

## TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS

### **Panel access for fixed-term (temporary), substitute and part-time teachers to the Supplementary Redeployment Panel**

#### **Part 1**

##### **1. Introduction**

The purpose of this circular is to set out the arrangements for access to the supplementary redeployment panels for the 2013/14 school year for eligible registered primary teachers in fixed-term/temporary positions (this includes substitute positions) and part-time positions in recognised primary schools.

##### **2. Key changes**

The arrangements introduced for the 2012/13 school year in relation to the operation of the Subsidiary and Supplementary panels have been reviewed. The following are the **key changes** arising from this review that come into effect for the 2013/14 school year:

- (a) In order to enable the redeployment process to operate in a more efficient manner all eligible applicants under this circular who meet the relevant eligibility criteria will be placed on the relevant Supplementary panels. There will no longer be separate Subsidiary panels. This change comes into effect for the 2013/14 school year.
- (b) The Subsidiary and the Supplementary **Special** National Panels are being phased out and no new applications are being accepted. This decision by the Department of Education and Skills reflects the wider availability of primary teachers who are qualified to work in all settings (which was not the case when this panel was originally set up). Access to the Supplementary Special National Panel for the 2013/14 school year will be confined to those teachers who were on the Subsidiary or Supplementary special national panel in the 2012/13 school year and who did not secure a permanent teaching post. The Department will contact these teachers directly by email in due course. A further change is that the Supplementary Special National Panel for the 2013/14 school year will be used only for filling permanent teaching posts in special schools that are not otherwise required for the redeployment of surplus permanent teachers. The Main Special National Panel for surplus permanent and CID holding teachers

will continue to operate in the normal manner in respect of relevant posts in all schools.

- (c) If an applicant worked in schools that were in more than one panel area (e.g. two dioceses) during the course of the 2012 calendar year then the application for inclusion on a panel must relate to the panel area where the majority of the service was given.

### **3. Structure of the Panels**

- (i) Each main redeployment panel is created for permanent and CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.
- (ii) The Supplementary Panel will be created for eligible primary teachers in fixed-term/temporary positions (this includes substitute positions) and part-time positions who meet the relevant eligibility criteria outlined in Part 2 of this circular.
- (iii) The Supplementary panel set up in accordance with the arrangements set out in this circular will be used for appointments to full-time permanent teaching posts in primary schools but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers.

### **4. Application process for access to panels:**

- (i) Eligible fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary panel must complete the application form in **Appendix A**.
- (ii) In completing this form, teachers are required to self declare on their application that they meet the relevant eligibility requirements set out at Part 2 of this circular. Application forms from teachers **must** be fully completed and legible. Applicants who do not provide the required information will not have their applications processed nor be considered for inclusion on the panels.
- (iii) To simplify the application process, the Department will use existing Payroll and other relevant information held centrally in the Department to check eligibility conditions.
- (iv) Applicants are advised to ensure that any outstanding pay arrears and / or salary scale issues are resolved with the Department's Primary Payroll Section before 31 December 2012 for the purpose of satisfying the eligibility criteria outlined in Part 2 of this circular. Primary Payroll Section can be contacted by emailing [prmtch\\_payroll@education.gov.ie](mailto:prmtch_payroll@education.gov.ie).
- (v) All teachers applying for access to redeployment panels must include their contact e-mail address in a clear and legible format so as to facilitate the efficient operation of the panels. This e-mail address may be used by a primary school as the main point of contact with a teacher and failure by the teacher to respond within the

required timelines set out in the redeployment arrangements may lead to a teacher being removed from the panel.

- (vi) Further checks will, as appropriate, be carried out at appointment stage in respect of those teachers that are being appointed to permanent posts from these panels. Schools and teachers should therefore note that this checking process may invalidate a proposed appointment.

Completed forms must be returned to the Department on or before Friday **14 December 2012** at the following address:

Primary Teacher Allocations Section  
Department of Education and Skills  
Cornamaddy,  
Athlone  
Co. Westmeath

**It is important to note that late applications will NOT be considered for inclusion on these panels.**

It is the Department's intention to notify applicants of the outcome of their application by 31 March 2013 or as soon as possible thereafter.

**5. Review:**

The operation of these arrangements will be reviewed with the relevant education stakeholders in late 2013 to determine what adjustment, if any, is required for subsequent school years.

**6. Queries:**

The main focus of the Department's Teacher Allocations Section is on the teacher allocation process and the preparation of the main redeployment panels for permanent and CID holding teachers.

It therefore has very limited capacity to deal with individual queries in relation to this circular.

Such queries will, as appropriate, be dealt with by e-mail only at the following e-mail address: **circular38\_2012query@education.gov.ie**.

Please note that the closing date of Friday 14 December 2012 will **not** be extended in the event that a response to a query is not issued prior to that date.

Hubert Loftus,  
Principal Officer  
Teacher Allocations Section  
November, 2012

## Part 2

### Eligibility Criteria for access to the Supplementary panel.

#### 1. Eligibility criteria:

##### (a) Teaching Council Registration

Fixed-term /temporary (includes substitute) and part-time teachers that

- hold full registration (registered without conditions) with the Teaching Council under Section 31(5) of the Teaching Council Act, 2001, Regulation 2 / Primary

OR

- are registered with conditions under Section 31(5) and will meet in full the conditions of registration under Regulation 2/Primary on or before 31 August, 2013

OR

- in the case of fixed term/ temporary (includes substitute), and part-time teachers automatically registered in 2006 that hold registration with the Teaching Council under Section 31(2) and 31(3) of the Teaching Council Act as Primary and are fully qualified having satisfied all shortfalls, if any, identified by the Department of Education and Skills

**who:**

##### (b) Salary Eligibility Requirements

- (i) on or before 31 December 2012 are on the 4<sup>th</sup> or higher points of the teachers' salary scale (or the 5<sup>th</sup> or higher points for teachers who commenced employment on the 3<sup>rd</sup> point of the salary scale);

and

- (ii) will have been paid a gross salary of at least €29,000 (including allowances and supervision) in the 2012 calendar year;

and

- (iii) if on the 4<sup>th</sup> point of the teachers' salary scale (or the 5<sup>th</sup> point for those that commenced employment on the 3<sup>rd</sup> point of the salary scale) **must also**, on or before 14 December 2012, be contracted to teach for the remainder of the 2012/13 school year.

## **2. Permanent service/Incremental Credit:**

Applicants must declare on the application form at Appendix A whether permanent service and/or incremental credit has impacted on their current salary scale point. Reckonable service which is allowable is service as a fully qualified teacher in a post paid for by the Department of Education & Skills excluding service in a permanent teaching capacity and post primary service.

Teachers who received an additional incremental salary point in respect of postgraduate or other teacher training must indicate this on the application form at Appendix A.

## **3. Part-time teachers and teachers that took unpaid maternity leave/adoptive leave in 2012**

Part-time teachers who wish to be considered for access to the panel are required to meet the same eligibility criteria as set out above. However, the salary earnings threshold for 2012 (€29,000) will be adjusted on a pro-rata basis in respect of such part-time teachers. This will be done by the Department on a case by case basis in respect of each application that is received from part-time teachers who otherwise meet all of the eligibility requirements. The salary earnings thresholds will also be adjusted on a case by case basis in respect of teachers that were on unpaid maternity/adoptive leave while employed in recognised primary schools during 2012.

## **4. Salary scale points**

Teachers should know their incremental salary scale point or be able to calculate it from a current payslip. The primary teacher incremental salary scale points are available on the Department's website <http://www.education.ie/en/Education-Staff/Information/Payroll-Financial-Information/Salary-Scales/Salary-Scales.html> or use the following link if reading on-line [http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004\\_2010.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2010.pdf)

**APPLICATION FORM FOR ACCESS TO THE SUPPLEMENTARY PANEL FOR  
ELIGIBLE FIXED TERM/TEMPORARY (INCLUDES SUBSTITUTE) AND PART-TIME  
PRIMARY TEACHERS FOR THE 2013/14 SCHOOL YEAR**

NOTE: Part 1 and 2 (if applicable) of this form must be completed in full. Incomplete forms will not be processed.

**Part 1**

**Name of Panel :** \_\_\_\_\_

(Insert Name of Diocese, United Diocese, Educate Together or An Foras Patrúnachta Panel)

(must be the panel area where the majority of your teaching service was given in the calendar year 2012)

**Teacher's Name :** \_\_\_\_\_ **PPSN:** \_\_\_\_\_

**Teaching Council Registration Number:** \_\_\_\_\_

**Contact Phone No. :** \_\_\_\_\_

**E-Mail Address :** \_\_\_\_\_

**Training College :** \_\_\_\_\_

**Current School Name** \_\_\_\_\_

**Roll No:** \_\_\_\_\_ **School Phone No:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Primary Qualified**

I hold full registration (I am registered without conditions) with the Teaching Council under section 31(5) of the Teaching Council Acts, 2001, regulation 2 / 'primary'

**Or**

I am registered with conditions under section 31(5) and I will meet in full the conditions of my registration under Regulation 2/Primary on or before 31 August 2013.

**Teachers automatically registered in 2006**

I am registered with the Teaching Council under section 31(2) and 31(3) of the Teaching Council Acts, 2001 as Primary and I am fully qualified having satisfied all shortfalls, if any, identified by the Department of Education and Skills.

**Or**

I am registered with the Teaching Council under section 31(2) and 31(3) of the Teaching Council Acts, 2001 as Primary and I have outstanding shortfalls identified by the Department of Education and Skills.

1. **On 31 December 2012, I will be on scale point \_\_\_\_\_ (insert relevant number) of the teachers' incremental salary scales.**
2. **How many years teacher training did you complete prior to entry to the primary teaching profession? \_\_\_\_\_**
3. **I confirm that my salary scale point as stated above for 2012 has been affected by:**

- |   |  |
|---|--|
| a) previous teaching service in a permanent capacity: | <input type="checkbox"/> (tick box if yes) |
| b) previous post primary teaching service             | <input type="checkbox"/> (tick box if yes) |
| c) teaching service abroad                            | <input type="checkbox"/> (tick box if yes) |
| d) relevant non-teaching experience                   | <input type="checkbox"/> (tick box if yes) |

4. **I am a full-time teacher and I will be paid a minimum gross salary (including allowances and supervision) of €29,000 in the 2012 calendar year**  (tick box only if you are a full-time teacher )

Or

**I am a part-time teacher. I am employed to teach part-time hours in recognised primary schools for the 2012 calendar year and my average weekly part-time hours are:** \_\_\_\_\_

5. **I availed of unpaid maternity leave/adoptive leave in the 2012 calendar year**  (tick box if yes)

6. **I am contracted to teach from 14 December 2012 to the end of 2012/13 school year**  (tick box if yes – only required if on the 4th point of the teachers’ salary scale (or the 5th point for those that commenced employment on the 3rd point of the salary scale)

I hereby apply to have my name placed on the above named supplementary panel.

I have read circular 0038/2012 and satisfy the eligibility criteria

I agree to abide by the re-deployment arrangements which govern the operation of the Supplementary redeployment panel at primary level.

I understand and agree that the above contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate my redeployment.

I accept that my name will be removed from the Panel if I am not contactable using the above details.

I accept that my name will be removed from the Panel if I fail to respond to any request for interview by a school including any email request to interview.

I accept that my name will be removed from the Panel if I refuse to accept a written offer within the agreed distance limits.

I accept that if at any time I allow my Teaching Council registration to lapse, or I am removed from the Register for any reason then I will be removed from the Panel and that my employment will be terminated with the school to which I am redeployed with immediate effect.

I have read and understand the Important Information for Teachers at Part 3 of this form.

I accept that any appointment arising from this panel will be subject to a checking process by the Department at appointment stage in relation to meeting the eligibility criteria and that this checking process may invalidate my proposed appointment.

I accept that any appointment arising from this panel will be subject to meeting the vetting requirements of circular 0063/2010.

I understand and accept that any inaccurate or misleading information supplied by me in completing this application form will invalidate my application for access to the Supplementary Panel.

I confirm that the information I have supplied is true and accurate.

**Signature of Teacher :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part 2**  
**EDUCATE TOGETHER OR AN FORAS PATRÚNACHTA NATIONAL PANELS**

*To be completed only if applying at Part 1 for access to the Educate Together or An Foras Patrúnachta National Panels*

*Note: This section is not relevant if you are applying for access to a Catholic Diocesan or Church of Ireland Diocesan /United Diocesan Panel.*

I am willing to consider the offer of a post outside the 45km limit of my current school.

Please circle            Yes            or            No

If you have circled yes above, please also circle any of the counties listed below in which you are willing to consider the offer of a post.

Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kildare, Kilkenny, Kerry, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, Wicklow

Please note that schools in counties which you do not circle and that are more than 45 km from your base school are not obliged to offer you a vacancy.

**Signature of Teacher :** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Part 3**

### **IMPORTANT INFORMATION FOR TEACHERS**

1. If eligible for panel access, please complete this Panel Form (PF2) and return it to Primary Teacher Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to be received on or before Friday 14 December 2012. Teachers are strongly advised to retain a copy of the form and evidence of postage.
2. Your application for inclusion on the panel will be based on the redeployment arrangements set out in this circular and any Department publication regarding same. Any changes to these arrangements will be published in due course on the Department's website. The Department also provides a regular update on its website of the number of teachers on each panel.
3. The onus is on applicants to provide the completed application to the Department on or before the closing date of Friday 14 December 2012.
4. Once your name has been placed on the panel, please note that you must be contactable at all times at the email address and other contact details which you have given on this Form. If you change email address or other contact details, you must notify Primary Teacher Allocations Section immediately. You must respond promptly to offers from Boards of Management. If a Board of Management makes an offer to you, you are obliged to respond to that offer within the required timelines. Refusal of offers must be given in writing or by email to Boards of Management. Failure to comply with these and any other agreed arrangements as published will result in your name being removed from the panel.
5. The information provided on this form will be subject to verification by the Department before your name is passed to the relevant patron for inclusion on the panel. Accordingly, please note that completion of this form does not automatically confer placement on a panel and the final decision to admit a teacher to a panel rests with the relevant patron.