

INTO Staff Representative's Handbook 2015/16

Guidance, advice and useful information

A large, light purple background graphic featuring three stylized human figures arranged in a circle, holding hands. The figures are composed of simple, rounded shapes. There are also several smaller, solid purple circles scattered around the main graphic.

The Staff Representative's Handbook was updated and re-published in January 2016 by the Irish National Teachers' Organisation.

Contents

Introduction	1
10 reasons to be part of the INTO	2
Duties and responsibilities of the staff representative	4
INTO structures	5
INTO committees	8
Annual Congress	13
Salary scales and allowances	16
Staffing schedule 2016/17	18
Leave of absence	20
Inspections and probation	22
Recognition of qualifications	24
Pensions	26
SubSearch	28

Introduction

January 2016

Dear staff representative,

On behalf of the INTO we would like to thank you for undertaking the role of staff representative in your school.

It is a role that is hugely important to the business and effective operation of the INTO.

We hope this *Staff Representative's Handbook*, full of useful and important information and resources, will be helpful to you in fulfilling your role.

We wish you every success in your role.



Emma Dineen
President



Sheila Nunan
General Secretary

10 Reasons to be part of the INTO

1 Have your voice heard

The INTO from ground up organises on democratic principles. Annual Congress is the governing body, the INTO ballots members on major decisions, holds elections to key roles, and runs a range of consultative events; e.g. Youth Conference, Principals'/Deputy Principals' Conference, Education and Equality Conferences.

2 Pay and conditions

The INTO campaigns for professional salaries and conditions of service. Over challenging years since 2008, the INTO won greater security for fixed-term teachers, fought off attempts to raise class sizes generally, and negotiated a start of pay equalisation and restoration.

3 Advice and financial support in hard times

INTO's benevolent fund supports members or their families in cases of bereavement or financial hardship. Benefits Funds Committee (BFC) members are available to advise in these situations.

4 Advice, support and legal backing

Handling thousands of queries and requests for support, we deal with the Department of Education and Science, the Teaching Council and Management, providing legal advice/ support as necessary. The INTO has a strong reputation for representing members, and secured agreements about handling complaints, combating bullying, promoting positive workplaces and an easing of probation conditions.

5 Better together

Joining INTO means you are part of Ireland's largest and longest-established teachers' union, representing over 40,000 teachers across the island.

6 Up to date information

You have access to accurate information via the INTO website, weekly ezines, the *InTouch* magazine and through local branches and representatives like the INTO's elected Central Executive Committee (CEC) members, all full-time teachers.

10 Reasons to be part of the INTO

7 Salary protection, insurance, credit union, discounts

You can protect earnings against the risk of serious illness through the INTO Salary Protection Scheme. INTO also has a credit union, approved AVC and car insurance schemes and a money-saving discount card, Membership Plus.

8 Campaigning on issues that matter to you

Member campaigns such as *Stand up for Primary Education* have secured thousands of additional teaching jobs despite tight budget conditions.

9 INTO networks

Support networks for LGBT teachers and for separated teachers are provided, and the INTO has a Global Solidarity Network for teachers interested in global education/union issues.

10 Supporting you as a professional

The INTO supports members through CPD programmes, 'Teaching Matters' in *InTouch*, the *Irish Teachers' Journal*, annual Education Conference and provision of study bursaries. The INTO leads on education issues through representatives on bodies like the National Council for the Curriculum of Assessment and the Teaching Council. The INTO has in the past made detailed submissions on issues such as supporting pupils with special educational needs, a digital strategy for schools and consultation on education disadvantage (all on the INTO website).

Duties and responsibilities of the staff representative

The duties of an INTO staff representative include:

- 1 Recruiting new members of staff to the INTO.
- 2 Bringing all information received from branch, district or Central Executive Committee to the attention of members in the schools.
- 3 Maintaining close links with the local INTO branch and with members in the school.
- 4 Calling meetings of members as and when necessary.
- 5 Advising on the initial stages of individual grievances of members.
- 6 Representing the collective interests of members in consultation or negotiation with the school authorities.
- 7 Ensuring the implementation of all agreements to which the INTO and the school authorities are parties.
- 8 Arranging for and conducting relevant ballots.

Online support for INTO staff representatives

The INTO has developed an online resource to support members taking on the role of the INTO staff representative. It is available in five modules and explains the main issues dealt with by staff representatives:

- 1 Staff representative’s role and responsibility.
- 2 INTO structures and communications.
- 3 Understanding teachers terms and conditions.
- 4 Managing workplace relationship difficulties.
- 5 Supporting a new teacher through probation.

Local branch and district officers, CEC representatives and district training organisers are also registered, allowing staff representatives the opportunity to network and communicate. For further details contact tut@into.ie or view course information at moodle.intolearning.ie.

Keep up to date with INTO news. Connect with:

INTO website:
www.into.ie/ROI

Mobile website:
m.into.ie

eNewsletter:
into.newsweaver.ie



National structure

The INTO is structured as follows (Rule 4: INTO Rules and Constitution):

➤ Congress

➤ National Committees

- | | |
|------------------------------------------------------|------------|
| • Central Executive Committee (CEC) | 22 members |
| • Benefit Funds Committee (BFC) | 7 members |
| • Northern Committee (NC) | 16 members |
| • Education Committee (Ed.C) | 18 members |
| • Equality Committee (Eq.C) | 18 members |
| • Principals' and Deputy Principals' Committee (PDC) | 18 members |

➤ Districts

16 Districts/
District Secretaries

➤ Branches

180 Branches

➤ Members

40,615

INTO structures

1 Annual Congress

Congress is the supreme governing body of the Organisation. It is held each year to decide the work programme for the CEC and officials of the Organisation for the coming year.

2 Central Executive Committee (CEC)

The Central Executive Committee (CEC) consists of the president, vice-president, the ex-president, one district representative from each of the 16 districts, and three full-time officials; the general secretary, the deputy general secretary/general treasurer and the northern secretary. The duty of the CEC is to carry out the orders of Congress, to report on the progress made on the implementation of each resolution passed at the previous Congress and to manage, superintend and direct the affairs of the Organisation between Congresses. A map of CEC electoral areas is on page 8.

3 Branches

The branch is the basic unit of the Organisation. Each school is assigned to one of the Organisation's 180 branches. On joining the INTO, each member becomes a member of the branch to which her/his school is assigned. A branch committee, elected at the branch AGM, is charged with directing the affairs of the branch between general meetings. Branch officers, elected at the branch AGM, are: cathaoirleach, leas-chathaoirleach, branch secretary and branch organiser.

4 Districts

The 180 INTO branches are organised into 16 districts. Each district elects one representative to each of the national committees (with the exception of the BFC). A district committee is established consisting of representatives of each of the affiliated branches in that district. The officers of the district committee, elected at the district AGM each June, are: cathaoirleach, leas-chathaoirleach, treasurer and secretary.

5 Benefit Funds Committee

The Benefit Funds Committee (BFC) consists of five elected representatives, one for each of five electoral divisions, together with the general secretary and the deputy general secretary/general treasurer. The committee administers various funds of the Organisation, in particular the Benevolent Fund and the Illness and Mortality Fund. A map of the BFC electoral areas is on page 8.

6 The Education Committee

The Education Committee (Ed.C) consists of the president and the vice-president and one representative elected by each of the 16 districts. The Ed.C advises the CEC on educational matters. The Ed.C submits an annual report to Congress and prepares reports for the INTO's annual consultative conference on education matters.

7 The Equality Committee

The Equality Committee (Eq.C) consists of the president and the vice-president and one representative elected by each of the 16 districts. The function of the Eq.C is to advise the CEC on equality matters. The Eq.C submits an annual report to Congress and prepares reports for consideration by the Organisation from time to time.

8 Principals' and Deputy Principals' Committee

The Principals' and Deputy Principals' Committee (PDC) consists of the president and the vice-president and one representative elected by each of the 16 districts. The PDC was formed in 2005 after a resolution for its inception was passed at the Special Rules Congress in 2004.

9 Northern Committee

The Northern Committee is elected annually by the members in Northern Ireland to manage the affairs of the Organisation in that area. A Northern Conference is held annually to determine policy on matters of concern to members in Northern Ireland.

INTO committees

Central Executive Committee

President:	Emma Dineen	edineen@into.ie	021 7332978
Vice President:	Rosena Jordan	rjordan@into.ie	042 9668157
Ex-President:	Sean McMahon	smcmahon@into.ie	087 2850994
General Secretary:	Sheila Nunan	info@into.ie	01 8047700
Deputy General Secretary and General Treasurer:	Noel Ward	info@into.ie	01 8047700
Northern Secretary:	Gerry Murphy	infoni@into.ie	028 90 381455

Districts

I	Mary Cahillane	mcahillane@into.ie	075 22100726
II	Dorothy McGinley	dmcginley@into.ie	077 36550457
III	Michael Weed	mweed@into.ie	087 9752497
IV	Pat Stenson	pstenson@into.ie	083 3730337
V	Catherine Flanagan	cflanagan@into.ie	086 8593586
VI	Joe Killeen	jkilleen@into.ie	087 6735114
VII	Carmel Browne	cbrowne@into.ie	085 7063940
VIII	John Boyle	jboyle@into.ie	086 8118372
IX	Mary O'Flaherty	moflaherty@into.ie	087 2840195
X	Joe McKeown	jmckeown@into.ie	085 7314998
XI	Brendan Horan	bhoran@into.ie	086 8294710
XII	John Driscoll	jdriscoll@into.ie	086 3907773
XIII	Anne Horan	ahoran@into.ie	087 9186556
XIV	Pat Crowe	pcrowe@into.ie	087 9114105
XV	Shane Loftus	sloftus@into.ie	086 8209269
XVI	Mary Magner	mmagner@into.ie	086 8324331

When phoning Northern Ireland from the Republic of Ireland, all numbers must have the prefix 048 before the two digit county prefix (e.g. Belfast 048 90) followed by the local five or six digit number.

Benefit Funds Committee 2014/2016

Divisions

I	Paddy McAllister	pmcallister@into.ie	028 94 452728
II	Donal O'Donoghue	donalod2001@hotmail.com	01 8369474
III	Anne Kennelly	akennellybfc@into.ie	087 2416439
IV	Bob Allen		
V	Martina Johnson	mjohnsonbfc@into.ie	086 8126733/ 091 582840

Education Committee 2015/2018

President

Vice President

Districts

I	Geraldine McGowan	geraldinemcgowan60@hotmail.com	00447717277565
II	Sheena Quinn	sheenaqu@googlemail.com	00447756408110
III	Tina McDaid	tinamcdaid@gmail.com	086 1544361
IV	Pat Collins	patjcollins@eircom.net	086 1041485
V	Karen Devine	karendevine@pdst.ie	086 8031839
VI	Siobhán Lynskey	siobhan@uni-therm.net	086 3891205
VII	Dolores Killian	dolores_killian@yahoo.co.uk	090 6481085
VIII	Alice O'Donnell	aliceodonnell6@gmail.com	087 2410942
IX	Martin Lynch	2collinswood@gmail.com	087 6523495
X	Celia Walsh	walshcelia@eircom.net	087 6043775
XI	Aidan Gaughran	gatsy1@hotmail.com	052 6127804
XII	Ger Stack	siddee55@gmail.com	087 4180538
XIII	Gerry O'Sullivan	gerry.osullivan@hotmail.com	087 2941945
XIV	Dympna Mulkerrins	dympmulk@eircom.net	087 6322545
XV	Áine Dillon	ainedillon1@gmail.com	087 2941899
XVI	Paul Moroney	moroney@hotmail.com	087 7402896

Equality Committee 2014/2017

President

Vice President

Districts

I	Seamus Hanna	shanna@into.ie	
II	Sheila McCarron	shbet10@yahoo.co.uk	028 30256225
III	Doreen Sheridan	dsheridankennedy@gmail.com	083 4191371
IV	Majella Ní Chonduibh	mnichonduibh@gmail.com	087 7987098
V	Sarah Bradley	sorchab@yahoo.com	087 7786274
VI	Aingeal Ní Chonghaola	aingealpcsp@eircom.net	087 7987142
VII	Vacant		
VIII	Margaret Murphy	magsdublin@yahoo.co.uk	087 9678115
IX	Anne-Marie Coffey		086 4055895
X	Deirdre Fleming	deirdrefleming2000@hotmail.com	087 1303128
XI	Eleanor O'Dwyer		062 71440
XII	Fionnghuala O'Regan	fionngh@yahoo.com	083 4219995
XIII	Tracie Tobin	hazalmere@gmail.com	087 2527240
XIV	Nuala Grealy	ngrealy@gmail.com	087 2907469
XV	Sheila Judge	judges7@eircom.net	087 6641125
XVI	Jane Flannery	jbmcfan@gmail.com	087 6402230

INTO committees

Principals'/Deputy Principals' Committee 2014/2017

President

Vice President

Districts

I	Martin Short	mshort523@holychild.belfast.ni.sch.uk	077 40474764
II	Mario Gribbon	mgribbon481@stjohnthebaptist.portadown.ni.sch.uk	028 38336211
III	Luke Kilcoyne	lukekilcoyne@eircom.net	074 9125775
IV	Declan Kyne	dkyne@yahoo.com	087 6823249
V	Breege Flynn	breegeflynn@comns.ie	0878167373
VI	Michael Gallagher	galwaybranch@into.ie	087 6708135
VII	Fergal Fitzpatrick	fergaljfitzpatrick@gmail.com	087 7911037
VIII	Ultan MacMathúna	principal@holycrossschool.ie	087 6399555
IX	Carmel Hume	carmelhume@eircom.net	086 8193053
X	Katherine Doyle	katherinedoyle81@gmail.com	087 9040965
XI	Vacant		
XII	Gerard O'Donoghue	gerard82@ymail.com	087 6251441
XIII	Gerard Lucey	luceygerard53@gmail.com	087 2320918
XIV	Orla Ní Odhráin	scoilideclondalkin@gmail.com	087 6787400
XV	Michelle Keane	michelle@scoil.org	087 2317571
XVI	Sean Horgan	shorganpcsp@eircom.net	087 1212097

Northern Committee

District Representatives

CEC I	Mary Cahillane	mcahillane@into.ie
CEC II	Dorothy McGinley	dmcginley@into.ie
BFC	Patrick McAllister	pmcallister@into.ie

Area Representatives

North Eastern Area

Primary	Mark McTaggart	mmctaggart@into.ie
Post-Primary	Seamus Hanna	shanna@into.ie

South Eastern Area

Primary	Brendan Sadlier	bsadlier@into.ie
Post-Primary	John Kelly	jkelly@into.ie

Belfast Area

Primary A	Una Herdman	uherdman@into.ie
Primary B	Caroline McCarthy	cmccarthy@into.ie
Post-Primary	Desmond McDonagh	dmcdonagh@into.ie

INTO committees

Southern Area

Primary A	Mary Dorman	mdorman@into.ie
Primary B	Cathy Crozier	ccrozier@into.ie
Post-Primary	Kevin Daly	kdaly@into.ie

Western Area

Primary A	Paul Groogan	pgroogan@into.ie
Primary B	Annette Comey	acomey@into.ie
Post-Primary	Annmarie Conway	amconway@into.ie

District Committee Secretaries

Districts

I	Caoimhin MacColaim	intodistrict1@into.ie	077 10234126
II	Paul Kealey	intodistrict2@into.ie	077 40122715
III	Paula Muldoon	intodistrict3@into.ie	074 9721945
IV	Vincent Duffy	intodistrict4@into.ie	096 21384
V	Mary Callan Brady	intodistrict5@into.ie	086 4088985
VI	Tommy Greally	intodistrict6@into.ie	087 9264361
VII	Miriam Nolan	intodistrict7@into.ie	087 2222521
VIII	Gerry Brown	intodistrict8@into.ie	045 874614
X	Elaine McMahon	intodistrict10@into.ie	086 8349174
XI	Vacant	intodistrict11@into.ie	
XII	Kathleen Lowney	intodistrict12@into.ie	087 6893849
XIII	Tim O'Sullivan	intodistrict13@into.ie	086 3552468
XIV	Niall Smyth	intodistrict14@into.ie	087 6988540
XV	Anita Hogan	intodistrict15@into.ie	086 3497506
XVI	Siobhan Buckley	intodistrict16@into.ie	087 6489120

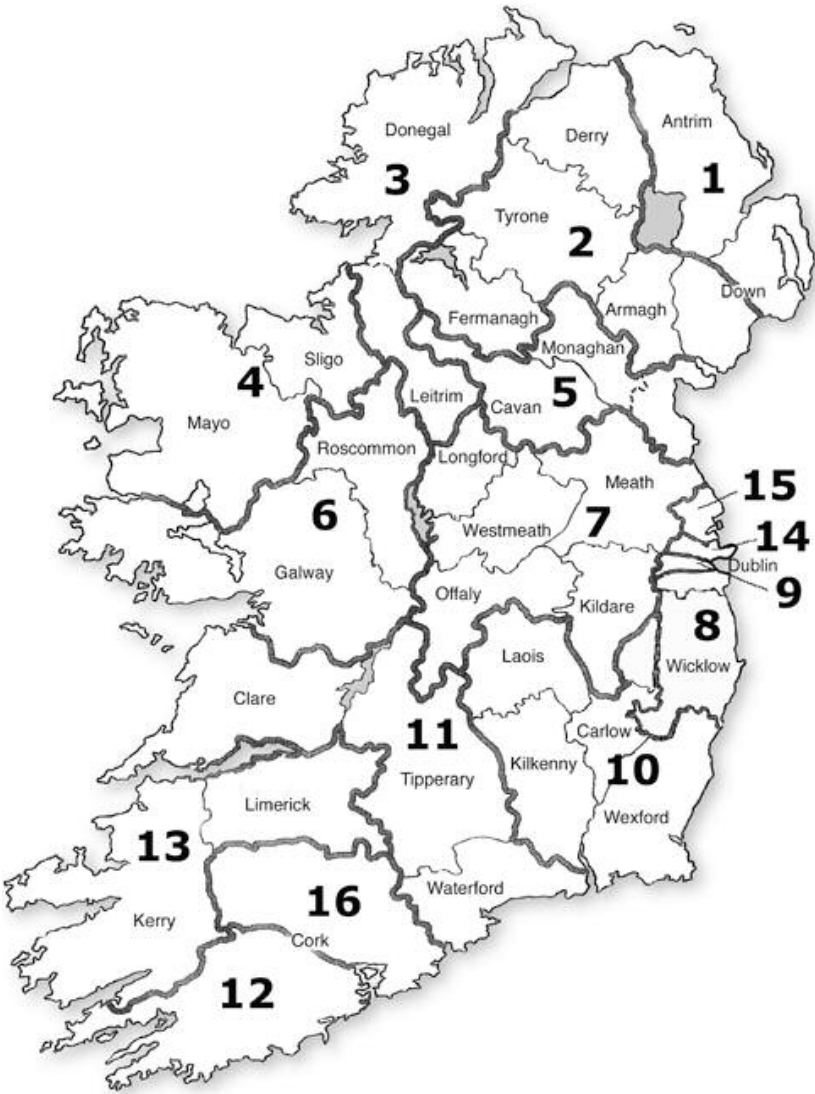
When phoning Northern Ireland from the Republic of Ireland, all numbers must have the prefix 048 before the two digit county prefix (e.g. Belfast: 048 90) followed by the local five or six digit number.

When phoning the Republic of Ireland from Northern Ireland, dial +353 and area code (drop initial '0') and local number.

INTO committees



Map of BFC electoral districts



Map of CEC electoral districts

Annual Congress

Congress is the governing body of the INTO and each year decides the work programme for the CEC and officials of the Organisation for the coming year.

A committee called the Standing Orders Committee (SOC) is responsible for the preparation of the Congress agenda. The SOC prepares order papers listing the business of Congress and the motions to be discussed. The INTO president presides over the deliberations of Congress.

Who attends INTO Congress?

- ▶ Delegates elected by members of INTO branches.
- ▶ Three delegates from each district committee.
- ▶ Members and incoming members of the Central Executive Committee.
- ▶ Members and incoming members of the Benefit Funds Committee.
- ▶ Members and incoming members of the Education Committee, Equality Committee and Principals' and Deputy Principals' Committee.
- ▶ Members of the SOC.
- ▶ Two delegates from the Northern Committee.
- ▶ Two delegates from the Accounts Committee.

What is on the agenda?

Annual Congress considers motions submitted by branches, districts or the CEC. It also considers reports from various committees of the INTO including the CEC, Benefit Funds Committee, Northern Committee, Education Committee, Equality Committee, Principals' and Deputy Principals' Committee and Accounts Committee.

These reports are published online in the Members' Area of the INTO website. Some motions to Congress are discussed in public session which is open to delegates and invited guests. Others are discussed in private by accredited delegates only.

Delegates to Congress

The number of delegates which a branch may send to Congress is laid down by Rule 10 of the *INTO Rules and Constitution*. Branches may send two delegates for

Annual Congress

the first 129 members in the branch with an additional delegate for each additional 65 members or part thereof.

Who can submit motions to Congress?

Any member is entitled to submit a motion to their local branch for discussion at their annual general meeting. Motions passed by branches are sent forward for placement on the agenda for Congress.

What do motions for Congress look like?

- ▶ A motion is a proposition submitted for discussion and vote.
- ▶ It must ask Congress to declare an opinion or call for a course of action - or both.
- ▶ Motions should be designed to promote the aims and objects of the Organisation as set out in Rule 3 of the *INTO Rules and Constitution*.
- ▶ All motions must be clear and unambiguous in meaning and intention and must be worded accordingly.
- ▶ All motions must be capable of implementation.
- ▶ Each motion should be brief and concise and should not contain argument.
- ▶ Each motion should deal with one topic only.

Sample motion

The following is a motion which was passed at Congress 2014 and is an example of a well worded motion:

Congress deplores the totally inadequate funding of primary education and calls on the CEC to demand that:

- a the reductions made over the past years to the school capitation grant be restored in full immediately;
- b the minor works grant and the summer works scheme be fully reinstated on the calendar of grants;
- c every school receives a reasonable budget to provide for the maintenance, repair and replacement of school ICT equipment and that high speed broadband be

made available to all primary schools.

How priority is determined for items on the final agenda

The SOC has regard to the following when determining priority for the final agenda:

- ▶ The consensus among the general membership in relation to the priority issues in any particular year.
- ▶ The consensus among the SOC in relation to the priority issues, and the motions which will result in the greatest degree of favourable and advantageous publicity for the organisation.
- ▶ The degree of urgency attending to a particular motion.
- ▶ The extent to which a particular motion will further the objectives of the organisation.

Congress timetable

What happens at Congress is decided by Rule 13 of the *INTO Rules and Constitution*.

On Day 1 Congress runs from 2 p.m. to 8 p.m. at the latest. The business on the first day includes the president's speech and a response on behalf of the invited guests. During this time Congress also considers financial reports and motions including auditor's report and statement of accounts.

On Day 2, Congress starts at 9 a.m. and finishes no later than 4.30 p.m. During the first part of this day the ministers for education or their representatives address Congress and the INTO general secretary responds. Motions are debated and reports delivered for the rest of the time.

Congress opens at 9 a.m. on Day 3 and the closing session begins at 2.00 p.m. The agenda for Day 3 includes motions in private and public session as decided by Standing Orders Committee. At the end of Congress the next president of the INTO takes up office.

The business of the INTO is governed by the Organisation's Rules and Constitution. This is available in the Members' Area of the INTO website. A hard copy version was printed and distributed to schools following Congress 2015.

Salary scales and allowances

Basic Scale

Point on Scale	Pre 1 Feb 2012 €	Post 1 Feb 2012 €
1	28,092	31,009
2	29,549	33,168
3	31,213	33,950
4	31,972	36,576
5	33,041	37,795
6	34,113	39,251
7	35,775	40,700
8	36,853	42,160
9	37,929	43,380
10	40,640	44,996
11	41,994	44,996
12	43,612	44,996
13	45,222	47,225
14	46,844	47,225
15	48,200	47,225
16	49,996	47,225
17	49,996	50,170
18	49,996	50,170
19	52,472	50,170
20	52,472	50,170
21	52,472	53,423
22	52,472	53,423
23	55,744	53,423
24	55,744	58,765
25	55,744	59,940
26	55,744	59,940
27	59,359	59,940

Which scale applies?

Teachers appointed after 1975 and prior to 01.01.11 commence on the fourth point (B.Eds) or the fifth point (PGCEs) of the pre 2012 scale.

Teachers appointed after 01.01.11 but prior to 01.02.12 commence on the first point of the pre scale. Teachers appointed after 01.02.12 commence on the first point of the post 2012 scale.

Allowances

(Pre 1 February 2012 entrants)

Academic Allowances		€
(a)	(i) H Dip (Pass)	591
	(ii) Higher Froebel Cert	591
(b)	(i) H Dip (1st/2nd Hons)	1,236
	(ii) Ard Teastas Gaeilge	1,236
(c)	Primary Degree (Pass)	1,842
(d)	Masters Degree (Pass)	4,918
(e)	Primary Degree (1st/2nd/3rd Hons)	4,918
(f)	Masters Degree (1st/2nd Hons)	5,496
(g)	Doctors Degree	6,140

Only one of the allowances at (a) or (b) may be held together with one of the allowances (c) to (g).

Other allowances

Allowance payable to pre 1 February 2012 entrants. See DES Circular 0053/2014 Appendix 2.

	€
Dip. in Special Ed.*	2,437
Teaching through Irish	1,583
Gaeltacht Allowance	3,063
Island Allowance	1,842
Long Service Allowance	2,324

*see DES circular 08/13, sections 22 and 23

Note regarding allowances

A Pension Calculator is available for members on the INTO website.

Salary scales and allowances

Note regarding allowances

An additional allowance for academic qualifications has traditionally formed part of a teacher's salary. Two significant changes have taken place in this area:

- With effect from 5 December 2011, qualification allowances of a value greater than honours primary degree level are not payable to new beneficiaries.
- From 1 February 2012 a revised scale was introduced for new teachers, which does not include a separate allowance for academic qualifications.

Principals' and deputy principals' allowances

*		Principals	Deputy
		€	€
I	(1-5)	9,310	3,769
II	(6-7)	10,432	4,932
III	(8-11)	12,238	6,520
IV	(12-13)	14,360	8,173
V	(14-16)	16,705	9,773
VI	(17-19)	19,084	11,444
VII	(20-23)	21,386	13,051
VIII	(24-26)	23,714	14,630
IX	(27-30)	25,427	15,875
X	(31-35)	27,197	17,088
XI	(36+)	29,776	18,966

*Size of school by total number of authorised teaching posts inclusive of principals indicated by brackets.

Graded posts

Assistant Principal	€8,520
Special Duties Post	€3,769

Part-time and substitute teachers

Entrants	Substitute Daily Casual Rate	Part-time Hourly Rate
	€	€
2010	173.84	32.89
2011	153.53	30.71
2012	152.22	30.45

As per DES Circular 15/2015, Appendix 3.

Relevant circulars

- 15/2015 – Revised Payment Mechanism for Casual and Non-Casual Teachers.
- 53/2014 – Implementation of the Public Service Stability Agreement 2013–2016 (Haddington Road Agreement). Increased Incremental Salary Scale.
- 33/2013 – Supervision Scheme.
- 32/2013 – Public Service Stability Agreement 2013–2016.
- 08/2013 – Budget 2012, Public Service-wide Review of Allowances and Premium Payments.

More information regarding salaries is available on the INTO website.

Staffing schedule 2016/17

Schedule of Enrolment of Pupils Governing the Appointment and Retention of Mainstream Class Teachers in Ordinary Schools, Gaelscoileanna and Gaeltacht National Schools for the 2016/17 school year

(The figures required for these purposes are enrolments on 30 September 2015)

Staffing Schedule for 2016/17 School Year			
Principal plus mainstream classroom teachers (MCT) as follows:	Ordinary Schools and Gaelscoileanna Appointment and Retention	Gaeltacht Schools	
		Appointment	Retention
P+1	19 *	19 *	18
P+2	55 **	55	52
P+3	85 ***	85	82
P+4	114	114	96
P+5	144	144	122
P+6	172	172	153
P+7	177	177	158
P+8	203	203	193
P+9	229	229	229
P+10	255	255	255
P+11	281	281	281
P+12	307	307	307
P+13	333	333	333
P+14	359	359	359
P+15	385	385	385
P+16	411	411	411
P+17	448	448	448
P+18	475	475	475
P+19	502	502	502
P+20	529	529	529
P+21	556	556	556
P+22	583	583	583
P+23	610	610	610
P+24	637	637	637
P+25	664	664	664
P+26	691	691	691
P+27	718	718	718
P+28	745	745	745
P+29	772	772	772
P+30	799	799	799

Note 1: For the 31st MCT and upward, add an additional 27 validly enrolled pupils for Ordinary schools, Gaelscoileanna and Gaeltacht schools.

* A threshold of 18 pupils will apply for the retention of the existing 2nd mainstream classroom teacher. Separately, a threshold of 15 pupils will apply for the appointment and retention of the 2nd mainstream classroom teacher for those schools situated 8km or more from the nearest school of the same type of patronage/language of instruction.

** A threshold of 52 pupils will apply for the retention of the existing 3rd mainstream classroom teacher.

*** A threshold of 82 pupils will apply for the retention of the existing 4th mainstream classroom teacher.

Schedule of Enrolment of Pupils Governing the Appointment and Retention of Mainstream Class Teachers in DEIS Urban Band 1 National Schools for the 2016/17 school year

(The figures required for these purposes are enrolments on 30 September 2015)

Staffing Schedule for 2016/17 School Year

Principal plus mainstream classroom teachers (MCT) as follows:	Schools with Junior Classes only (20:1) Appointment & Retention	Schools with Senior classes only (24:1) Appointment & Retention	Schools with Vertical classes (22:1) Appointment & Retention
P+1	19 *	19 *	19 *
P+2	41	49	45
P+3	61	73	67
P+4	81	97	89
P+5	101	113	111
P+6	116	116	116
P+7	121	145	123
P+8	141	161	155
P+9	161	193	177
P+10	181	217	199
P+11	201	241	221
P+12	221	265	243
P+13	241	289	265
P+14	261	313	287
P+15	281	337	309
P+16	301	361	331
P+17	321	385	353
P+18	341	409	375
P+19	361	433	397
P+20	381	457	419
P+21	401	481	441
P+22	421	505	463
P+23	441	529	485
P+24	461	553	507
P+25	481	577	529
P+26	501	601	551
P+27	521	625	573
P+28	541	649	595
P+29	561	673	617
P+30	581	697	639

* A threshold of 18 pupils will apply for the retention of the existing 2nd mainstream classroom teacher. Separately, a threshold of 15 pupils will apply for the appointment and retention of the 2nd mainstream classroom teacher for those schools situated 8km or more from the nearest school of the same type of patronage/language of instruction.

Note 1: For the 31st MCT and upward in DEIS Band 1 schools with: Junior classes only, add an additional 20 validly enrolled pupils; Senior classes only, add an additional 24 validly enrolled pupils; Vertical classes, i.e. junior and senior classes, add an additional 22 validly enrolled pupils.

Note 2: DEIS Band 1 schools in Gaeltacht areas will be allocated mainstream posts based on either the relevant appointment and retention figures for DEIS Band 1 schools or those for Gaeltacht schools, whichever is the most favourable for the school.

Leave of absence

Purpose	Description	Paid
Family illness (including Force Majeure)	Urgent tending to an ill person for whom you have caring responsibilities, including accompanying to hospital	✓
Family Bereavement Leave	Related to bereavement and/or attendance at ceremonies	✓
Marriage Leave	Teacher's own wedding and days following (if school due to be open)	✓
Graduation/Commissioning Reception/Other's Marriage Leave	Immediate family member graduating, entering Garda/Defence Forces, entering religious order, marrying	✓
Court Leave – Family Law	Court proceedings re legal separation	✓
Maternity leave	Birth and early care. Pregnancy related sick leave	✓
Adoptive Leave	To allow adopting teacher a period with placement of adopted child	✓
Paternity Leave	Caring responsibilities soon after the birth or - of a child (Circ. 01/01). (See also ante-natal classes note at page 3 of Circular 32/07)	✓
Parental Leave	Care of young children	✗
Other leave related to Parenthood	Health and safety leave during pregnancy, antenatal classes, time for breast-feeding etc.	✓
Carer's Leave	Care for person medically certified as in need of care	✗
Job-Sharing	Work flexibility for family or other reasons	Half pay
Extra Personal Vacation	Family or other reasons	✓
Career Break	Break from normal duties for purpose of caring, study, travel etc.	✗

Maximum period	Subs. cover	Full details
5 school days in a school year (for 'immediate' family) 3 school days for near relative	✓ No sub cover for first day	Circular 32/07 (Section 1 & Appendix A)
5 consecutive days or 3 consecutive days (5 days for 'immediate family')	✓	Circular 32/07 (Section 1 & Appendix A)
7 consecutive days (from date of marriage)	✗	Circular 32/07 (Section 3)
1 school day	✗	Circular 32/07 (Section 3)
1 school day	✗	Circular 32/07 (Section 3)
26 consecutive weeks (& option of additional unpaid leave)	✓	Circular 0009/2013
24 consecutive weeks (& option of additional unpaid leave)	✓	Circular 18/2013
3 school days within 31 days of birth or placement of child	✓	DES booklet, October 2001 and Circulars 1/01 & 32/07 (Section 3)
18 weeks	✓	Circular 26/2013
Variable – e.g. max. 1 hour per day (within 26 weeks of birth) for breast feeding	Generally, yes	Circulars 32/07 and 09/13 (SI 654/2004 covers limited breastfeeding provisions)
104 weeks (in respect of 1 "relevant person")	Fixed term teacher appointed	Circular 5/03, Carer's Leave Act 2001 amended by Social Welfare & Pensions Act 2006 (Schedule 9), Circular 32/07 (Section 2)
Unspecified	Fixed term teacher appointed	Circulars 11/03 and 123/06
5 school days, but linked to length of approved course attended	✗	Circulars 37/97 & 32/07 (Section 3)
10 school years. Max of 5 school years at any one time.	Fixed term teacher appointed	Circular 10/11

Inspections and probation

Probation summary

Circular 29/2012 contains the most up to date information on probation. Further information is available on www.lec.ie. To satisfy probationary requirements a newly qualified teacher must:

- ▶ Apply to be registered by the Teaching Council. (Click here for more information on Teaching Council Registration)
- ▶ Be appointed to a post recognised for probationary purposes in a primary school.
- ▶ Apply using the OP1 form to the Limerick Education Centre for inspections visits to have professional competence evaluated.
- ▶ Successfully meet the service requirements of the probation process within three years; and
- ▶ Successfully complete the competence requirements of the probation process within three years from September 2012, complete the teacher induction programme.

Teaching Council registration

To be eligible for appointment in a primary school a teacher must be registered with the Teaching Council.

Newly qualified primary teachers who have completed their initial teacher education in Ireland are registered by the Teaching Council with the condition of completing satisfactorily probationary requirements, i.e. their full registration is confirmed only when they have completed successfully a probationary process. Some qualified teachers who have completed initial teacher education abroad are also registered with conditions by the Teaching Council. These conditions may relate to addressing qualification shortfalls, completing Irish language requirements and completing satisfactorily a probationary process.

Registration with probationary conditions is valid for three years from the date of first registration. Failure to complete satisfactorily and within the stipulated time limit the conditions attached to registration by the Council may result in the registration of the teacher lapsing and this may have implications for his/her eligibility for employment in a school.

Application for inspectors' visits

A teacher requiring probation should make an application for inspection visits to Limerick Education Centre using the OP1 form. which administers the probation system – using form OP1 available [here](#).

A teacher may seek a review of the inspection in line with *Procedures for Review of Inspections on Schools and Teachers* under Section 13(9) of the Education Act (1998).

Inspections and probation continued...

Criteria used in inspection (probation/registration purposes)

Planning, preparation and recording of progress

- ▶ Adequacy of class timetable referenced to the specified minimum weekly time framework in the Primary School Curriculum.
- ▶ Clarity of teaching objectives, both long-term and short-term.
- ▶ Suitability of objectives: extent of reference to Primary School Curriculum (with due regard for its underlying principles) and the School Plan.
- ▶ Range and appropriateness of resources.
- ▶ Provision for differences in pupil abilities.
- ▶ Quality and effectiveness of progress records.

Classroom management and organisation

- ▶ Promotion of good discipline and behaviour.
- ▶ Cultivation of a caring relationship with pupils (including use of praise and positive feedback).
- ▶ Overall attractiveness of environment (layout, quality of display including pupils' work, interest centres etc.)
- ▶ Accessibility and use of resources.
- ▶ Management of SNA support (where appropriate).

Quality of teaching across curriculum areas

- ▶ Variety and suitability of teaching methods, including whole class, group or individual learning.
- ▶ Match of work to pupil ability with particular reference to attention levels and receptiveness of pupils.
- ▶ Communication skills e.g. questioning, explaining, responding, and quality of relationships and interactions between teacher and pupils and pupils with each other.
- ▶ Assessment procedures, monitoring and recording of learning.
- ▶ Structure and pace of lessons.
- ▶ Regard for continuity and progression.

Quality of pupils' learning in curriculum areas

- ▶ Extent to which pupils are on task and working purposefully.
- ▶ Range and suitability of material covered.
- ▶ Pupils' knowledge of subject matter, skills and attitudes.
- ▶ Quality of learning outcomes, including written work.

Recognition of qualifications

Recognition of qualifications is carried out by the Teaching Council, as part of the process of registering as a teacher. Full information and application forms are available on the Teaching Council website. A summary of the requirements is available on the INTO website.

There are two main entry routes for persons wishing to register on the basis of qualifications in primary school teaching (junior infants to sixth class) awarded in Ireland:

1 Qualifications awarded in EU/EEA countries

The Teaching Council welcomes applications from teachers who qualified outside Ireland in another EU/EEA Member State and are deemed fully qualified* in that Member State. Each application will be assessed individually.

In accordance with EU Directive 2005/36/EC, people who qualified as teachers in one EU member state, are entitled to have their qualifications recognised in all other member states. This recognition may be granted subject to conditions, including making good any shortfalls. The Teaching Council is the competent authority in Ireland for assessing applications from people who qualified as teachers in other EU/EEA countries. In general, teachers must satisfy all other conditions set by the Teaching Council before addressing any probationary conditions required by the Council.

Applications for registration with the Teaching Council should include evidence of satisfactory completion of probation/induction processes undertaken in another jurisdiction where this has occurred. It is a matter for the Teaching Council to determine if the evidence provided is sufficient to warrant exemption from the probationary requirements in Ireland.

Revised procedures for the registration of teachers under Council Directive 2005/36/EC (EEA Countries) in Ireland

From 1 January 2011, persons commencing a programme of initial teacher education outside Ireland and who wish to register with the Teaching Council under the mobility rights (for workers) of Council Directive 2005/36/EC (EEA Countries), must have full registration from the country in which they completed the programme of initial teacher education. Full registration may include a period of induction and/or probation in that country. In effect, if probation/induction is a requirement for the purpose of gaining full registration in that State, a teacher will not gain mobility rights under the terms of the Directive until the requirement is met. Generally, such a teacher will be deemed exempt from the probationary period in Ireland. From

September 2010, the Teaching Council is the body that processes applications for exemptions from probation.

In addition, the following conditions also apply:

- 1 Applicants must meet the registration requirements set out in the Teaching Council [Registration] Regulations 2009.
- 2 As part of the registration process, the Teaching Council considers evidence of character. Each applicant for registration must:
 - ▶ Have a character reference form certified by an appropriately qualified person
 - ▶ Undergo a process of Garda vetting. This may take up to 10 weeks, so applicants are advised to apply for registration at least 12 weeks in advance of their planned return to (or commencement of) teaching.

2 Qualifications awarded outside of EU/EEA countries

The Teaching Council welcomes applications from teachers who qualified outside the EU/EEA and are deemed fully qualified* in their home country. Each application will be assessed individually.

Applicants must meet the registration requirements set out in the Teaching Council [Registration] Regulations 2009.

As part of the registration process, the Teaching Council considers evidence of character. Each applicant for registration must:

- ▶ Have a character reference form certified by an appropriately qualified person
- ▶ Undergo a process of Garda vetting. This may take up to 10 weeks, so applicants are advised to apply for registration at least 12 weeks in advance of their planned return to (or commencement of) teaching.

*A fully qualified teacher will have completed a recognised teacher education qualification and programme of induction and can provide an official letter from the competent authority or ministry of education in their home country confirming recognition as a fully qualified teacher in that country.

Full details of the process are available [here](http://www.teachingcouncil.ie).

Find more information at
[http://www.into.ie/ROI/InfoforTeachers/
RecognitionofQualifications/](http://www.into.ie/ROI/InfoforTeachers/RecognitionofQualifications/)

Pensions

Pension is calculated at the rate of one eightieth of retiring salary for each year of pensionable service at the date of retirement subject to a maximum of 40 years. Pensions are deemed to be income and as such are subject to income tax. Retired teachers' pensions increase in line with salary increases awarded to serving teachers.

Lump sum is calculated at the rate of three eightieths of retiring salary for each year of pensionable service at the date of retirement subject to a maximum of 40 years. The lump sum payable on retirement is not subject to income tax.

All teaching staff who intend to retire must give 3 calendar months' notice of their date of retirement (Circular 45/2011).

See page 27 for further details.

Visit the pensions section of www.into.ie/ROI for information on purchasing additional pension benefits, examples and pension calculator.

Commenced Employment Prior to 5 April 1995 - Class D	Commenced Employment from 6 April 1995 - Class A PRSI	Commenced Employment from 1 April 2004 - Class A PRSI	Commenced Employment from 2011 - Class A PRSI (see Note 2 below)
Will have full pension paid by the DES (based on final salary)	Will receive co-ordinated pension, i.e. DES pay a portion and Social Welfare pay a portion (based on final salary)	Will receive a co-ordinated pension, i.e. DES pay a portion and Social Welfare pay a portion (based on final salary)	Will receive a co-ordinated pension i.e. DES pay a portion and Social Welfare pay a portion (based on career average salary)
Compulsory retirement at the end of school year following 65th birth- day	Compulsory retirement at end of school year following 65th birthday	Compulsory retirement age abol- ished	Compulsory retirement to be rein- stated at age 70
Full pension after 40 Years	Full pension after 40 Years	Full pension at age 65	Full pension at age 66 (See Note 3 below)
Voluntary Retirement at age 60 irre- spective of service (minimum of 5 years)	Voluntary Retirement at age 60 irre- spective of service (minimum of 5 years)	Any retirement between age 55 and 65 on a cost neutral basis only	Any retirement between age 55 and 66 on a cost neutral basis only
Voluntary retirement from age 55 onwards provided minimum 35 years' service (See Note 1 Below)	Voluntary Retirement from age 55 onwards provided minimum 35 years' service	Any retirement between age 55 and age 66 on a cost neutral basis only	Any retirement between age 55 and 66 on a cost neutral basis only
Cost Neutral Retirement Available From Age 50	Cost Neutral Retirement Available from Age 50	Any Retirement between age 55 and 65 on a cost neutral basis only	Any Retirement between 55 and 66 on a cost neutral basis only

Note 1: (*34 years in the case of 3 year training course; 33 years in the case of training course lasting 4 years or more)

Note 2: These proposed changes are proposed for new entrant public servants commencing employment in 2011. The legislation is currently being drafted but it has not yet been put before the Oireachtas. Accordingly, the operative date of the legislation is unknown.

Note 3: "The minimum pension age for new public servants will be increased from 65 to 66 and then linked to increases in the state pension age." The state pension age will increase to 66 in 2014; 67 in 2021 and 68 in 2028 (National Pensions Framework, March 2010)

SubSearch

Need a Sub/Need Sub work? Make SubSearch work for you

INTO SubSearch is designed to help teachers find substitute work and to help principals find substitutes.

Schools and substitutes register on subsearch.into.ie – substitutes can register their availability on the site while principals can search for registered substitutes in their area.

Video tutorials and FAQs on how to use SubSearch are available on the website.



We urge all primary schools to register on subsearch.into.ie



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