

INTO Staff Representative's Handbook 2018/19

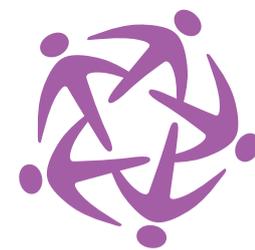
Guidance, advice and useful information





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	10
Annual Congress	14
Data Protection	17
Salary scales and allowances	18
Staffing schedule 2018/19	20
Family leave	22
Post Qualification Professional Practice (Probation, Induction and Droichead)	24
Recognition of qualifications gained outside Ireland	30
Pensions	32
Subsearch	37
INTO apps	38
// <i>InTouch</i> app	
// Leave app	
// Conference app	



Introduction

September 2018

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.



Joe Kileen
President



Sheila Nunan
General Secretary



10 reasons to be part of the INTO

1. Advice, support and legal backing

Handling thousands of queries and requests for support from members, we deal with the Department of Education and Skills, the Teaching Council and Management, providing legal advice/support as necessary. The INTO has a strong reputation for representing members.

2. Have your voice heard

The INTO, from the 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, Equality Conference and Education Conference.

3. Better together

Joining the INTO means you are part of Ireland's largest and longest-established teachers' union, representing almost 44,000 teachers across the island.

4. 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.

5. 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 insurance schemes and a money-saving discount card, Membership Plus.

6. Campaigning on issues that matter to you

Member campaigns on class size have secured thousands of additional teaching jobs despite tight budget conditions.



10 reasons to be part of the INTO

7. 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.

8. Pay and conditions

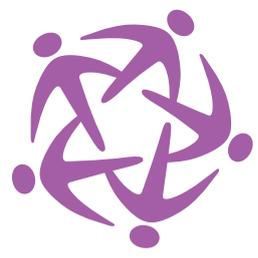
The INTO campaigns for professional salaries and conditions of service. Over challenging years since 2008, the INTO has won greater security for fixed-term teachers, fought off attempts to raise class sizes generally, and negotiated a start to pay equalisation and restoration.

9. 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 (NCCA) and the Teaching Council. The Organisation has made detailed submissions on issues such as supporting pupils with special educational needs, a digital strategy for schools and consultation on education disadvantage.

10. Up-to-date information

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



Duties and responsibilities of the staff representative

As a Staff Rep, you have three key responsibilities:

- /// Recruiting members
- /// Informing members
- /// Supporting members

This includes:

- /// indicating to non-members in your school how they can join the INTO;
- /// bringing all information received from INTO Head Office, branch, district or CEC representatives to the attention of members in your school;
- /// informing and advising members on their terms and conditions and on agreed workplace relationship procedures;
- /// attending local branch meetings and keeping yourself informed of union issues.

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:

- /// Staff representative's role and responsibility.
- /// INTO structures and communications.
- /// Understanding teachers' terms and conditions.
- /// Managing workplace relationship difficulties.
- /// Supporting a new teacher through probation.

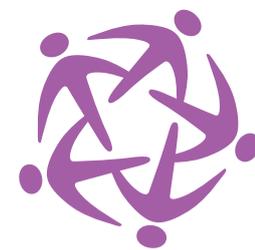
Local branch and district officers, CEC representatives and district development co-ordinators are also registered, allowing staff representatives the opportunity to network and communicate. For further details contact tut@into.ie or view course information at moodle.intolearning.ie.

Keep up to date with INTO news. Connect with:

INTO website:
www.into.ie/ROI

eNewsletter:
into.newsweaver.ie





National structure

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

➤ **Congress**

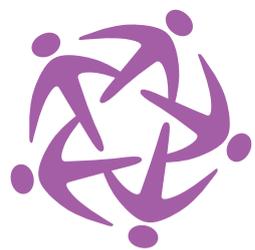
➤ **National Committees**

⌘ 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** 43,726



INTO structures

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.

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.

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.

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.



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 9.

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.

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.

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.

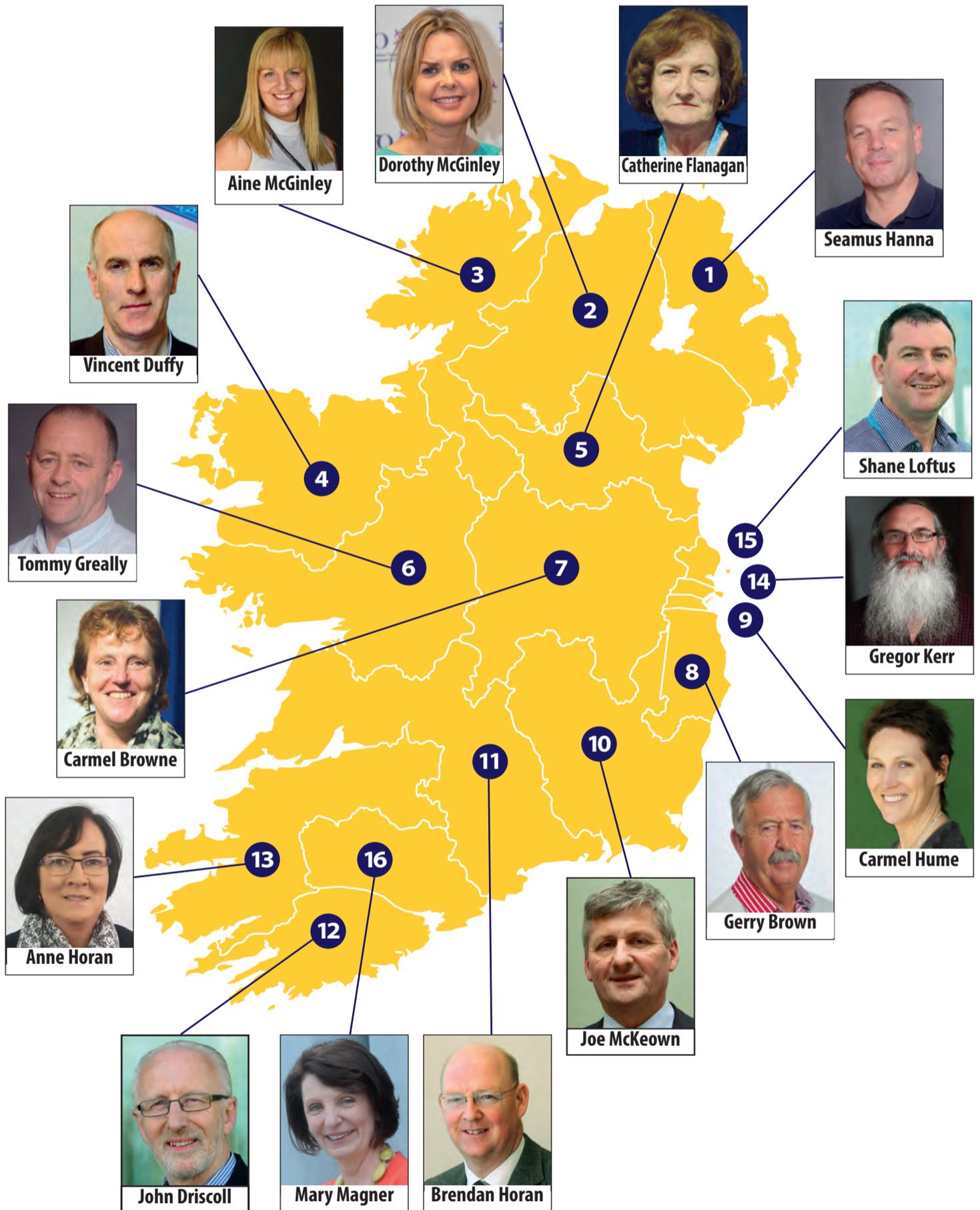
Northern Committee

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 Structures

Map of CEC electoral districts

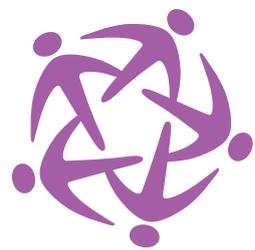


Districts: 1 - Antrim, North Down. 2 - Derry, Tyrone, Fermanagh, Armagh, South Down. 3 - Donegal, Leitrim. 4 - Sligo, Mayo. 5 - Cavan, Monaghan, Louth. 6 - Galway, Roscommon. 7 - Longford, Westmeath, Offaly, Kildare, Meath. 8 - Wicklow, parts of South Dublin. 9 - South Dublin City and West County Dublin. 10 - Carlow, Kilkenny, Wexford, Laois. 11 - Tipperary, Clare, Waterford. 12 - South Cork. 13 - Kerry, Limerick. 14 - North Dublin City. 15 - North County Dublin. 16 - North Cork.



Map of BFC electoral districts





INTO committees

Central Executive Committee

President:	Joe Killeen	jkilleen@into.ie	087 6735114
Vice President:	Fergal Brougham	fbrougham@into.ie	085 7080189
Ex-President:	John Boyle	jboyle@into.ie	089 8118372
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

1	Seamus Hanna	shanna@into.ie	
2	Dorothy McGinley	dmcginley@into.ie	077 365504573
3	Aine McGinley	amcginley@into.ie	087 1200756
4	Vincent Duffy	vduffy@into.ie	087 7987564
5	Catherine Flanagan	cflanagan@into.ie	086 8593586
6	Tommy Greally	tgrealy@into.ie	087 9264361
7	Carmel Browne	cbrowne@into.ie	085 7063940
8	Gerry Brown	gbrown@into.ie	087 6820397
9	Carmel Hume	chume@into.ie	086 8193053
10	Joe McKeown	jmckeown@into.ie	085 7314998
11	Brendan Horan	bhoran@into.ie	086 8294710
12	John Driscoll	jdriscoll@into.ie	086 3907773
13	Anne Horan	ahoran@into.ie	087 9186556
14	Gregor Kerr	gkerr@into.ie	086 1501151
15	Shane Loftus	sloftus@into.ie	086 8209269
16	Mary Magner	mmagner@into.ie	086 8324331

Benefit Funds Committee 2018/2020

Divisions

1	Paddy McAllister	pmcallister@into.ie	028 94 452728
2	Vacant		
3	Deirdre Lanigan	dlaniganbfc@into.ie	0879804172
4	Bob Allen	boballenbfc@into.ie	086 8277916
5	Jerry Clifford	jcliffordbfc@into.ie	086 6064182



INTO committees

Education Committee 2018/2021

President
Vice President

Districts

1	Lisa Magennis	lmagennis310@c2kni.net	00447977920536
2	Mary Dorman	mdorman316@c2kni.net	00447733020269
3	Lisa O'Donnell	lisa_od82@hotmail.com	086 3438498
4	Michelle Bonner	michellebonner@gmail.com	087 6368375
5	Aislinn McKinney	aislinnmc@hotmail.com	086 8031839
6	Siobhán Lynskey	siobhan@uni-therm.net	086 0398877
7	Dolores Killian	dolores_killian@yahoo.co.uk	090 6481085
8	Alice O'Donnell	aliceodonnell6@gmail.com	087 2410942
9	Teresa Walsh	walshTV@tcd.ie	087 9915630
10	Celia Walsh	walshcelia@eircom.net	087 6043775
11	Aidan Gaughran	gatsy1@hotmail.com	052 6127804
12	Fiona Garvey	fgarvey7@eircom.net	087 4188026
13	Majella Sutton	ccschoolsutton123@gmail.com	086 2346093
14	Denis Moynihan	denis.moynihan@live.ie	087 6322545
15	Áine Dillon	ainedillon1@gmail.com	087 2941899
16	Paul Moroney	moroney@hotmail.com	087 7402896

Equality Committee 2017/2020

President
Vice President

District

1	John Kelly	jkelly@into.ie	048 09694954
2	Sheila McCarron	shbet10@yahoo.co.uk	028 30256225
3	Doreen Sheridan	dsheridankennedy@gmail.com	083 4191371
4	Majella Ní Chonduibh	mnichonduibh@gmail.com	087 7987098
5	Sarah Bradley	sorchab@yahoo.com	087 7786274
6	Ann Comyn	anncomyn@gmail.com	087 6591185
7	Josephine Byrne	josephinebyrne@hotmail.com	086 3765926
8	Margaret Murphy	magsdublin@yahoo.co.uk	087 9678115
9	Anne-Marie Coffey		086 4055895
10	Deirdre Fleming	deirdrefleming2000@hotmail.com	087 1303128
11	Eleanor O'Dwyer		062 71440
12	Fionnghuala O'Regan	fionngh@yahoo.com	083 4219995
13	Tracie Tobin	hazalmere@gmail.com	087 2527240
14	Nuala Grealy	ngrealy@gmail.com	087 2907469
15	Emer Mangan	emermangan@gmail.com	087 1304364
16	Rory Gibbons	rory.gibbons@gmail.com	087 6304428



INTO committees

Principals'/Deputy Principals' Committee 2017/2020

President

Vice President

Districts

1	Martin Short	mshort523@holychild.belfast.ni.sch.uk	077 40474764
2	Vacant		
3	Annraoi Cheevers	annraoic@gmail.com	086 1546644
4	Declan Kyne	dkyne@yahoo.com	087 6823249
5	Breege Flynn	breegeflynn@comns.ie	0878167373
6	Gerard Murray	murrayger@yahoo.com	087 9028473
7	Fergal Fitzpatrick	fergaljfitzpatrick@gmail.com	087 7911037
8	Ultan MacMathúna	principal@holycrossschool.ie	087 6399555
9	Loretta Dunphy	principal@stgabrielsprimary.ie	087 7959139
10	Katherine Doyle	katherinedoyle81@gmail.com	087 9040965
11	Brid Finnegan	bridfinnegan1@eircom.net	087 6402443
12	Gerard O'Donoghue	gerard82@ymail.com	087 6251441
13	Gerard Lucey	luceygerard53@gmail.com	087 2320918
14	Orla Ní Odhráin	scoilideclondalkin@gmail.com	087 6787400
15	Michelle Keane	michelle@scoil.org	087 2317571
16	Sean Horgan	shorganpcsp@eircom.net	087 1212097

Northern Committee

District Representatives

CEC 1	Seamus Hanna	shanna@into.ie
CEC 2	Dorothy McGinley	dmcginley@into.ie
BFC	Patrick McAllister	pmcallister@into.ie

Area Representatives

North Eastern Area

Primary	Geraldine McGowan	gmcgowan@into.ie
Post-Primary	Siobhan McElhinney	smcelhinney@into.ie

South Eastern Area

Primary	Vacant	
Post-Primary	John Kelly	jkelly@into.ie

Belfast Area

Primary A	Caroline McCarthy	cmccarthy@into.ie
Primary B	Vacant	
Post-Primary	Caoimhin MacColaim	cmaccolaim@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	Marie O'Sea	moshea@into.ie
Primary B	Moira O'Kane	mokane@into.ie
Post-Primary	Annmarie Conway	amconway@into.ie

District Committee Secretaries

Districts

1	Paul Boyd	intodistrict1@into.ie	078 66922314
2	Paul Kealey	intodistrict2@into.ie	077 40122715
3	Paula Muldoon	intodistrict3@into.ie	074 9721945
4	Maire English	intodistrict4@into.ie	086 6066406
5	Mary Callan Brady	intodistrict5@into.ie	086 4088985
6	Eoin Fenton	intodistrict6@into.ie	087 9625590
7	Arthur Fallon	intodistrict7@into.ie	0872937130
8	Donncha McGinley	intodistrict8@into.ie	086 3558620
9	Joanne McAndrew	intodistrict9@into.ie	087 2700324
10	Elaine McMahan	intodistrict10@into.ie	086 8349174
11	Mary Curley	intodistrict11@into.ie	086 6054336
12	Aine Corrigan	intodistrict12@into.ie	086 3800265
13	Vacant	intodistrict13@into.ie	
14	TJ Clare	intodistrict14@into.ie	087 1223274
15	Anita Hogan	intodistrict15@into.ie	086 3497506
16	Siobhan Buckley	intodistrict16@into.ie	087 6489120

When phoning Northern Ireland from the Republic of Ireland, landline 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. Mobile numbers must have the prefix 0044 before the initial seven (e.g. 0044 78).

When phoning the Republic of Ireland from Northern Ireland, dial 00353 and area code (drop initial '0') and local number (e.g. 00353 86).



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 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?

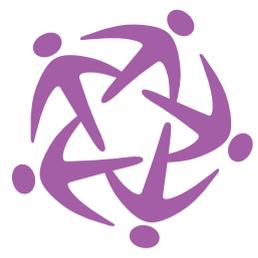
- ⌘ A motion is a proposition submitted for discussion and vote.
- ⌘ It must ask Congress to declare an opinion or call for a course of action - or both.
- ⌘ Motions should be designed to promote the aims and objects of the Organisation as set out in Rule 3 of the *INTO Rules and Constitution*.
- ⌘ All motions must be clear and unambiguous in meaning and intention and must be worded accordingly.
- ⌘ All motions must be capable of being implemented.
- ⌘ 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 a previous Congress 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:

- ⌘ the reductions made over the past years to the school capitation grant be restored in full immediately;
- ⌘ the minor works grant and the summer works scheme be fully reinstated on the calendar of grants;
- ⌘ 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.



Annual Congress

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.



Data Protection

INTO is committed to processing all personal information in accordance with the General Data Protection Regulation (EU) (2016/679) (herein GDPR), Irish Data Protection Laws 1988 to 2018 and any other relevant data protection laws and codes of conduct (herein collectively referred to as 'the data protection laws').

INTO is a Data Controller and has appointed a Data Protection Officer (DPO) under the data protection laws (email: dpo@into.ie). INTO regards the lawful and correct treatment of personal information by the Organisation as very important both to the successful operation of INTO and for maintaining confidence between ourselves and our members. We therefore make every effort to ensure that personal data are treated lawfully and correctly. For more information please see [www.into.ie/ROI/StyleAssets/Statements/Data PrivacyPolicy/](http://www.into.ie/ROI/StyleAssets/Statements/DataPrivacyPolicy/)

Tips for protection of Personal Data

- ⌘ All sensitive data should be encrypted i.e. password protect all word, excel, pdf documents that contain personal data.
- ⌘ Regularly back up information using a safe and secure method.
- ⌘ Keep all usernames and passwords safe.
- ⌘ When collecting emails addresses and other personal data explain clearly what this information will be used for and how long it will be retained.
- ⌘ When sending a group email put all contacts in the bcc section of the email address bar.
- ⌘ Keep all sensitive data locked away when not in use.
- ⌘ Do not throw sensitive information in ordinary paper bins. Ensure unrequired paperwork which contains personal data is destroyed safely using a shredder.
- ⌘ Never work on sensitive data in a public place or leave in view.
- ⌘ Do not leave documents lying around on a photocopier, printer or fax, as this is a common way for information to be compromised. Always collect documents promptly.
- ⌘ Always lock your computer when leaving it unattended, (windows key + L key) even if it is only for a short while.
- ⌘ Avoid, as much as possible, using removable storage media e.g. memory stick, if used ensure it is encrypted, i.e. password protected, and locked away when not in use.
- ⌘ Any breach of personal data must be notified immediately to the DPO by contacting dpo@into.ie.
- ⌘ If in doubt, check it out (contact dpo@into.ie).



Salary scales and allowances

Basic Scale

Teachers appointed before 1 January 2011

Point on Scale	1 September 2018
	€
1	34,143
2	34,910
3	35,989
4	37,072
5	38,751
6	39,839
7	40,926
8	43,664
9	45,032
10	46,666
11	48,292
12	49,930
13	51,300
14	53,114
15	53,114
16	53,114
17	55,615
18	55,615
19	55,615
20	55,615
21	58,919
22	58,919
23	58,919
24	58,919
25	62,571

Notes:

- (i) Entrants with a primary degree started at point 2; post graduate entrants at point 3.
- (ii) Qualification allowances continue to be paid separately to teachers appointed prior to 1 January 2011.

Teachers first appointed on or after 1 January 2011

Point on Scale	1 October 2018
	€
1	36,318
2	37,804
3	39,501
4	40,276
5	41,366
6	42,684
7	44,162
8	45,652
9	46,896
10	49,118
11	50,499
12	52,150
13	53,792
14	55,447
15	56,830
16	58,662
17	58,662
18	58,662
19	61,188
20	61,188
21	61,188
22	61,188
23	64,525
24	64,525
25	64,525
26	64,525
27	68,213

Notes:

- (i) All entrants start on point 1.
- (ii) The value of an honours degree allowance is incorporated into each point of the scale.
- (iii) The PSSA Pay Agreement includes a 1% restoration/uplift on scales from 1 October 2018 for public servants encompassed by the agreement.



Salary scales and allowances

Allowances

Academic Allowances	Appointed before 01.01.11 €	Appointed after 01.01.11** €
(a) (i) H Dip (Pass)*	591	591
(a) (ii) Higher Froebel Cert*	591	591
(b) (i) H Dip in Ed* (1st/2nd Hons)	1,236	1,236
(b) (ii) Ard Teastas Gaeilge*	1,236	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	578
(g) Doctors Degree*	6,140	1,222

See note 1

Other allowances

	€
Teaching through Irish*	1,583
Gaeltacht Grant*	3,063
Island Allowance*	1,842
Long Service Allowance***	2,324
Secure Unit Allowance	2,195
Visiting Teacher Allowance	8,520
Special Education Diploma*	2,437

More information regarding salaries is available on the INTO website.

Principals' and deputy principals' allowances

	Principals €	Deputy €
1 (1-5)	9,310	3,769
2 (6-7)	10,432	4,932
3 (8-11)	2,238	6,520
4 (12-13)	14,360	8,173
5 (14-16)	16,705	9,773
6 (17-19)	19,084	11,444
7 (20-23)	21,386	13,051
8 (24-26)	23,714	14,630
9 (27-30)	25,427	15,875
10 (31-35)	27,197	17,088
11 (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 I	€8,520
Assistant Principal II	€3,769

Notes:

Note 1 only one of the allowances at (a) or (b) may be held together with one of the allowances (c) to (g). Rates for appointees on or after 1 Jan 2011 reflect the incorporation of the honours degree allowance

* Abolished for new beneficiaries from 1 February 2012.

** Teachers who entered service between 01.01.2011 and 31.01.2012 may be in receipt of an additional academic allowance if they held the appropriate qualification prior to the abolition of allowances for all new beneficiaries from 1 February 2012, in line with circular 008/2013.

*** Applies to teachers who have been on the maximum point of the common basic scale for at least 10 years.

**** This allowance will no longer be payable as the revised salary incorporates the Honours Primary Degree allowance.



Staffing schedule 2018/19

Schedule of Enrolment of Pupils Governing the Appointment and Retention of Mainstream Class Teachers in Ordinary Schools, Gaelscoileanna and Gaeltacht National Schools for the 2018/19 school year

(The figures required for these purposes are enrolments on 30 September 2017)

Staffing Schedule for 2018/19 School Year

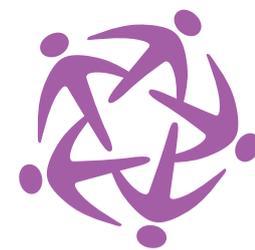
Principal plus mainstream classroom teachers (MCT) as follows:	Ordinary Schools and Gaelscoileanna Appointment and Retention	Gaeltacht Schools	
		Appointment	Retention
P+1	18*	18*	17
P+2	54**	54	51
P+3	84***	84	81
P+4	113	113	95
P+5	143	143	121
P+6	171	171	152
P+7	176	176	157
P+8	201	201	191
P+9	226	226	226
P+10	251	251	251
P+11	276	276	276
P+12	301	301	301
P+13	326	326	326
P+14	351	351	351
P+15	376	376	376
P+16	401	401	401
P+17	437	437	437
P+18	463	463	463
P+19	489	489	489
P+20	515	515	515
P+21	541	541	541
P+22	567	567	567
P+23	593	593	593
P+24	619	619	619
P+25	645	645	645
P+26	671	671	671
P+27	697	697	697
P+28	723	723	723
P+29	749	749	749
P+30	775	775	775

Note 1: For the 31st MCT and upward, add an additional 26 validly enrolled pupils for Ordinary schools, Gaelscoileanna and Gaeltacht schools.

* A threshold of 17 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 (i.e. P+1) for those schools situated 8km or more from the nearest school of the same type of patronage/language of instruction.

** A threshold of 51 pupils will apply for the retention of the existing 3rd mainstream classroom teacher.

*** A threshold of 81 pupils will apply for the retention of the existing 4th mainstream classroom teacher.



Staffing schedule 2018/19

Schedule of Enrolment of Pupils Governing the Appointment and Retention of Mainstream Class Teachers in DEIS Urban Band 1 National Schools for the 2018/19 school year

(The figures required for these purposes are enrolments on 30 September 2017)

Staffing Schedule for 2018/19 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	18*	18*	18*
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	133
P+8	141	169	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 17 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.

Family leave

Purpose	Description	Paid
Family illness (including Force Majeure)	Urgent tending to a family member who is ill, 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, near relative marrying	✓
Court Leave – Family Law	Court proceedings re legal separation	✓
Maternity leave	Birth and early care	✓
Adoptive Leave	To allow adopting teacher a period with placement of adopted child	✓
Paternity Leave	Caring responsibilities soon after the birth or placement of a child	✓
Parental Leave	Care of children under 13	✗
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	Carer's benefit paid by DSP
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	✗
Unpaid Leave	Compelling obligation requiring leave, granted at discretion of board of management.	✗

Information regarding other types of leave is available

Maximum period	Sub. cover	Full details
Five school days in a school year (for immediate family) three school days for near relative.	No sub cover for first day	Circular 32/07 (Section 1 & Appendix A)
Five consecutive days for immediate family or three consecutive days for near relative.	✓	Circular 32/07 (Section 1 & Appendix A)
Seven consecutive days (from date of marriage).	✗	Circular 32/07 (Section 3)
One school day.	✗	Circular 32/07 (Section 3)
One school day.	✗	Circular 32/07 (Section 3)
26 consecutive weeks (and option of additional unpaid leave)	✓	Chapter 4 – DES Terms & Conditions of Employment Web Book
24 consecutive weeks (and option of additional unpaid leave).	✓	Chapter 6 – DES Terms & Conditions of Employment Web Book
Two consecutive weeks within six months of birth/placement	✓	Chapter 5 – DES Terms & Conditions of Employment Web Book
18 weeks per child.	✓	Chapter 7 – DES Terms & Conditions of Employment Web Book
Variable – e.g. max. one hour per day (within 26 weeks of birth) for breast feeding.	Generally, yes	Chapter 4 – DES Terms & Conditions of Employment Web Book Circular 32/07
104 weeks (in respect of one “relevant person”)	✓	Chapter 10 – DES Terms & Conditions of Employment Web Book Carer’s Leave act 2001.
Unspecified.	Fixed-term teacher appointed	Chapter 9 – DES Terms & Conditions of Employment Web Book
Five school days, but linked to length of approved course attended.	✗	Circular 32/07 (Section 3)
Ten school years. Max of five school years consecutively.	Fixed-term teacher appointed	Chapter 8 – DES Terms & Conditions of Employment Web Book
Ten school days in one school year.	✓	Chapter 11 – DES Terms & Conditions of Employment Web Book

available on the INTO website and INTO leave app.



Post Qualification Professional Practice (Probation, Induction and Droichead)

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 post-qualification professional practice 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 post-qualification professional practice process.

Registration with conditions is valid for three years from the date of first registration. Failure to complete 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.

Post-Qualification Professional Practice

The Teaching Council's document Post-Qualification Professional Practice Procedures and Criteria 2017/2018 (www.teachingcouncil.ie/en/Publications/Registration/Post-qualification-Professional-Practice-Procedures-and-Criteria-2017-2018.pdf) contains the most up to date information for newly registered teachers who need to fulfil one or more post-qualification registration conditions through Droichead or the Probation and Induction Programme. A teacher with conditional registration is eligible to be employed in the setting that is appropriate to his or her qualifications in Ireland (DES Circular 0031/2011). The conditions applied to a teacher's registration, and the time period allowed to meet those conditions, are notified to the teacher when they are admitted to the Register of Teachers.

In primary schools, teachers can meet these conditions either through the traditional Probation and Induction Programme or through the Droichead process.

Traditional process for addressing post-qualification professional practice conditions in a primary school (Probation)

Teachers working in special education/restricted settings or in large schools with over 16 mainstream class teachers must avail of the Droichead process to gain full registration with the Council. Probation by the Inspectorate will not be possible in such schools.



Post Qualification Professional Practice (Probation, Induction and Droichead)

A primary teacher can undertake the probationary process through the traditional method when employed as a mainstream class teacher in a school other than those referred to above as long as the school is not registered for Droichead.

Employment in a permanent, temporary or substitute capacity is eligible for probation where the teacher is teaching all 11 subjects of the Primary School Curriculum, including Irish, to a mainstream class of pupils from junior infants to sixth class (single or multi-grade) for the entire school day. Only paid employment is reckonable.

To meet the service requirement for probation, the employment must comprise:

- a) at least 100 consecutive days in a single setting; or
- b) at least 100 days, which may take place in separate settings in two periods of not less than 50 consecutive days each.

In either case, the period of employment must involve teaching the same cohort of pupils for the minimum block period. It is the responsibility of the probationary teacher to obtain written evidence of his/her service from the employing school or schools, and to submit this information on Form C to the Teaching Council so as to satisfy the Council regarding the completion of the service requirement.

To have his or her professional competence evaluated to satisfy the Council's post-qualification professional practice requirements through the traditional process, a teacher must make an application for inspection using the Form OP1.

Applications must be made electronically and as soon as a teacher commences service in a post that will last for a period of at least 50 consecutive school days. Where a teacher commences eligible employment, a maximum of five working days will be allowed to submit a completed application. The date on which the Limerick Education Centre (LEC) receives a completed Form OP1 or the first date of employment, whichever is the later, will be used when determining the 50/100 day period.

Every effort is made to ensure that teachers will be inspected in that school year. Teachers must be available for inspection on any day of the 50/100 day period. Notification of pre-planned absences should be forwarded well in advance to the relevant inspector. Where an unforeseen absence occurs, the principal or deputy principal should inform the inspector immediately.



Post Qualification Professional Practice (Probation, Induction and Droichead)

Criteria used in inspection (probation/registration purposes)

The criteria used in the inspection of the work of teachers for probationary and registration purposes in primary schools is outlined below.

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 centers 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.



Post Qualification Professional Practice (Probation, Induction and Droichead)

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.

Induction Programme

Teachers who are participating in the probation process outlined above are also required to complete the Induction Programme. These teachers are required to complete an induction programme comprising of a minimum of 20 hours of professional learning within three years of the date of their initial registration. Teachers may select from a suite of workshops delivered via the Education Centre network. Certain workshops are available online. Where the teacher does not have access to school based mentoring from an NIPT trained mentor, they must complete 20 hours of workshops. Where they do have access to school based mentoring, they must complete a minimum of 14 hours of workshops, and a maximum of six hours' school-based learning.

The details of those teachers who have completed the Induction Programme are sent directly to the Teaching Council at several intervals during the year. The Council then removes the registration condition of the Induction Programme, and issues an updated confirmation of registration letter. The Induction Programme is coordinated by the National Induction Programme for Teachers (NIPT) and further details are available on the website of the NIPT at www.teacherinduction.ie.

Droichead

Droichead is the mechanism to complete induction for teachers in SEN settings and in schools with 16 or more mainstream class teachers. Smaller schools may also opt to offer Droichead. Droichead is a supported, non-evaluative induction process.

A teacher in these schools will normally undertake Droichead when employed as a mainstream class teacher. Paid employment in a permanent, temporary or substitute capacity is eligible. A job-sharing teacher cannot apply for Droichead.

NQTs may complete Droichead in a:

- ⌘ special class in a mainstream school;
- ⌘ class in a special school;
- ⌘ SET posts (including EAL)



Post Qualification Professional Practice (Probation, Induction and Droichead)

Applying for Droichead

NQTs can apply by sending Form DR 1 to the Teaching Council (available from www.teachingcouncil.ie) within five working days of commencing employment in a Droichead school in an eligible post of minimum 60 consecutive school days.

There are three elements to the Droichead process:

School-based strand

The NQT is required to engage with the PST at school level. During the course of Droichead, an NQT has a number of interactions/professional conversations with experienced colleagues on the PST. Observations are a feature of Droichead including arranged observation by the NQT of more experienced teachers' practice and observation of the NQT's practice by the PST.

Additional professional learning activities

NQTs are required to engage in one cluster meeting per term, in a local education centre facilitated by the NIPT. NQTs should also engage in one other professional learning activity, identified by themselves in accordance with their professional learning needs, in consultation with the PST.

Concluding Droichead

On completion of the school-based strand, the NQT confirms s/he has engaged with school based induction, attended a cluster meeting and one other professional learning activity, engaged in reflective practice and states that they believe they are ready to move to the next stage of professional learning.

The NQT and PST jointly declare that they believe the information given by the NQT is accurate, and that they have participated in a quality teaching and learning process, and ask the Council to reflect that on the register. On receipt of this, the Council will lift the condition relating to induction from their registration.

Full details of Droichead are available on the Teaching Council website at www.teachingcouncil.ie/en/Teacher-Education/Droichead



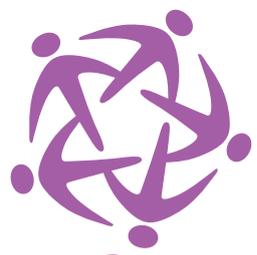
Post Qualification Professional Practice (Probation, Induction and Droichead)

Timeframe for implementation of Droichead for all schools

The timelines for the growth phase have been extended by an additional two years to 2021, to allow for an incremental growth of Droichead in both primary and post-primary schools. On that basis, Droichead will be the route to induction for all NQTs by the year 2020/2021.

The schedule for the growth phase of Droichead from the current school year to 2021 is set out below. Schools in any category may opt in to Droichead in any of these years, if they so wish, prior to the dates set out.

Primary Schools	Schedule for Growth Phase
2016/2017	Droichead the route of induction for NQTs in SEN settings
2017/2018	Droichead the route of induction for NQTs in SEN settings or in large primary schools where there is a principal and 24 or more mainstream teachers
2018/2019	Droichead the route of induction for NQTs in SEN settings and in large primary schools with 16 or more teachers
2019/2020	Droichead the route of induction for NQTs in SEN settings and in all primary schools with administrative principals
2020/2021	Droichead the route of induction for all primary NQTs



Recognition of qualifications gained outside Ireland (Including Northern Ireland)

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.

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



Recognition of qualifications gained outside Ireland (Including Northern Ireland)

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 2016.
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; and
 - /// undergo a process of Garda vetting. This may take up to ten weeks, so applicants are advised to apply for registration at least 12 weeks in advance of their planned return to (or commencement of) teaching.

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 2016.

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; and
- /// undergo a process of Garda vetting. This may take up to ten 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.

Find more information at
www.teachingcouncil.ie



Pensions

There are three pension schemes in operation at present for teachers. These are:

- ⌘ Pre-1 April 2004 pension scheme (Old Entrants)
- ⌘ Post-1 April 2004 pension scheme (New Entrants I)
- ⌘ Post-1 January 2013 pension scheme/Single Pension Scheme (New Entrants II)

Each pension scheme has its own associated terms and conditions in relation to retirement age and calculation of pension and lump sum.

Pre 1 April 2004 (Old Entrants)

Voluntary retirement

Teachers who entered service prior to 1 April 2004 and do not have break of service of more than 26 weeks after this date may retire voluntarily and without penalty provided they are aged 55 and have given the required number of years of actual service based on their pre-service training.

- ⌘ NTs with two years' training must have 35 years' actual service (55/35);
- ⌘ B.Eds with three years' training must have 34 years' actual service (55/34);
- ⌘ Post graduates with four or more years' training must have 33 years' actual service (55/33).

Teachers who avail of early voluntary retirement will have their pension and lump sum calculated based on their years of actual service i.e. there are no years added to their service.

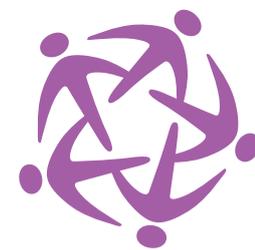
Teachers who do not meet the above rule but who have given at least five years of pensionable service may retire on or after reaching their 60th birthday. Otherwise, retiring before meeting the age or service rule above, will mean retiring on a discounted pension called a Cost Neutral Early Retirement (CNER) basis – see circular 07/2005.

Compulsory retirement

Teachers in this scheme are required to retire on 31 August following their 65th birthday. The government has given a commitment to amend this age related requirement by legislation, before the end of 2018, to allow retirement following a teacher's 70th birthday.

Post-1 April 2004 (New entrants I)

Teachers on this pension scheme may not retire until the age of 65 except on a cost neutral early retirement (CNER) basis – see Circular 07/2005. There is no compulsory retirement age for any member of this scheme.



Post-1 January 2013 (New Entrants II)

Teachers who have entered since 1 January 2013, or serving teachers who have broken service for more than 6 months since this date, are members of the Public Service Single Pension Scheme. The retirement age for members of this scheme is linked to the state retirement age which is currently 66, rising to 67 in 2021 and 68 in 2028. Compulsory retirement under this scheme occurs at the age of 70.

Un-coordinated and co-ordinated pensions

Un-coordinated pension

Teachers who began their careers prior to 6 April 1995 and who have not broken their service since then pay PRSI at the Class D rate. Teachers in this category do not have an entitlement to the state pension and will have their pension paid in full by the DES. The pension paid by the DES is termed an occupational pension.

Co-ordinated pension

Teachers appointed from 6 April 1995 onwards (or re-appointed following a break in service after that date) pay PRSI at the Class A rate. Teachers in this category will receive their pension from two sources:

- (i) an occupational pension from the DES and
- (ii) a state pension from the Department of Social Protection.

The total of these two figures can never be lower than the entitlement a teacher would have had if they were to receive their pension solely from the DES as in the Class D situation. Other social welfare considerations will also apply for teachers on Class A PRSI at the time of retirement, as noted below.

Pension deductions

There are a number of deductions on a teacher's payslip that relate to their pension and lump sum. These headings differ depending on whether a teacher is a member of the Single Pension Scheme or not.

All pension deductions are made prior to tax being calculated, meaning that they are not liable for taxation.

Pre-1 January 2013 deduction headings

Pension grouped: This pension deduction is five percent of gross salary for teachers paying the Class D rate of PRSI. It is reduced for teachers paying the Class A rate of PRSI due to the contribution being made by these teachers towards their state pension through their PRSI contributions which are higher at the Class A rate.



Pensions

1.5% Sp. & Ch. - Pen: This deduction is in respect of the Spouses' and Children's Scheme. This scheme allows part of a teacher's pension to be transferred to their spouse and/or children in the event of their death in service or while in receipt of pension. It is calculated at 1.5% of gross salary.

Post-1 January 2013 (Single Pension Scheme) deduction headings

Single Pens. Sch 1: This deduction is calculated as 3.5% of net pensionable remuneration. Net pensionable remuneration is a teacher's gross salary minus twice the value of the state pension.

Single Pens. Sch 2: This deduction is calculated as 3% of a teacher's gross salary.

Teachers on the Single Pension Scheme are automatically members of the Spouses' and Children's Pension Scheme despite the heading not featuring on their payslip. This deduction is incorporated into the Single Pens Sch 2 deduction.

Pension Related Deduction

This deduction refers to the pension related deduction (PRD) introduced for all public servants in March 2009. At present, the first €28,750 of a teacher's annual salary is exempt from PRD. Earnings in excess of €28,750 but under €60,000 are liable at 10% and earnings over €60,000 are liable at 10.5%. This heading is the same for all teachers. From January 2019, the exemption threshold will increase from €28,750 to €32,000.

Teachers may also have additional voluntary pension deductions if they are paying for notional service or AVCs.

Calculation of pension and lump sum

Calculation of pension

A teacher's pension is calculated as per the pension scheme they are on.

Teachers who entered service prior to 1 January 2013 will have their pension calculated on their final salary at the time of retirement. Teachers on the Single Pension Scheme (after 1 January 2013) will have their pension calculated on their career averaged salary. A maximum of 40 years' service can be used for calculation of pension and lump sum.

Calculation of pension also depends on the rate of PRSI that a person is paying.

Class D: A teacher paying PRSI at the Class D rate will have their pension paid in full from the DES – an un-coordinated pension. As such the calculation is $\frac{1}{80} \times \text{years of service} \times \text{final salary}$.



Pensions

Class A: A teacher paying PRSI at the class A rate will have their pension calculated with reference to their entitlement to the state pension also – a co-ordinated pension. The formula for calculation of their occupational/DES pension is: $1/200^{\text{th}} \times \text{years of service} \times 3 \frac{1}{3}$ times the single rate of state pension contributory (SPC) plus $1/80^{\text{th}} \times \text{years of service} \times \text{retiring salary}$ (if any) as exceeds $3 \frac{1}{3}$ times the single rate of state pension contributory (SPC).

At present, most teachers, subject to meeting the minimum service requirement, can retire from age 55 (as described above under pre-1 April 2004 – Old Entrants heading). However, the state pension is only paid from age 66 onwards. There is a mechanism in place to ensure that there is no income gap for these teachers. In the interval between a teacher retiring and reaching age 66 the DES will pay the teacher a supplementary pension. This additional amount of pension is based on what a teacher would receive if s/he was a Class D contributor and the DES had sole responsibility for paying full pension. On reaching age 66, the state pension commences and the additional supplement paid by the DES will cease (or in some cases reduce).

Before the DES commence the payment of the supplementary pension, a teacher is required to claim job seeker's benefit for nine months. When the job seeker's benefit has been exhausted, the DES will commence the payment of the supplementary pension until the teacher reaches age 66 (as described above).

Calculation of lump sum

A teacher's lump sum is calculated as $3/80^{\text{th}} \times \text{years of service} \times \text{retiring salary}$. This payment is capped at 1.5 times a teacher's retiring salary. This payment is currently tax free.

Examples

This teacher is on the top point of the scale with a pass degree, Assistant Principal II post of responsibility allowance and a long service allowance

Pensionable salary = €70,506

Years of service = 38 years and 29 days (38.079452 years)

Value of state contributory pension = €12,391 (relevant only for co-ordinated pension calculation)

Example of calculation of un-coordinated (Class D) pension

Un-coordinated pension = $(38.079452 \times €70,506) / 80 = €33,560$ (paid by the DES throughout retirement)



Pensions

Example of calculation of co-ordinated (Class A) pension

Co-ordinated pension = $(38.079452 \times [€12,391 \times 3.3333])/200) + (38.079452 \times €29,203)/80) = €21,764$ (paid by the DES throughout retirement)

Supplementary pension = $€33,560 - €21,764 = €11,796$ (paid by the DES up to the state retirement age)

Example of calculation of lump sum

This calculation will be the same for both un-coordinated and co-ordinated pensions

Lump sum = $(38.079452 \times 70,506 / 80 \times 3 = €100,681$

Ill health retirement

A teacher who has given at least five years of pensionable service, and who can satisfy the Department of Education and Skills that owing to disability of mind or body, s/he is permanently incapacitated from carrying on work as a teacher, may be awarded a disability pension and lump sum. Applications for ill health retirement are made directly to the Department of Education and are assessed by Medmark. Where retirement on grounds of ill health is approved, additional pensionable credit may be allowed for the purposes of calculating pension and lump sum. This number of added years is dependent on the service given by the teacher in question. We encourage any teacher thinking of applying for ill health retirement to get in touch with Head Office first.

Cost Neutral Early Retirement

A teacher may apply for Cost Neutral Early Retirement (CNER) if they do not meet the voluntary retirement criteria as explained at the beginning of this article. A teacher's rate of pension and lump sum is actuarially reduced under the CNER scheme. The rate of reduction depends on the pension scheme a person is on and the age they are when availing of CNER. Teachers considering such an application are encouraged to contact INTO Head Office first.

Notification of retirement

Any teacher intending to retire is asked to give at least three months' notice to their board of management. This is done in the form of a letter. Teachers are also required to submit an application form to the Department of Education's pension unit with at least three months' notice also to ensure prompt payment of pension and lump sum upon retirement. Application forms for retirement can be found under the 'Pensions' section on the Department of Education's website (www.education.ie/en/Education-Staff/Services/Retirement-Pensions/)

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



Sub search



Need a Sub/Need Sub work?

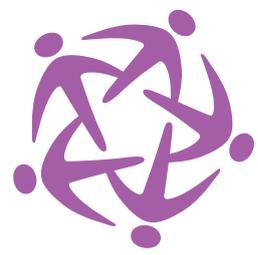
INTO SubSearch is designed to help teachers find substitute work and to help principals find substitutes.

Schools and substitutes register on subsearch.into.ie. Substitutes can register their availability in up to three locations for current and following week. While principals can search for registered substitutes in their area. Principals can immediately find subs by date or location. Only registered principals can view subs' contact details.

SubSearch mobile is now available for your smartphone! It works on Android phones and tablets, iPhone, iPad, Windows Phone 7 and modern versions of blackberry.

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



INTO Apps



InTouch App

InTouch magazine has been available for a number of years in digital format on the INTO website. You can now also read the digital edition on your mobile device through the *InTouch* app.

Download the *InTouch* app from Google Play or the App Store. Search for 'INTO *InTouch*'.

Enter the username and password within the app to unlock current and back issues of the magazine. Find the username and password in the Members' Area of the INTO website.



INTO Leave App

This app for INTO members allows you to check your entitlement to leave in seconds. It contains information on brief absences, extended leave and sick leave.

Download from App Store and Google Play. Search for 'INTO guide to teachers leave'. Ensure software is on your iPhone or Android device is up-to-date before downloading.



INTO Conference App

An app has been developed for use by delegates at INTO conferences, including Congress. This app will allow you to: view the conference agenda; navigate your way to the venue using the location and maps section; and receive reminders of key events and news alerts during the event.

Download from App Store and Google Play. Search for 'INTO Conference'. Ensure software is on your device is up-to-date before downloading.



