

<p>TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS</p>

Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2014/15 school year

Part 1

1. Introduction

The purpose of this circular is to set out the arrangements for access to the supplementary redeployment panels for the 2014/15 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. Structure of the Panels

- (i) Each main redeployment panel is created for surplus permanent/CID holding teachers in order to ensure that permanent vacancies (and fixed term vacancies where required) are offered in the first instance to these teachers.
- (ii) The Supplementary Panel is created for eligible primary teachers in fixed-term/temporary positions (this includes substitute positions) and in 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. The relevant details are set out in FAQ format on the Department's website.
- (iv) The Supplementary Panel is not used to fill fixed term positions in schools.

3. Phasing Out of Supplementary Special National Panel

Since the end of the 2012/13 school year the Supplementary **Special** National Panel is 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 2014/15 school year will be confined to those teachers who were on the Supplementary Special National Panel in the 2013/14 school year and who did not secure a permanent teaching post. The Department will contact these teachers directly by email in due course.

This Supplementary Special National Panel will be used only for filling permanent teaching posts in special schools that are not otherwise required for the redeployment of surplus permanent/CID holding teachers.

The Main Special National Panel for surplus permanent/CID holding teachers will continue to operate in the normal manner in respect of relevant posts in all schools.

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) The redeployment process for the 2014/15 school year will, on a pilot basis for that year, give an opportunity for teachers being placed on main panels and Supplementary Panels to indicate (by tick box on the application form) if they are particularly interested in being redeployed to a school that operates through the medium of Irish. This pilot approach will be reviewed in Autumn 2014.
- (iii) 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.
- (iv) If, during the course of the 2013 calendar year, an applicant worked in schools situated in more than one panel area (e.g. schools in two different dioceses) then the application for inclusion on a panel must relate to the panel area where the majority of the service in the 2013 calendar year was given or the panel area in which you are currently teaching providing that you are contracted (as a minimum) to teach in this panel area from 13 December 2013 to the end of the 2013/14 school year. The base school for panel purposes is the school within that panel area where the majority of teaching service was given in the 2013 calendar year or the school in which you are currently contracted (as a minimum) to teach from 13 December 2013 to the end of the 2013/14 school year.
- (v) To simplify the application process, the Department will use existing Payroll and other relevant information held centrally in the Department to check eligibility conditions.

- (vi) Applicants are advised to ensure that any outstanding pay arrears and/or salary scale issues which will result in satisfying the eligibility criteria outlined in Part 2 of this circular, are resolved with the Department's Primary Payroll Section before **Friday 13 December 2013**. Primary Payroll Section can be contacted by emailing primtch_payroll@education.gov.ie. The onus is on the teacher to have any payroll matters resolved before this closing date as under no circumstances will the Primary Teacher Allocations Section accept Supplementary Panel application forms after this date.
- (vii) 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, i.e. three calendar days, may lead to a teacher being removed from the panel.
- (viii) Completed forms must be received in the Department on or before **Friday 13 December 2013** at the following address:

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

It is important to note that under no circumstances will late applications be considered for inclusion on these panels. Proof of postage should be retained by the teacher.

- (ix) It is the Department's intention to notify applicants of the outcome of their application by 31 March 2014 or as soon as possible thereafter.
- (x) Checks will also 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.
- (xi) Teachers placed on the Supplementary Panel who subsequently take up a teaching post for the 2014/15 school year must inform the panel operator immediately by email.
- (xii) Teachers placed on the Supplementary Panel who decide to leave the panel for any reason must inform the panel operator immediately by email. Teachers should note that they cannot subsequently be reinstated onto the Supplementary Panel.

5. Notification of circular to staff in your school

Please bring the contents of this circular to the attention of any relevant staff in your school.

6. Review

The operation of these arrangements will be reviewed with the relevant education stakeholders in late 2014 to determine what adjustment, if any, is required for subsequent school years.

Please note one of the changes that will be introduced for the 2015/16 school year is that eligibility for the Supplementary Panel will be confined to those teachers that have met in full all outstanding conditions/satisfied all shortfalls at 31 August 2014 (i.e. teachers that are fully qualified and probated by that date).

7. 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: supplementarypanel14@education.gov.ie

Please note that in no circumstances will the closing date of Friday 13 December 2013 be extended even in the event that a response to a query is not issued prior to that date.

Hubert Loftus,
Principal Officer
Teacher Allocations Section
8th November 2013

Part 2

Eligibility Criteria for access to the Supplementary Panel

Fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary Panel must satisfy each of the eligibility criteria listed below.

(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, 2014

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

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 who have outstanding shortfalls identified by the Department of Education and Skills which will be resolved by 31 August 2014.

Probation: Applicants must have successfully completed their probationary period or will have it completed by 31 August, 2014.

(b) Salary Eligibility Requirements

There are now two salary scales under which a teacher may be eligible i.e.

1. *Teachers whose first teaching appointment in a school was prior to 1 January 2011*
2. *Teachers whose first teaching appointment in a school was between 1 January 2011 and 31 January 2012.*

1. Teachers whose first teaching appointment in a school was prior to 1 January 2011 must

- (i) on or before 31 December 2013 be on the 4th or higher points of the relevant teachers' salary scale (or the 5th or higher points for teachers who commenced employment on the 3rd point of the salary scale)
- (ii) have been paid a gross salary of at least €29,000 (including allowances) in the 2013 calendar year
- (iii) if on the 4th point of the relevant teachers' salary scale (or the 5th point for those that commenced employment on the 3rd point of the salary scale) **s/he must also, on or before 13 December 2013,** be contracted to teach **for the remainder of the 2013/14 school year.**

2. Teachers whose first teaching appointment in a school was between 1 January 2011 and 31 January 2012 must

- (i) on or before 31 December 2013 be on the 3rd or higher points of the relevant teachers' salary scale
- (ii) have been paid a gross salary of at least €26,100 (including allowances) in the 2013 calendar year
- (iii) if on the 3rd point of the relevant teachers' salary scale **s/he must also, on or before 13 December 2013,** be contracted to teach **for the remainder of the 2013/14 school year.**

All applicants must be on one of the scale points listed below on or before 31 December 2013

Date of your first appointment	STARTING SCALE POINT	You must be on at least this scale point on or before 31/12/2013	Gross Salary (including allowances) earned in 2013 calendar year
Teachers whose 1 st teaching appointment was prior to 1 January, 2011	2	4	€29,000
	3	5	€29,000
Teachers whose 1 st teaching appointment was between 1 January 2011 and 31 January 2012	1	3	€26,100

3. Service not reckonable for Supplementary Panels

Applicants **must** declare on the application form at Appendix A whether permanent service and/or incremental credit as set out in the table below has impacted on their current salary scale point.

Reckonable service which is allowable for the purpose of Supplementary Panel access is service as a fully qualified teacher in a post paid for by the Department of Education & Skills **excluding** service types set out in the table below:

Previous permanent service
Previous service as a post primary teacher
Incremental credit
Unqualified service

4. Part-time teachers

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 in (a) and (b). However, the salary earnings threshold for 2013 (€29,000 or €26,100 as appropriate) 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.

5. Teachers who took unpaid maternity/adoptive leave in 2013

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 2013.

6. 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/>

Part 3

Summary Checklist for Teachers prior to completing the panel form

- If eligible for Supplementary Panel access, please complete the Panel Form (PF2 14/15) and return it to:

Primary Teacher Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to be received on or before **Friday 13th December 2013**.

- Your application for inclusion on the panel will be based on the redeployment arrangements set out in the FAQ document and any update regarding same.
- The Department provides a regular update on its website of the number of teachers on each panel.
- The onus is on applicants to submit the completed application to the Department on or before the closing date of **Friday 13th December 2013** (evidence of postage should be retained by the teacher). Under no circumstance will application forms be accepted after Friday 13 December 2013.
- Once your name has been placed on the Supplementary 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 within three calendar days to any email request for interview by a school. If a Board of Management makes an offer of a post to you, you are obliged to respond to that offer within the required timelines, i.e. three calendar days. Refusal of offers must be given by email to a Board of Management.
- Failure to comply with these and any other agreed arrangements as published will result in your name being removed from the panel.
- 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 grant panel access to a teacher and the final decision for admittance to a panel rests with the relevant patron.
- Checks will also 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.

**APPLICATION FORM FOR ACCESS TO THE SUPPLEMENTARY PANEL FOR
ELIGIBLE FIXED TERM/TEMPORARY (INCLUDES SUBSTITUTE) AND PART-TIME
PRIMARY TEACHERS FOR THE 2014/15 SCHOOL YEAR**

NOTE: Part 1 of this form must be completed in full by applicants for all panels.

*Part 2 of this form must also be completed by applicants for the Educate Together and
An Foras Pátrúnachta National Panels.*

Incomplete forms will not be processed.

Part 1

Name of Panel : _____

Insert Catholic, Church of Ireland, Educate Together, An Foras Patrúnachta.

For Catholic or Church of Ireland Diocese Panels insert Name of Diocese/United Diocese e.g. Catholic Diocese of Cloyne,/United Dioceses of Meath & Kildare:

The name of the panel must be the panel area where the majority of teaching service was given in the calendar year 2013 or the panel area where you are currently teaching provided you are contracted (as a minimum) to teach from 13 December 2013 to the end of the 2013/14 school year.

Teacher's Name : _____ **PPSN:** _____

Teaching Council Registration Number: _____

Contact Phone No. : _____

E-Mail Address : _____

Training College : _____

I qualified as a teacher through (tick appropriate box):

B Ed

Post Graduate

Other, please specify _____

Please state year of probation: _____

Please tick this box if you have a particular interest in being redeployed to a school that operates through the medium of Irish

School details : (either where the majority of my teaching service during the calendar year 2013 was given or school where I am contracted (as a minimum) to teach from 13 December 2013 to the end of the 2013/14 school year)

Roll No: _____ : School Name : _____

School Address: _____

School Phone No. : _____

Registration

I hold full registration (I am registered without conditions) with the Teaching Council under section 31(5) of the Teaching Council Act, 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 2014.

Or

Teachers automatically registered in 2006

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

Scale Point (complete either (a) or (b) below)

(a) I am a full-time teacher (fixed-term, temporary, substitute). Please tick the appropriate box below :

Commenced teaching on Scale Point	I will be on at least the following scale point on 31 December 2013	Minimum gross salary (including allowances) for 2013 calendar year will be	Tick appropriate box below
1	3	€26,100	<input type="checkbox"/>
2	4	€29,000	<input type="checkbox"/>
3	5	€29,000	<input type="checkbox"/>

(b) I am a part-time teacher. I am employed to teach part-time hours in recognised primary schools for the 2013 calendar year. Please insert average weekly part-time hours below opposite relevant scale point:

Commenced on scale point	I will be on at least the following scale point on 31 December 2013	Insert average weekly part-time hours
1	3	
2	4	
3	5	

If in (a) or (b) above your salary scale point has been affected by any of the following please tick the appropriate box below.

Leave blank if this is not relevant to you:

- | | |
|-------------------------------------------------------|--------------------------------------------|
| 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) |

1. I availed of unpaid maternity leave/adoptive leave in the 2013 calendar year (tick box if yes)

2. I am contracted to teach from 13 December 2013 to the end of the 2013/14 school year (only tick if yes)

I hereby apply to have my name placed on the above named Supplementary Panel.

1. I have read circular 0057/2013 and satisfy the eligibility criteria.
2. I agree to abide by the re-deployment arrangements which govern the operation of the Supplementary Redeployment Panel at primary level.
3. 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.
4. 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.
5. I accept that my name will be removed from the Panel if:
 - I am not contactable using the above details.
 - I fail to respond within three calendar days to any email request for interview by a school
 - I fail to respond within three calendar days to any email offer of a post from a school
 - I refuse to accept an email offer within the agreed distance limits
6. I accept that if at any time I allow my Teaching Council registration to lapse, or if 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.
7. I accept that any appointment from the Supplementary Panel will be:
 - subject to medical screening
 - subject to confirmation of qualifications.
8. I accept that any appointment arising from this panel will be subject to meeting the vetting requirements of circular 0063/2010.
9. I accept that any appointment from the Supplementary 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.
10. I have read and understand the Summary Checklist for Teachers at Part 3 of this form.
11. 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.
12. I undertake to notify the relevant Panel Operator if I take up a post for the 2014/15 school year or if I decide to leave the panel for any reason. I understand that if I leave the panel for any reason I cannot be subsequently reinstated.

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

Signature of Teacher : _____

Date: _____

Appendix A Part 2

National Panels

EDUCATE TOGETHER OR AN FORAS PATRÚNACHTA NATIONAL PANELS

Note 1: Do not complete this section if you are applying for access to a Catholic Diocesan or Church of Ireland/United Diocesan Panel.

Note 2: Applicants completing this section must have completed Part 1.

You should only complete Part 2 if you have applied at Part 1 for access to the Educate Together or An Foras Pátrúnachta National Panels.

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 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 the schools in the counties which you have circled are obliged to offer you a vacancy.

Signature of Teacher : _____

Date: _____