

## **EducationPosts.ie - Advertise Your Supplementary Panel Vacancies**

An improvement to the process of filling a permanent vacancy in your school from the supplementary panel has been issued in [DES Circular 0072/2014](#). Schools now have the option of using [www.EducationPosts.ie](http://www.EducationPosts.ie) to engage with the supplementary panel. Teachers are invited on the relevant supplementary panel to express an interest in a permanent post that falls to be filled from that supplementary panel. Key requirements are:

- Teachers are given a period of 5 calendar days to express interest in the post
- A school is required to select a teacher from the cohort of teachers that express interest in the post. However, the school has the option of supplementing the list of teachers who express interest in the post with other teacher(s) that are remaining on the supplementary panel (who had not responded with an expression of interest in the post).
- If no teachers on the relevant supplementary panel express interest in the post then 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 can proceed to fill its permanent vacancy in the normal manner via the standard public advertisement.

In such a scenario, the school is required to state explicitly in the public advertisement the date that expressions of interest were sought, the date it was extended and confirmation by the school that no teachers on the relevant supplementary panel expressed interest in the post. A teacher on the supplementary panel who does not express interest in a post remains on the supplementary panel

## **How Schools can advertise Supplementary Panel Vacancies on [www.EducationPosts.ie](http://www.EducationPosts.ie)**

1. Go to [www.EducationPosts.ie](http://www.EducationPosts.ie)
2. Select 'Primary Level' from the 'Advertise a Post' tab
3. Select 'Mainstream Class Teacher' from 'Category of Vacancy'
4. Select 'Supplementary Panel' from 'Status of Post'
5. In the additional information field, include details of the relevant supplementary panel