

## **Arrangements for the Operation of the Supplementary Redeployment Panel for the 2019/20 school year**

### **FAQs to [Circular 0078/2018](#)**

**November 2018**

**This document is set out in FAQ format and sets out the arrangements for the operation of the Supplementary Panels for the various bodies set out below i.e. Supplementary Panels to which fixed term/temporary (this includes substitute) and part-time teachers have been granted access.**

- 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)

This document reflects the various revisions that have been made over recent years to the Supplementary Panel arrangements. It supersedes the FAQs published in November 2017.

The document should be read in conjunction with staffing arrangements for the 2019/20 school year when published, and Circular 0078/2018, “Panel Access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2019/20 school year”.

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 and CID holding teachers to other schools that have vacancies. The redeployment of all surplus permanent and CID holding teachers is key to the Department's ability to manage within its payroll budget. Supplementary Panels will be circulated once the Department is satisfied that any remaining vacancies are not required for the redeployment of any surplus permanent/CID holding teacher and will be used to fill remaining permanent vacancies (excluding Principal posts / Deputy Principal posts to be filled through external competition) that can be filled on or before 4<sup>th</sup> November 2019.

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.**

## Part 1 - General Information

### 1.1 What is the Supplementary Panel?

The Supplementary Panel is used for appointments to **full-time permanent** teaching posts (other than Principal posts / Deputy Principal posts to be filled through external competition) but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers. The latest date for filling a permanent post on a permanent basis (and in accordance with the staffing arrangements circular for the 2019/20 school year) is Monday 4<sup>th</sup> November 2019. Thereafter, a permanent post may be filled only on a fixed term basis (and in accordance with the terms of the staffing circular for the 2019/20 school year) unless the appointee is a permanent or CID holding teacher from a redeployment panel.

Each Supplementary Panel is created for eligible teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Circular 0078/2018.

Teachers are placed on the Supplementary Panel on a provisional basis. Further checks are carried out, as appropriate, at appointment stage in respect of those teachers being appointed to permanent posts from the Supplementary Panel.

**Note:** Temporary and substitute positions cannot be filled from teachers on the Supplementary Panel. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools are free to fill these vacancies through normal processes. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

### 1.2 When does the Supplementary Panel come into effect?

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools can be issued with the Supplementary Panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

### 1.3 What types of vacancies can be offered to teachers placed on the Supplementary Panel?

Permanent teaching posts:

- that are not otherwise required to facilitate the redeployment of surplus permanent/CID holding teachers

and

- that can be filled on or before Monday 4<sup>th</sup> November 2019, other than the Principal teacher post / Deputy Principal through external competition.

## **Part 2 - Application Process for the Supplementary Panel**

### **2.1 What is the closing date for applications to the Supplementary Panel?**

Completed application forms must be received in the Department on or before Friday 21<sup>st</sup> December 2018. It is important to note that under no circumstances will late applications be considered for inclusion on the Supplementary Panel. Proof of postage should be retained by the applicant. Ask for a Certificate of Posting in the Post Office when you are posting the application. Forms posted on the closing date will not be accepted.

### **2.2 Does a teacher's previous permanent service as a primary teacher count towards access to the Supplementary Panel?**

Only reckonable service since the last date of permanent service is counted for meeting the eligibility criteria for Supplementary Panel access. In order for a teacher to be considered to meet the scale point eligibility criterion, s/he must have earned three increments since the last date of permanent service. Alternatively s/he must have earned two increments since the last date of permanent service and if s/he is now in her/his third year (since the last date of permanent service) s/he must be contracted to teach to the end of the 2018/19 school year.

### **2.3 Can a teacher count previous service as a post primary teacher, service for which incremental credit has been awarded or unqualified service towards access to the Supplementary Panel?**

No, this service is not counted for meeting the eligibility criteria for Supplementary Panel access.

### **2.4 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 school that operates through the medium of Irish?**

The purpose of this tick box 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 Supplementary 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 are subject to the Supplementary Panel arrangements if they receive an offer of interview/appointment from Irish medium schools, irrespective of whether or not they have ticked the box to indicate a particular interest in same.

**2.5 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 the applicant's 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 Supplementary 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 are subject to the Supplementary Panel arrangements if they receive an offer of interview/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.

**2.6 Can a teacher who is planning to apply for a CID for the 2019/20 school year apply for the Supplementary Panel 2019/20?**

Yes. As the closing date for the Supplementary Panel is prior to the closing date for CID applications, teachers may apply for the Supplementary Panel. If a teacher is subsequently awarded a CID for the 2019/20 school year, his/her application to the Supplementary Panel will be deemed null and void.

**2.7 What are the main undertakings a teacher has to give when applying for access to the Supplementary Panel?**

Teachers are required to self-declare on the [Application Form](#) of Circular 0078/2018 that s/he meets the relevant eligibility requirements set out at Part 2 of Circular 0078/2018.

The teacher must also give the following undertakings when applying to be placed on the Supplementary Panel:

- agree that s/he has read Circular 0078/2018 and declare that s/he satisfies the eligibility criteria.
- agree to abide by the re-deployment arrangements which govern the operation of the Supplementary Redeployment Panel at primary level.
- understand and accept that any inaccurate or misleading information supplied by him/her in completing the application form will invalidate his/her application for access to the Supplementary Panel.
- understand that the information provided on the application form will be subject to verification by the Department before his/her name is passed onto the relevant patron for inclusion on the panel. Completion of the application form does not entitle the teacher to panel rights and the final decision for admittance to a panel rests with the relevant patron.

- understand that where a school with a permanent vacancy engages with the Supplementary Panel by using a website to seek expressions of interest from teachers on the Supplementary Panel and s/he is interested in the vacancy, s/he must submit an expression of interest to the school within the required time frame. Understand that his/her place on the Supplementary Panel will not be affected if s/he opts not to submit an expression of interest to any school filling its vacancy through this process.
- accept that his/her name will be removed from the Supplementary Panel if:
  - s/he is not contactable using the details s/he has supplied
  - s/he fails to respond within three calendar days to any email request for a CV and/or interview by a school
  - s/he fails to respond within three calendar days to any email offer of a post from a school
  - s/he refuses to attend for interview within the agreed distance limits
  - s/he refuses the offer of a post within the agreed distance limits
- s/he accepts that if at any time s/he allows his/her Teaching Council registration to lapse, or if s/he is removed from the Register for any reason that s/he will be removed from the Supplementary Panel and that his/her employment will be terminated with the school to which s/he is redeployed with immediate effect.
- s/he accepts that any appointment from the Supplementary Panel will be:
  - subject to medical screening
  - subject to confirmation of qualifications.
- s/he accepts that any appointment arising from the panel will be subject to meeting the required vetting requirements.
- s/he accepts 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.
- s/he accepts that any appointment arising from the Supplementary 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 the proposed appointment.
- s/he undertakes to notify the relevant Panel Operator and return the Supplementary PUF to the Department if s/he takes up a post for the 2019/20 school year or if s/he decides to leave the panel for any reason. S/he understands that if s/he leaves the panel for any reason s/he cannot be subsequently reinstated.

**Failure to comply with any of the above conditions will result in forfeiture of your Supplementary Panel access.**

## Part 3 - Advertising a Post to be filled from the Supplementary Panel

### 3.1 What are the Board of Management's options for filling the permanent vacancy through the Supplementary Panel?

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

1. The Board of Management can select a teacher from the Supplementary Panel, without an interview process.
2. Where there is more than one teacher on the Supplementary 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 Supplementary 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**, i.e. [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie), as a means of engaging with the Supplementary Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Supplementary Panel to express an interest in a permanent post that falls to be filled from that Supplementary 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 fill the post 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 Supplementary 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 Supplementary 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, 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 that the school is now proceeding to fill the vacancy through open recruitment.
  - A teacher on the Supplementary Panel who does not express an interest in a post remains on the Supplementary Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Supplementary Panel. A teacher

who is called to interview from the Supplementary Panel but is unsuccessful in securing the post remains on the Supplementary Panel.

Please see below text to be included in

- any advert to be placed by a school with a permanent teaching vacancy on [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie) seeking expressions of interest from teachers on the relevant supplementary 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 supplementary panel by two calendar days, and
- any subsequent advertisement to fill the position through open recruitment.

**Wording to be used by schools when seeking an expression of interest from teachers on the Supplementary 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 Supplementary 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 \_\_\_\_\_, 2019 (*insert closing date*), being 5 calendar days from the date of this advertisement.

**If no teacher(s) on the Supplementary 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 \_\_\_\_\_, 2019 (*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 Supplementary 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 \_\_\_\_\_, 2019 (*insert closing date*), being 2 calendar days from the date of this advertisement.

**The wording to be included in the open competition advertisement of the permanent vacancy, following the expiration of the closing date specified in the second advertisement seeking expressions of interest from teachers on the relevant Supplementary Panel:**

The Board of Management initially advertised this permanent vacancy on this website on the \_\_\_ day of \_\_\_\_\_, 2019 (*insert date of the first advertisement seeking expressions of interest*) for teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*). The closing date for receipt of expressions of interest was the \_\_\_ day of \_\_\_\_\_, 2019 (*insert the closing date for receipt of expressions of interest from the first advertisement*).

The closing date for submission of expressions of interest from teachers on the relevant Supplementary Panel was extended by advertisement on this website to the \_\_\_ day of \_\_\_\_\_, 2019 (*insert the extended closing date from the second advertisement*).

The Board of Management is now proceeding to fill this permanent vacancy through open competition.



### **3.2 How should the Board of Management contact teachers on the Supplementary Panel?**

Contact with teachers on the Supplementary Panel in relation to invitation to interview / offer of a post should be through email.

### **3.3 Are teachers required to be contactable during the period that the panels are in operation?**

Yes, teachers on the Supplementary Panel are required to be contactable at all times at the e-mail address(es) and/or phone number(s) provided on the Supplementary Panel application form. It is vitally important that the teacher is contactable at all times. The teacher must check his/her email regularly. Failure to be contactable will mean that the teacher will forfeit his/her place on the Supplementary Panel and his/her name will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be re-instated onto the Supplementary Panel.

If the teacher changes his/her email address, telephone number or any contact details, s/he must notify this change to the Primary Teachers Allocation Section of the Department (email: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)) **and** to the Panel Operator (diocesan education secretary, etc.) **immediately**.

In accordance with arrangements set out above, teachers on the Supplementary Panel should check the websites, [educationposts.ie](http://educationposts.ie)/[staffroom.ie](http://staffroom.ie), regularly during the time in which the Supplementary Panel is in operation.

### **3.4 Has a Board of Management the right to interview a teacher on the Supplementary Panel and must the teacher attend the interview?**

Once there is more than one teacher on the Supplementary Panel, a Board of Management has the right to interview.

Teachers that are invited to interview by a school must attend the interview if the school is of the same patronage as the teacher's Supplementary Panel area and is within 45km of the teacher's base school. The base school is the school provided by the teacher in his/her Supplementary Panel application form. Please note that a teacher's home address is not considered in this context.

This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within the teacher's Supplementary Panel area.

If a teacher does not attend the interview, s/he will forfeit his/her place on the Supplementary Panel and s/he will be removed from the Supplementary Panel. Note arrangements set out above whereby a school may seek expressions of interest in its vacancy.

**3.5 Must a teacher reply by email to every communication from a school, even if it is outside the 45km distance?**

Yes, a teacher must respond to every communication, including request for CV and invitation to interview within three calendar days of receipt of the email but s/he may refuse the invitation on the basis that the school is outside the 45km distance of the teacher's base school. Failure to respond to any invitation to interview within three calendar days will mean the teacher will forfeit his/her place on the Supplementary Panel and s/he will be removed from the Supplementary Panel.

**3.6 What happens if the teacher on the Supplementary Panel cannot be contacted or does not respond to a school's email?**

Each teacher on the Supplementary Panel has provided contact details to facilitate contact relating to his/her future employment. The Board of Management should notify its Panel Operator (diocesan education secretary, etc.) and the Primary Teachers Allocation Section (email: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)) by email that the teacher has failed to respond to the email. Copy this email to the teacher also.

If a teacher fails to respond to an email from the school within the required three calendar day time frame, s/he will forfeit her/his place on the Supplementary Panel. A teacher must respond to all communications, even if the school is outside the 45km distance of the teacher's base school.

**3.7 What happens if a teacher accepts an invitation to interview but does not attend?**

If a teacher fails to attend an interview, s/he will forfeit her/his place on the Supplementary Panel.

If the Board of Management used the expression of interest method to fill the post and the teacher that failed to attend for interview is the only teacher that expressed an interest in the post, the Board of Management may move to open advertising of the post, on the basis that it has complied with the expression of interest arrangements set out above.

The Board of Management should notify its Panel Operator (diocesan education secretary, etc.) and the Primary Teachers Allocation Section (email: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)) by email that the teacher has failed to attend the interview. Copy this email to the teacher also.

## **Part 4 - Filling a Permanent Post from the Supplementary Panel**

### **4.1 Are teachers on the Supplementary Panel entitled to be redeployed into fixed term vacancies?**

No. The Supplementary Panel is not used to fill fixed term positions in schools. Schools with fixed-term vacancies must advertise these vacancies in the normal manner, once the all teachers from the Main Redeployment Panels have been redeployed and permission has been given for fixed-term vacancies to be filled.

### **4.2 Is there a time limit by which the Board of Management must have the permanent vacancy filled?**

The latest date for filling a permanent post on a permanent basis is **Monday 4<sup>th</sup> November 2019**. Thereafter a permanent post may be filled only on a fixed term basis unless the appointee is a surplus permanent/CID holding teacher being appointed through the Main Redeployment Panel arrangements. These arrangements do not apply to Principal posts / Deputy Principal posts to be filled through external competition.

### **4.3 How are permanent posts offered to teachers on the Supplementary Panel?**

Once the Board of Management has decided to whom it will offer a post, the Board must formally offer the permanent vacancy to the teacher on the Supplementary Panel by issuing a “letter of offer” by email and seek the teacher’s response within three calendar days of the date of the letter. 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 required vetting requirements, pre-employment medical screening, acceptance of the conditions of the letter of offer and any final checking by the Department of the eligibility of the teacher to be on the Supplementary Panel. Boards are advised to check with their Management Bodies in this regard.

### **4.4 Must a teacher accept the first post offered to him/her?**

Yes, teachers must accept the first permanent post offered to him/her if the school is of the same patronage as the teacher’s Supplementary Panel area and is within 45km of the teacher’s base school. The base school is the school provided by the teacher in his/her Supplementary Panel application form. Please note that a teacher’s home address is not considered in this context.

This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within the teacher’s Supplementary Panel area. Failure to accept an offer of a post within the 45km distance will mean s/he will forfeit his/her place on the Supplementary Panel and his/her name will be removed from the Supplementary Panel.

#### **4.5 What happens if a teacher on the Supplementary Panel fails to respond within three calendar days of an offer of a post made by a Board of Management?**

Failure to respond to any such offer will mean the teacher will forfeit his/her place on the Supplementary Panel and he/she will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be re-instated onto the Supplementary Panel.

#### **4.6 What happens if the teacher refuses the offer of a post?**

If the school is within the 45km distance limit of the teacher's base school, the teacher will forfeit his/her place on the Supplementary Panel and he/she will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be re-instated onto the Supplementary Panel.

#### **4.7 What happens when a teacher on the Supplementary Panel accepts the offer of a post in a 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 the 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 e-mail.

The teacher must then immediately complete the [Supplementary Panel Update Form \(Supplementary PUF\)](#) to notify the Department in order that the teacher's name will be removed from the Supplementary Panel.

The Principal/Chairperson of the BOM must also arrange for the Primary Teacher Appointment Form to be completed and forwarded to the Primary Teachers Payroll Section. (<http://www.education.ie/en/Education-Staff/Services/Appointment-Forms>)

#### **4.8 When are teachers expected to take up duty in the new school?**

The appointment will take effect from the start of the new school year. If the teacher is redeployed after the start of the school year and before the first working day of November s/he will be required to take up duty in the new school without any delay.

#### **4.9 What happens if a teacher accepts a permanent post that is dependent on the required enrolment being achieved (e.g. developing post) and the post is subsequently suppressed as the required projected enrolment is not achieved?**

The teacher will be placed back on the **Supplementary Panel**.

**4.10 What happens if a teacher takes up a temporary post outside of the Supplementary Panel process and subsequently a permanent post becomes available to be filled in the school on or before Monday 4<sup>th</sup> November 2019?**

The Board of Management of the school may offer the permanent post to the teacher, provided the post is not required for the redeployment of a surplus permanent/CID holding teacher on the Main Panel, but it is not obliged to do so.

**4.11 Will a teacher receive salary whilst s/he is on the Supplementary Panel?**

A teacher on the Supplementary Panel has no entitlement to salary from the start of the new school year whilst s/he is awaiting the offer of a permanent post.

**4.12 What happens if a school has not filled its permanent post by the first working day of the school year/a permanent post becomes available in the school between the first working day of the school year and Monday 4<sup>th</sup> November 2019 and the Supplementary Panel is still in operation?**

The school must engage with teachers on the Supplementary Panel immediately in order to fill the post. Schools will not be given permission to employ a teacher on a temporary basis pending the filling of the post on a permanent basis using the Supplementary Panel.

## **Part 5 - Updating the Supplementary Panel**

### **5.1 How will Boards of Management and teachers keep up to date on whether the Supplementary Panel is still in operation?**

Keep in regular contact with your Panel Operator (diocesan education secretary, etc.). The Department will notify the school system through regular panel updates on its website. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

### **5.2 What happens if a teacher accepts a permanent post through the Supplementary Panel process?**

The teacher must acknowledge, to the Board of Management, acceptance of the terms and conditions contained in the letter of offer. The teacher must also notify the Panel Operator that s/he has accepted a post so that their name can be taken off the Supplementary Panel.

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 the 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 e-mail.

The teacher must then immediately complete the [Supplementary PUF](#) to notify the Department in order that the teacher's name will be removed from the Supplementary Panel.

The Principal/Chairperson of the teacher's new school must also arrange for the Primary Teacher Appointment Form to be completed and forwarded to the Primary Teachers Payroll Section. (<http://www.education.ie/en/Education-Staff/Services/Appointment-Forms>)

### **5.3 What should a teacher do if, separately from the Supplementary Panel, s/he accepts a year-long fixed term post in any recognised school?**

If a teacher accepts a year-long fixed term post in any recognised school, s/he must immediately notify his/her Panel Operator by email who will then remove his/her name from the Supplementary Panel for the 2019/20 school year.

The teacher must then immediately complete the [Supplementary PUF](#) to notify the Department, in order that his/her name will be removed from the Supplementary Panel.

Teachers who give up their place on the Supplementary Panel to take up a fixed-term position in a school for the 2019/20 school year will not automatically be placed on the Supplementary Panel for the 2020/21 school year. The onus will be on the teacher to re-apply for access to the Supplementary Panel through the published arrangements for the 2020/21 school year.

**5.4 What happens if a teacher accepts a year long fixed-term post (either full-time or part-time) for the 2019/20 school year and does not remove his/her name from the Supplementary Panel?**

Using Department records, Primary Allocations Section will conduct checks on the employment status of teachers on the Supplementary Panel. Any teacher that takes up a post for the 2019/20 school year without returning a Panel Update Form to the Primary Allocations Section will forfeit his/her panel rights and his/her name will be removed from the Supplementary Panel immediately.

**5.5 If a teacher has been accepted onto the Supplementary Panel, can s/he defer/postpone his/her place on the panel?**

No, it is not an option to defer his/her place on the Supplementary Panel. Teachers who give up their place on the Supplementary Panel for any reason will not automatically be placed on the Supplementary Panel for the 2020/21 school year. The onus will be on the teacher to re-apply for access to the Supplementary Panel through the published arrangements for the 2020/21 school year.

**5.6 What happens if a teacher decides to take a year out from teaching?**

If a teacher opts to take a year out from teaching (to travel, etc.) s/he must immediately notify his/her Panel Operator by email who will then remove his/her name from the 2019/20 Supplementary Panel. The teacher must then immediately complete the [Supplementary PUF](#) to notify the Department in order that his/her name will be removed from the Supplementary Panel.

Teachers who opt to take a year out of teaching (to travel, etc.) will not have automatic entitlement to the Supplementary Panel on their return to teaching. These teachers will have to **re-apply** for access to the relevant panel at the next available application period and meet the relevant criteria. Depending on how long the teacher is out of service, he/she may not be able to meet the earning threshold required for Supplementary Panel access in the year of his/her return. This is an important consideration for those teachers who are considering leaving the Supplementary Panel for the purposes of travelling abroad, etc.

**5.7 Does a Panel Operator need to notify anyone that a vacancy has been filled?**

The Panel Operator shall keep the relevant personnel in the Primary Teachers Allocation Section in the Department informed on a regular basis of movement on the Supplementary Panel.

If the Supplementary Panel has cleared, the Panel Operator 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 process. Management Bodies and the various Panel Operators may also use their websites to update schools on the progress of the panels.

## Part 6

### **Guidance for Panel Officers in relation to redeployment of teachers on the Supplementary Redeployment Panel**

The following guidance will be provided to any Panel Officer that is appointed to facilitate the redeployment of a teacher from the Supplementary Panel.

**Please note that a Panel Officer will be appointed to the Supplementary Panel only in exceptional circumstances.**

**The School:** The Department will commence the process of identifying a school to facilitate the redeployment of a teacher. This process will commence with schools of the same patronage that are located closest to the base school of the teacher. The Department's Geographic Information System (GIS) will be used to identify the schools nearby. These schools will be given an opportunity to complete Form PO19/20 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).

**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 Supplementary Redeployment Panel.

The next step for the Panel Officer is to make telephone contact with the Chairpersons of the Boards of Management (and, if possible, the School Principals) of the schools closest to the teacher on the Supplementary Panel (as provided by the Department). This gives the schools 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 Supplementary Panel.

The Panel Officer, having considered information received from the Panel Operator and the nearby schools, will select the most suitable school for the redeployment of the teacher.

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 PO19/20

To be completed by the school 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:**

**Chairperson Name:**

**Phone Number of Chairperson:**

**Email Address of Chairperson:**

**1. Written evidence of all vacancies notified to panel operator within the required time-frame?**

*Yes*

*No*

**2. Number of vacancies notified to panel operator:**

*Permanent*

*Fixed-term*

**Main Panel:**

**1. Number of offers made to permanent teachers on Main Panel in a timely manner for the 2019/20 school year:**

*Number of offers*

**2. Number of vacancies filled by redeployment of a permanent teacher from Main Panel for the 2019/20 school year:**

*Permanent*

*Fixed-term*

**3. Number of permanent vacancies in the school in the 2018/19 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:**

*Number of Permanent Vacancies*

*Number filled from Main Panel*

**4. Number of permanent vacancies in the school in the 2017/18 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:**

*Number of Permanent Vacancies*

*Number filled from Main Panel*

**Supplementary Panel:**

1. *Number of offers made to teachers on Supplementary Panel in a timely manner for the 2019/20 school year:*

*Number of offers*

2. *Number of vacancies filled by redeployment of a teacher from Supplementary Panel for the 2019/20 school year:*

*Permanent*

4. *Number of permanent vacancies in the school in the 2018/19 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*

5. *Number of permanent vacancies in the school in the 2017/18 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 2019/20 school year should be set out below:**