This temporary assignment will be for the duration of the relevant school year. You will retain your existing panel access for the relevant redeployment panel for your original school. You will not acquire panel access in respect of the redeployment panel associated with the school of temporary assignment. You will be required to adhere to the requirements of the Board of Management in relation to its obligation to uphold the ethos of the school, consistent with law.

- 14. If, as a surplus permanent/CID holding teacher, I have been redeployed to a vacancy in another school and subsequently a permanent post arises in my old school before or on the first day of the new school year, should this post be offered to me?**

If you were redeployed into a temporary post in another school, then you are automatically re-instated back into the permanent post in your old school.

If you were redeployed into a permanent post in another school, it is a matter for both Boards of Management (your former and your new Board of Management) to come to an agreement regarding which position you will take up.

Part 3 Information for Panel Operators

1. When can I expect to receive the Main Redeployment Panels?

The Department expects to have the redeployment panels published by mid-March 2016.

Once the Main Panel has been compiled in the Department's Primary Teacher Allocations Section, it will be emailed to each of the Panel Operators (diocesan education secretary etc.).

2. How do I receive notice of vacancies in the primary schools within my panel area (diocese, etc.)?

When the annual staffing schedule is published on the Department website, the Chairperson of the Board of Management is obliged to notify by email the relevant Panel Operator (diocesan education secretary, etc.) of any impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done by **Tuesday 23 February 2016**.

All permanent vacancies, specified purpose vacancies and fixed term vacancies that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year must be notified to the Panel Operator.

The Chairperson is also obliged to notify the relevant Panel Operator (diocesan education secretary etc.) of such vacancies arising in any other way, such as retirement of a teacher, teachers re-locating etc. This must be done within 5 working days of the vacancy becoming known to the Chairperson or the School Principal. Failure to notify the vacancy may impact on the status of the post for the remainder of the school year.

3. What should I do when I am notified by schools of vacancies?

You should compile a list of all known vacancies - permanent, specified-purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year. This list should then be circulated with the list of teachers on the panel to all schools with known vacancies.

However, a Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels.

The Department may publish and update this information on its website.

4. Do I have to circulate a list every time I am notified about a vacancy?

You only need to re-circulate the list to the school which you have been notified about the vacancy.

When the panel is in operation, a school with a vacancy (permanent, specified purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year) cannot recruit a teacher in any manner other than through the offer of the vacancy to a teacher on the redeployment panel.

5. Is there a time limit within which schools must offer their vacant posts to teachers on the Main Redeployment Panel?

The timeframe for the process of interaction between individual schools with vacancies and teachers on the panel is the period from the date the panel list is available, expected to be mid-March to **Wednesday 13 April, 2016**.

6. What is the process if a school contacts me to say that it has received no response to an advert on educationposts.ie or staffroom.ie?

You will first need to check the records of the school for the advertisement process. If you are satisfied that the school followed the correct procedures you will then need to contact the Primary Allocations Section of the Department to consider next steps.

7. How will I know that schools are offering their vacant posts to the teachers on the Main Redeployment Panel?

As email acceptance of post(s) by teacher(s) on the Main Redeployment Panel are received by a Chairperson of a Board of Management s/he must, within the following 24 hour period, notify you, the Panel Operator. This notification can be done verbally but must, without any delay, also be confirmed by email.

8. Do I need to notify anyone that a vacancy has been filled?

You must keep the relevant personnel in the Department's Primary Teacher Allocations Section informed on a regular basis of movement on the panel.

If the panel has cleared you must notify the Department accordingly.

The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent/CID holding teachers.

The school led process of redeployment of surplus permanent/CID holding teachers must be completed by **Wednesday 13 April 2016**.

9. What should I do if I have concerns about the progress being made on clearing the panel?

You should contact the Department's Primary Teacher Allocations Section immediately to discuss your concerns.

10. What happens after Wednesday 13 April 2016?

The timeframe for the school led process for the redeployment of surplus permanent/CID holding teachers is to **Wednesday 13 April 2016**. The shortened timeframe for teachers to accept posts offered to them by email is designed to better facilitate the efficient management of the panels. Throughout the redeployment process the Department will be liaising closely with Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done by **Wednesday 13 April 2016** during the school led process. Panel Officers will be appointed after **Wednesday 13 April 2016**. The Panel Officer process will commence with the school of the same patronage that has a vacancy and is located nearest to the school with the surplus teacher.

Part 4

Guidance for Panel Officers in relation to the redeployment of a surplus permanent/CID holding teacher

Panel Officers are appointed to deal with difficulties with the operation of a redeployment panel. If the redeployment process operates well then the requirement for Panel Officers should be minimal.

It is important to note that the school system and Panel Officers operate in the context that the redeployment of all surplus permanent teachers is key to the ability of the Department to manage within its payroll budget and the ceiling on teacher numbers.

The following guidance is issued to Panel Officers to give greater clarity and transparency to the process used for identifying a school for the redeployment of a teacher.

The Teacher: The first step is to check if the teacher on the panel is the most junior teacher from his/her own school. If he/she is not the most junior teacher, the Panel Officer will determine if the relevant teacher was given the approval of the Patron to be put on the redeployment panel.

The School: The next step is to commence the process of identifying a school to facilitate the redeployment of a teacher. This process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher. The Department's Geographic Information System (GIS) will be used to identify the nearest school. The school will be given an opportunity to complete Form PO16/17 which sets out the school's engagement with the redeployment process and this will be provided to the Panel Officer (assuming the school has completed the form).

Schools with a permanent vacancy will be considered first and then, if necessary, schools with a fixed-term vacancy.

The Panel Officer will firstly make telephone contact with the Panel Operator (diocesan education secretary etc.) to introduce himself/herself as the Panel Officer and to give the Panel Operator an opportunity to provide the Panel Officer with any relevant information in relation to the redeployment of the remaining teachers on the Main Redeployment Panel.

The next step for the Panel Officer is to make telephone contact with the Chairperson of the Board of Management (and, if possible, the School Principal) of the nearest school to the teacher on the Main Panel (as provided by the Department). This gives the school an opportunity to provide the Panel Officer with any relevant information in relation to the filling of its vacancy through the redeployment of the teacher on the Main Panel.

While the Panel Officer process commences with the nearest school with a permanent vacancy, the Panel Officer also has discretion not to redeploy the teacher to the nearest school if s/he considers that there are valid reasons not to do so.

The Panel Officer having considered all the information provided to him/her (including the above telephone contacts with the Patron and the school) will determine if the teacher on the Main Panel should be redeployed to the nearest school.

If the Panel Officer determines that there are valid reasons for not redeploying the teacher to the nearest school then the above process will commence with the next nearest school with a permanent vacancy, etc., until the Panel Officer has identified the school for the redeployment of the teacher on the Main Panel.

The decision of the Panel Officer will be communicated to the Patron, to the Department and to the relevant school and is binding on all parties.

Form PO16/17

To be completed by the school with a permanent or fixed term vacancy and returned to the Department's Primary Teacher Allocations Section. This form will be forwarded to the Panel Officer.

School Name:	Roll No:
School Address:	
Phone number of Chairperson :	
Email address of Chairperson :	
1. Written evidence of all vacancies notified to panel operator within the required time-frame?	
<i>Yes</i>	<input type="checkbox"/>
<i>No</i>	<input type="checkbox"/>
2. Number of vacancies notified to panel operator:	
<i>Permanent</i>	<input type="checkbox"/>
<i>Fixed-term</i>	<input type="checkbox"/>
<u>Main Panel:</u>	
1. Number of offers made to permanent teachers on Main Panel in a timely manner for the 2016/17 school year:	
<i>Number of offers</i>	<input type="checkbox"/>
2. Number of vacancies filled by redeployment of a permanent teacher from Main Panel:	
<i>Permanent</i>	<input type="checkbox"/>
<i>Fixed-term</i>	<input type="checkbox"/>
3. Number of permanent vacancies in the school in the 2015/16 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:	
<i>Number of Permanent Vacancies</i>	<input type="checkbox"/>
<i>Number filled from Main Panel</i>	<input type="checkbox"/>
4. Number of permanent vacancies in the school in the 2014/15 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:	
<i>Number of Permanent Vacancies</i>	<input type="checkbox"/>
<i>Number filled from Main Panel</i>	<input type="checkbox"/>

Supplementary Panel:

1. *Number of offers made to teachers on Supplementary Panel in a timely manner:*

Number of offers

2. *Number of vacancies filled by redeployment of a teacher from Supplementary Panel:*

Permanent

3. *Number of permanent vacancies in the school in the 2015/16 school year and the number of these vacancies that were filled by a teacher from the Supplementary Panel:*

Number of Permanent Vacancies

Number filled from Supplementary Panel

4. *Number of permanent vacancies in the school in the 2014/15 school year and the number of these vacancies that were filled by a teacher from the Supplementary Panel:*

Number of Permanent Vacancies

Number filled from Supplementary Panel

Additional information relevant to the filling of the vacancy for the 2016/17 school year should be set out below :

