



Circular 0030/2011

**To: Boards of Management and Principal Teachers of Primary Schools**

## **Arrangements for the 2011/2012 School Year in Relation to Learning Support/Resource Teacher (LS/RT) and Resource Teacher (RT) Posts – Full and Part-time Posts**

### **1. Main elements of the 2011/2012 arrangements for the allocation of LSRT and RT posts**

The NCSE requested that all applications for resource hours for the 2011/12 school year be submitted to it no later than Friday 13 May 2011. The NCSE expects to be in a position to inform all schools of the outcome of these applications on or before 31 May 2011.

The purpose of this circular is to inform schools of the arrangements that are being put in place for the 2011/12 school year in respect of these approved resource hours so that posts are deployed in line with authorised allocations.

The main elements of these arrangements for 2011/12 are as follows:

- As an interim arrangement for the 2011/12 school year, the current (2010/11) allocation of full-time LS/RT and RT posts is now being automatically "rolled-over" by the Department for each school. An important condition of this "roll-over" of the allocation of full-time LS/RT and RT posts is that, following the conclusion of the NCSE process, any school with surplus capacity in their full-time post(s) must cooperate in making this capacity available to other local schools who have a need for those hours. This must be done in the first instance for other schools in their existing cluster(s) and then for other local schools who are not part of their cluster.
- Surplus capacity is determined on the basis that each full-time LS/RT or RT post must have 25 approved hours per week (i.e. 50 hours per week for 2 posts, 75 hours per week for 3 posts etc.) This supersedes any arrangements outlined in previous circulars in relation to full-time posts on less than 25 hours.
- The roll-over of the allocation of the full-time LS/RT and RT posts includes full-time posts that are shared between schools as part of existing clustering arrangements. No changes can be made to existing clusters for 2011/12 school year other than to ensure the utilisation of any surplus capacity in full-time posts.
- Existing part-time LS/RT or RT posts are **not** included in these roll-over arrangements for the 2011/2012 school year. Requirements for part-time posts should be met in the first instance from surplus capacity in neighbouring schools and then, if necessary, from the Department through the completion of [Form LSRT 2011/2012](#)
- If the roll-over arrangements are not sufficient to meet a schools needs for NCSE approved resource teaching hours and any General Allocation hours in existing part-time posts, it must seek to meet the balance of its requirement from surplus capacity in other local schools. In the first instance, a school should contact other schools within their existing cluster(s) and then at least 5 other local schools who are not part of their existing cluster(s) to determine if any of them have surplus capacity and, if so, then enter into new clustering arrangement(s) with these schools, which would be additional and supplementary to the existing cluster (where feasible) with the relevant school(s).
- Thereafter, a school can apply to the Department for any residual balance of hours on [Form LSRT 2011/2012](#) indicating, as part of this process, which schools it contacted and the response received. These applications should be submitted to the Department at the latest by **Friday 17<sup>th</sup> June 2011**.

- The Department will be contacting schools in the Autumn to determine, as appropriate, how surplus capacity in "rolled-over" posts was shared with other local schools. The Department will also, if necessary, determine at that stage the alternative uses for any residual surplus capacity.
- More detailed guidance for schools is set out in the FAQ in Appendix 1 of this Circular.

## 2. Background

**2.1** The process of allocating teaching resources to schools for 2011/12 and the arrangements for filling vacant or new teaching positions takes place in the context of the Programme for National Recovery, the EU/IMF Programme of Support for Ireland and the Public Service Agreement 2010-2014.

**2.2** In relation to the Programme for National Recovery and the EU/IMF Programme of Support for Ireland it is necessary for the Department to exercise additional control and reporting measures this year to ensure that the number of teachers employed in schools is consistent with those programmes. The Public Service Agreement 2010-2014 gives a commitment in relation to job security for public servants including primary teachers, contingent on the operation of redeployment arrangements. **Consequently it is necessary for the Department to ensure this year that all permanent and fixed term positions are in the first instance made available to those permanent and CID holding teachers that are surplus and are to be redeployed.**

**This means that until further notice and in accordance with the redeployment arrangements set out in Circular 19/2011 no school can be given authority to commence recruitment to either full or part-time posts until those permanent and CID holding teachers have been redeployed.**

It is the intention of the Department to restore recruitment from fixed-term teachers on the main panels, supplementary panels or public advertisement at the earliest possible opportunity. This however is unlikely to occur until, following discussion with the relevant education partners, arrangements have been devised that will enable the redeployment of any permanent and CID holding teachers still to be redeployed.

### 3.1 Filling of Vacancies

The following arrangements will apply for the coming school year.

A discrete subset of all main panels, including the special national panel has been created for permanent and CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers. This prioritisation of permanent and CID holding teachers must be done in all cases unless there is a legal impediment to the filling of the vacancy in this manner (e.g. statutory entitlement to a CID).

Vacancies within a 45km radius must be offered to permanent and CID holding teachers on panels as follows

<b><i>Posts to be filled</i></b>	<b><i>Panel from which post is to be filled by permanent and CID holding teachers</i></b>
Learning Support Resource Teacher (LS/RT) (if not filled from base school or clustered school)	Main Panel
Resource Teacher (RT) (if not filled from base school or clustered school)	Special National Panel *
Special school post	Special National Panel*
Special class in primary school	Special National Panel*

\*In the event that this panel is cleared or vacancy is turned down on grounds of distance school should fill post from the main panel.

If Irish is a curricular requirement, schools should recruit from the Main Panel instead of the Special National Panel.

If the vacancy is filled by means of notification within the school or cluster, any consequential mainstream classroom vacancy is subject to the terms of circular 19/2011.

### 3.2 Notification of Vacancies

All special schools with vacancies and primary schools with special class vacancies\* and/or resource teacher vacancies, should notify all their permanent and fixed-term vacancies to the Department within five days of this circular.

This can be done by emailing [lsrt@education.gov.ie](mailto:lsrt@education.gov.ie).

Subsequent vacancies must be notified within 5 working days of the vacancy becoming known to the Chairperson or Principal.

\*Vacancies in special classes for Specific Learning Disability and/or Hospital schools should be notified to main panel operator.

### 4. Special National Panel

The Special National Panel is managed by the LSRT Allocations Section of the Department. This panel exists for the redeployment of certain categories of teachers in posts that are surplus to requirements in special schools, in special classes and in resource teacher posts in primary schools.

As outlined at 2 above, priority is given to permanent and CID holding teachers on the special national panel for the 2011/12 school year in order to ensure that vacancies (permanent and fixed term) are offered in the first instance to these teachers.

Permanent and CID holding teachers on the special national panel who defer their panel rights in order to fill a fixed term vacancy in their current school may continue to do so in the normal manner.

Permanent and CID holding teachers on the special national panel who are redeployed to fill a fixed term vacancy shall become an employee of the receiving school (but will retain their permanent status). However a redeployed teacher filling a fixed term vacancy may request that his/her redeployment in the following year is based within a 45km radius of either the current school or the receiving school.

Post-primary qualified teachers currently on the special national panel will be redeployed through the redeployment arrangements at post-primary.

Any queries regarding same should be emailed to [lsrt@education.gov.ie](mailto:lsrt@education.gov.ie).

When teachers are opting to be placed on the special national panel they are requested to indicate if they are interested in receiving offers of posts outside the 45km limit and, if yes, the counties in which they are willing to consider the offer of a post. This information will be provided to schools with vacancies and is aimed at ensuring the smooth operation of the special national panel.

### 5. Completion of Form LS/RT 2011/2012

[Form LSRT 2011/2012](#) - Schools where the "roll-over" arrangement and any subsequent contact with local schools is not sufficient to meet the NCSE approved resource teaching hours and any General Allocation hours in existing part-time posts are requested to complete this Form.

Please return the completed Form at the latest by **Friday 17<sup>th</sup> June 2011** to:

Primary Allocations - LSRT Posts,  
Department of Education and Skills,  
Cornamaddy, Athlone, Co. Westmeath.

## **6. Review of General Allocation**

The Review of the General Allocation Model has now been completed. The Department will consider the findings and recommendations of the review in the context of the Government's Employment Control Framework and competing demands on teacher numbers.

After the conclusion of the arrangements outlined in this circular, the Department will consider whether it is possible for any adjustment to be made to a school's allocation for the 2011/12 school year under the General Allocation Model where a school has been approved for Developing School Status.

An Irish version of this circular is also available on the Department website.

Please note that queries regarding the Circular may be e-mailed to: [lsrt@education.gov.ie](mailto:lsrt@education.gov.ie)

Hubert Loftus,  
Principal Officer,  
Primary Allocations – LSRT Posts

Jim Mulkerrins  
Principal Officer  
Special Education Section

May 2011

**Q.1. What are the arrangements for the allocation of LS/RT and RT posts for 2011/2012**

**A.** All full-time LS/RT and RT posts in place at the end of the 2010/2011 school year are rolled over to the 2011/2012 school year.

An important condition of this "roll-over" of the allocation of full-time LS/RT and RT posts is that, following the conclusion of the NCSE process, any school with surplus capacity in their full-time post(s) must cooperate in making this capacity available to other local schools who have a need for those hours. This must be done in the first instance for other schools in their existing cluster(s) and then for other local schools who are not part of their cluster.

When the number of hours in your fulltime LS/RT and RT posts, after the roll-over arrangements is compared with the NCSE approved allocation, you will either have a surplus capacity of hours, a need for additional hours or the exact number of hours required.

**Q.2. What does surplus capacity mean ?**

**A.** When the number of hours in your fulltime LS/RT and RT posts, after the roll-over arrangements, is greater than the approved allocation of posts/hours under the General allocation Model plus the NCSE approved allocation for 2011/2012, the difference is regarded as surplus capacity.

Surplus capacity is determined on the basis that each full-time LS/RT or RT post must have 25 approved hours per week. (i.e. 50 hours per week for 2 posts, 75 hours per week for 3 posts etc.)

**Q.3. What happens if my school has surplus capacity?**

**A.** If you are part of an existing cluster, you must contact the other schools in the cluster in the first instance. If the existing cluster does not require these surplus hours, they must then be made available to any schools that contact you seeking to form a new cluster for 2011/12.

**Q.4. How will I know which schools to contact if the "roll over" arrangements are not sufficient to meet the NCSE approved resource teaching hours and any General Allocation hours in existing part-time hours in my school?**

**A.** If you are part of an existing cluster, you must contact the other schools in the cluster in the first instance. If you still require surplus capacity from other schools, you must then contact at least 5 other schools in the locality who must then make their surplus capacity available for a new clustering arrangement. It is advisable to contact as many schools as is practical from a clustering point of view, having regard to any geographical practicalities.

**Q.5. One of my posts was retained in 2010/11 at 22 hours –what happens now?**

**A.** The post is regarded as being an allocation of 25 hours to your school and the teacher will have to teach for 25 hours either in your school or, if some of these hours are surplus, in another school in the newly created cluster.

**Q.6. My school is an existing cluster. Can my school leave the cluster?**

**A.** No changes can be made to existing clusters for the 2011/12 school year other than to ensure the utilisation of any surplus capacity in full-time posts.

**Q.7. The allocation from the NCSE to my school has increased this year and there are not enough hours in my rolled-over posts to cover this allocation. What do I do now?**

**A.** If you are part of an existing cluster, you must contact the other schools in the cluster in the first instance. If you still require surplus capacity from other schools, you must then contact at least 5 other schools in the locality who must then make their surplus capacity available for a new clustering arrangement. If necessary, you can then submit a completed [Form LSRT 2011/2012](#) to the Department (Primary Allocations Section)

**Q.8. Is travel time available where a teacher has to travel between schools in a cluster?**

**A.** Additional allocations are not given for travel time. Posts are sanctioned on the basis of 25 hours tuition time.

**Q.9. Will separate approval letters be issued by the Department in respect of the "rolled over" fulltime LS/RT and RT posts?**

**A.** No. Sanction has been granted previously for these posts and this circular sets out their continuation from the 2010/11 school year into the 2011/12 school year.

**Q.10. Who needs to complete [Form LSRT 2011/2012](#)?**

**A.** The form is to be completed by schools that cannot get access to the required resource teaching hours by means of existing or new clusters.

(i.e. where the "roll-over" arrangement and any subsequent contact with local schools is not sufficient to meet the NCSE approved resource teaching hours and any General Allocation hours in existing part-time posts.)

The application form should be submitted to the Department at the latest by **Friday 17<sup>th</sup> June 2011**. Schools will be notified as soon as possible after 17<sup>th</sup> June 2011.

## Form LS/RT 2011/2012

**To be completed only by schools where the “roll-over” arrangement and any subsequent contact with local schools is not sufficient to meet the NCSE approved resource teaching hours and any General Allocation hours in existing part-time posts**

**School Name:** \_\_\_\_\_ **Roll No.:** \_\_\_\_\_

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

**Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Contact Mobile No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Table 1**

<b>What is your school's NCSE approved allocation of resource teaching hours for 2011/12:</b>	Hours
<b>If your school currently has (in 2010/11) a <u>part-time</u> LS/RT or RT post, how many General Allocation hours (if any) are in it:</b> (this only relates to existing part-time posts and does not include any GA hours in shared full-time posts)	Hours
<b>Total Hours</b>	

**Table 2**

<b>A</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"><b>How many rolled-over full-time posts are <u>based in your school</u>?</b></td> <td style="width: 20%;"></td> </tr> </table> <p><b>How many of the total hours in Table 1 can be met from these rolled-over posts <u>based in your school</u>?</b></p> <p>You must count 25 hours in each post and exclude from your calculations (of what is available to meet your Table 1 requirements) any approved GA hours in these full-time posts and any hours in these full-time posts made available to other schools in your cluster(s).</p> <p><b>Example:</b> A school has 2 full-time posts rolled over. These are counted as 50 hours. One of the posts is shared in a cluster. The teacher in this post does 20 hours in their own school and 5 hours in the other school in the cluster. There are 30 approved General allocation hours in the two posts. The 30 General Allocation hours and the 5 hours shared in a cluster are excluded from the calculation. Therefore, in this example, there are a total of 15 hours available to meet the Table 1 requirements for 2011/12.</p>	<b>How many rolled-over full-time posts are <u>based in your school</u>?</b>		HOURS
<b>How many rolled-over full-time posts are <u>based in your school</u>?</b>				
<b>B</b>	<p><b>How many of the total hours in Table 1 can be met from rolled-over full-time LS/RT and RT posts <u>based in other schools in your existing cluster(s)</u>?</b></p> <p>You should contact the base school in your existing cluster(s) to find out from it how many hours of its rolled-over full-time posts are available to your school to meet your Table 1 requirements.</p> <p>The base school will count each of its posts as 25 hours and determine the surplus capacity that is available to your school to meet your Table 1 requirements for 2011/12.</p>	HOURS		
<b>C</b>	<p><b>How many of the total hours in Table 1 can be met from rolled-over full-time LS/RT and RT posts <u>based in other local schools you have contacted to form a new cluster(s)</u>?</b></p> <p>You should contact other local schools outside of your existing cluster(s) to find out from them how many hours of their rolled-over full-time posts are available to your school to meet your Table 1 requirements.</p> <p>These other local schools will count each of their posts as 25 hours and determine the surplus capacity that is available to your school to meet your Table 1 requirements for 2011/12.</p>	HOURS		
<b>Total Hours available to meet the Table 1 requirements:</b>				

**Table 3**

Surplus capacity made available by other schools in existing cluster(s) (Table 2B)		
Roll No	School Name	No.of Hours

**Table 4**

Surplus capacity made available by local schools in new cluster(s) (Table 2C)		
Roll No	School Name	No.of Hours

**Table 5**

Total number of schools contacted:			
List 5 (minimum) nearest schools contacted, outside your existing cluster(s) and outcome of same. Note: It may not be feasible in some cases for isolated geographical reasons to enter into new clustering arrangements			
	Roll No	School Name	Outcome
1			
2			
3			
4			
5			
6			
7			
8			

**Table 6**

If the "roll over" arrangement and your subsequent contact with other schools is not sufficient to meet your Table 1 requirements what is the balance of hours (ie. Total hours of Table 1 minus Total hours of Table 2) that is now being sought from the Department?: (broken down between resource and GA)		
<b>A</b>	Resource teaching hours	
<b>B</b>	General Allocation hours in existing part-time posts (if any)	
<b>Total Hours now being sought from the Department to meet the Table 1 requirements:</b>		

**Declaration: to be signed by Principal/Chairperson BOM of the school.**

I declare that the above information is correct for the 2011/2012 school year.

All supporting documentation in relation to this form has been retained for possible review by the Department of Education & Skills.

\_\_\_\_\_  
Principal/Chairperson BOM

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