



Circular 0029/2012

To Boards of Management/Vocational Education Committees and Principal Teachers of Primary Schools

Probationary Requirements for Registration Purposes for Primary Teachers

INTRODUCTION

1. Purpose of this circular

This circular sets out the conditions which govern the probationary process for primary teachers. The provisions in this circular will apply, pending the transfer of responsibilities for establishing procedures and criteria for the probation of primary teachers to the Teaching Council during the school year 2012/2013. Furthermore, the conditions outlined in the circular will continue to pertain, after the transfer of responsibilities to the Teaching Council, until the end of the school year.

This circular replaces Circular 0047/2011 which is hereby withdrawn. Please ensure that copies of this circular are provided to all members of the Board of Management/Vocational Education Committee and its contents are brought to the attention of all probationary teachers in your employment including those on leave of absence. The circular can be accessed on the Department's website www.education.ie.

2. Importance of post-qualification professional development and practice

The transition from an initial teacher education programme to working as a fully registered teacher in a school is a critical time in the professional development of a teacher. During this time, teachers develop and refine their teaching skills in school settings, they continue with their professional development that began during initial teacher education and will continue throughout their careers, and they become fully registered members of the teaching profession. It is a period in which they learn by working collaboratively with colleagues and under the direction of the school principal. To support teachers in making a successful transition from initial teacher education to working in school, the Minister for Education and Skills established a National Induction Programme for Teachers in September 2010.

3. Contents of this circular

This circular

- Refers to the requirements for teachers to be qualified and registered and outlines how the Teaching Council may register teachers with conditions, including probationary conditions (sections 4-6)
- Provides details of the National Induction Programme for Teachers (NIPT) that has been designed to support and advise newly qualified and other primary teachers who are completing the probationary process (section 7)
- Describes the probationary process that teachers are required to complete satisfactorily if they are to achieve full registration ("registration without conditions") by the Teaching Council (sections 8-12)
- Includes details of the service requirement stipulated by the Teaching Council in order to achieve full registration by the Council
- Describes the procedures for the evaluation of probationary teachers' professional competence which will be operated by the Inspectorate of the Department to inform the decisions of the Teaching Council regarding the registration of primary teachers (sections 11-12)
- Sets out the arrangements for a supplementary inspection which apply when a teacher who is

- probated in a restricted setting moves to a mainstream setting (section 13)
- Sets out the arrangements for teachers who have yet to meet the Irish language requirement (section 14)
- Draws the attention of teachers and prospective student teachers to changes regarding the recognition by the Teaching Council of teacher qualifications obtained in another EU/EEA country where the course leading to the qualification is commenced from 1 January 2011 (section 15)

PART A: REGISTRATION OF TEACHERS BY THE TEACHING COUNCIL

4. Teaching Council Regulations for the registration of teachers

- 4.1. The Teaching Council is the body with statutory responsibility for the registration of teachers in Ireland. Teachers are registered by the Council in accordance with the Teaching Council [Registration] Regulations 2009. A copy of these regulations and full details about how newly qualified and other teachers may apply to the Council for registration may be found on the website of the Teaching Council, www.teachingcouncil.ie
- 4.2. In general, a teacher registered under Regulation 2 (Primary) of the Teaching Council [Registration] Regulations 2009 is eligible for appointment as a teacher in all mainstream and all special education settings in recognised primary schools and special schools. A teacher registered under Regulation 3 (Montessori and Other Categories) of the Teaching Council [Registration] Regulations 2009 may be eligible for appointment as a teacher in restricted settings only, i.e. in certain categories of special schools and in special classes in mainstream schools where Irish is not a curricular requirement, and as a Resource Teacher for pupils with low-incidence disabilities (as outlined in Circular Sp Ed 02/05 and Circular Sp Ed 36/2006).
- 4.3. The eligibility of a teacher for appointment to various posts in recognised schools may be altered from time to time by the Minister for Education and Skills. Details of current qualification and registration requirements may be accessed at <http://www.education.ie/en/Schools-Colleges/Information/Employing-a-Teacher/Teacher-Recruitment-Registration-and-Qualifications.html>.

5. Registration with conditions

- 5.1. Newly qualified primary teachers (NQTs) who have completed their initial teacher education in the State are registered by the Teaching Council on completion of the registration process. They are registered with the condition of satisfactorily completing probationary requirements and, from July 2012, completion of an induction workshop programme. Full registration is confirmed when newly qualified primary teachers have successfully completed a probationary process and satisfied all other conditions, as laid down by the Teaching Council.
- 5.2. Most qualified primary teachers who have completed their initial teacher education and induction outside the State are also registered with conditions by the Teaching Council on completion of the qualifications assessment process. These conditions may relate to addressing qualification shortfalls, completing Irish language requirements and completing satisfactorily a probationary process, and from July 2012, completion of an induction workshop programme.
- 5.3. Full details of registration with conditions may be obtained on the website of the Teaching Council <http://www.teachingcouncil.ie/registration/applying-to-register.195.html>.

6. Time limits on registration with conditions

- 6.1. In accordance with the provisions of the Teaching Council Act 2001, the Teaching Council stipulates the period during which the conditions attaching to registration must be satisfied. Failure to complete satisfactorily and within the stipulated time limit the conditions attached to registration by the Council may result in the registration of the teacher lapsing and this may have implications

for his/her eligibility for employment in a school.

- 6.2. The time limits set by the Teaching Council during which a teacher must satisfy the conditions attaching to his/her registration vary depending on the conditions to be satisfied:
- Registration with the sole condition of probation is valid for a period of three years from the date of first registration
 - Registration with conditions other than probationary conditions (for example, conditions relating to addressing qualification shortfalls) is valid for a period of three years from the date of first registration
 - Where teachers are registered with both probationary and qualification shortfall conditions (for example, Irish language requirement and qualification shortfalls) two consecutive three-year periods are allowed
 - All non-probationary conditions, with the exception of induction, must be met before the probationary period commences. This includes the three-week period in the Gaeltacht.
 - The three-year period allowed for addressing probationary conditions will begin on the day following the date on which non-probationary conditions have been met.
- 6.3. Registered teachers who were employed in posts recognised for probationary purposes and who were registered prior to 1 September 2010 and whose period of probation had not expired by that date will have until 31 August 2015 to satisfy the probationary requirement.

PART B: NATIONAL INDUCTION PROGRAMME FOR TEACHERS

7. Induction support

- 7.1. The Minister for Education and Skills recognises the importance of the transition from an initial teacher education programme to working as a teacher in a school and so supports the provision, via the Education Centre Network, of a National Induction Programme for Teachers.
- 7.2. Building on the knowledge, skills and competences developed during the initial teacher education stage, the National Induction Programme for Teachers provides professional support and advice to newly qualified teachers. The workshop programme covers areas such as classroom management and organisation, working as a professional, planning and preparation of work, assessment, teaching literacy and numeracy, practical strategies for teaching Irish, differentiation, behaviour management and inclusive practice. The NIPT offers additional support including mentoring, professional support groups, school visits and online support. The induction programme is delivered in a variety of modes (including workshops, seminars, online support and professional support groups). The induction programme complements the support, advice, and opportunities for teacher observation and feedback that principal teachers and other teachers provide to newly qualified teachers in their schools. Recognising the importance of the continuum of teacher education, the National Induction Programme for Teachers ensures close linkage with teacher educators in colleges of education and universities.
- 7.3 Participation in a programme of induction workshops will be a requirement for registration for all newly qualified teachers who complete their teacher education qualification in 2012 and subsequently. In addition, other teachers who apply for registration from 02 July 2012 under Regulation 2 (Primary), Regulation 3 (Montessori and other categories) and Regulation 4 (post-primary including VECs) are required to complete the induction workshop programme provided that they have not previously:
- met the requirements of Post Qualification Employment (PQE) (post-primary)
 - met the requirements of Probation (primary)
 - completed an induction programme in another jurisdiction.

Further details of the NIPT workshop programme are available on the website of the National Induction Programme for Teachers, www.teacherinduction.ie. All NIPT workshops will be hosted

through the Education Centre Network. Details of the location of full-time Education Centres are available on www.ateci.ie

- 7.3. Newly qualified teachers will be required to attend all 12 workshops within three years of their date of initial registration. Once all twelve workshops have been completed, as certified by the Education Centres and notified to the Council, the relevant condition will be removed from the teacher's registration status.

PART C: THE PROBATIONARY PROCESS FOR PRIMARY TEACHERS

8. The probationary process for teachers with conditional registration

- 8.1. The probationary process which must be completed satisfactorily by teachers if they are to fulfil the conditions of their registration with the Teaching Council incorporates two elements. In order to complete the process satisfactorily, the teacher

- Must complete a period of satisfactory service in a school (the "service" requirement)

and

- Demonstrate his/her professional competence in a school setting (the "professional competence" requirement).

9. Commencing the probationary process

- 9.1. A teacher who is conditionally registered with the Teaching Council and whose only remaining conditions relate to probation and induction, is immediately eligible to commence discharging the probationary requirement in a teaching post which is recognised for probationary purposes in a primary school. All other registration conditions, with the exception of attendance at the induction workshop programme, where that requirement exists, must be met in full and certified by the Teaching Council prior to applying to undergo the process of probation.

- 9.2. A teacher who is registered or has applied for registration with the Teaching Council and who needs to have his/her professional competence evaluated to satisfy the Council's probationary requirements, must make an application for inspection to Limerick Education Centre (which administers details of probationary teachers on behalf of the Inspectorate of the Department of Education and Skills) using form OP1 available at www.lec.ie. Applications will only be accepted from teachers who are registered with the Teaching Council and whose only outstanding condition is probation and attendance at the national induction workshop programme, where this requirement exists. Applications may only be made electronically and must be made as soon as the teacher commences service in a post which will last for a period of at least 50 consecutive school days and which is recognised for probationary purposes. Every effort is made to ensure that all eligible teachers who make an application for inspection will be inspected in that school year.

10. Service requirements for probation

- 10.1. In light of the numbers of newly qualified teachers likely to be entering the teaching profession in the 2012-13 school year and the expected availability of teaching positions, the Teaching Council has determined that the minimum service requirement for probation purposes will remain as it was in the year 2011-12. Under this requirement, a probationary teacher must complete a minimum of 100 school days from the date on which he/she was first appointed to a post recognised for probationary purposes in a primary school. This service must take place after a teaching qualification has been successfully completed and comprise either two periods of at least 50 consecutive school days or one period of 100 consecutive school days during which the professional competence of the teacher will be evaluated by the Inspectorate. This service must be completed within a maximum of three years from the date of first registration or, if applicable, from the date on which other conditions are met. (See section 6 above)

- 10.2. The service requirements (100 days) will also apply to all non-probated teachers who have commenced teaching prior to the 2012-13 school year.
- 10.3. As a general rule, service in a permanent, temporary or substitute teaching post in a primary school may be reckoned for probationary purposes, subject to the conditions in the paragraphs below. This service may be in a mainstream, special class or special school setting or in a post as a full-time resource teacher (low incidence disabilities).
- 10.4. It is the responsibility of the probationary teacher to obtain written evidence of his/her service from the management of the employing school or schools and to submit this record to the Teaching Council so as to satisfy the Council regarding the completion of the service requirement. (See Form C on www.teachingcouncil.ie.)
- 10.5. In the case of teachers who were employed in recognised schools prior to 1 September 2010 and who may require evidence of their service to submit to the Teaching Council so as to satisfy the Council regarding the completion of the service requirement, the Department will provide these teachers with a record of their service to 31 August 2010 and this can be submitted with Form C to the Teaching Council

11. Professional competence requirements: Inspection visits and reports

Evaluation of professional competence

- 11.1. Pending the operation of the probationary process directly under the auspices of the Teaching Council as outlined in section 1 above, the Inspectorate of the Department of Education and Skills, at the request of the Teaching Council, will continue to evaluate the professional competence of teachers for the purposes of informing the Teaching Council's decisions regarding the conditional or full registration of primary teachers.
- 11.2. The teacher is required to participate in the National Induction Programme for Teachers (described in section 7 above). Teachers on probation will also receive the assistance and advice that principal teachers and other teachers offer to newly recruited teachers.
- 11.3. The Inspectorate will inspect the work of the teacher during two unannounced inspection visits. Inspection visits may occur at any time during the school year and will generally last about half a school day. During the inspection visits, the inspector will evaluate the teacher's effectiveness in a classroom environment and in teaching curriculum areas and subjects, as outlined in the Primary School Curriculum. The inspector will also provide advice and oral feedback to the teacher during each visit. It is desirable for the principal (or another fully registered teacher nominated by the principal) to be present when the oral feedback is provided to the newly qualified teacher. The evaluation of professional competence is not complete until the end of the second inspection visit. The criteria used in the evaluation of the teacher's work are listed in Appendix A.
- 11.4. Following the two inspection visits, the Inspectorate will determine the rating to be applied to the teacher's work as follows:
 - (a) **"Has demonstrated satisfactory professional competence in a mainstream setting"**
This rating indicates that the teacher has demonstrated satisfactory teaching skills in a mainstream class

or

(b) **“Has demonstrated satisfactory professional competence in a restricted setting”** This rating indicates that the teacher has demonstrated satisfactory teaching skills in a restricted setting (see 4.2 above)

or

(c) **“Requires a further period to develop and demonstrate professional competence”** Normally this rating may be used only once, following the two inspection visits (normally in the first year of service), where the inspector may recommend that the teacher needs more time to develop and demonstrate his/her teaching skills. This may arise because the inspector judges that there are significant weaknesses in the teacher’s work and that he/she requires additional time to develop appropriate skills

or

(d) **“Has not demonstrated satisfactory professional competence”** This rating indicates that the inspector judges that the teacher has not demonstrated satisfactory teaching skills in the setting in which his/her work has been evaluated.

Reports arising from the evaluation of professional competence

- 11.5. The Inspectorate will provide the teacher with written confirmation (via e-mail) that he/she has demonstrated satisfactory professional competence in either a mainstream or a restricted setting. Where the second inspection visit was in a mainstream setting, the Inspectorate will provide the teacher with written confirmation that he/she has demonstrated satisfactory professional competence in a mainstream setting. Where the second inspection visit was in a restricted setting, the Inspectorate will provide the teacher with written confirmation that he/she has demonstrated satisfactory professional competence in a restricted setting (see 4.2 above).
- 11.6. It is the responsibility of the probationary teacher to submit this written confirmation to the Teaching Council so as to satisfy the Council regarding the completion of the professional competence requirement. (See Form C on www.teachingcouncil.ie.)
- 11.7. In the case of teachers whose work is rated as “Requires a further period to develop and demonstrate professional competence” or “Has not demonstrated satisfactory professional competence” a written inspection report outlining the outcomes of the evaluation and recording advice for further development will be furnished to the teacher by the Inspectorate.
- 11.8. Where the probationary period is extended beyond the normal service requirements, as described at section 11.4(c) above, it is the responsibility of the teacher to take the necessary steps to complete the probation process immediately on commencing reckonable service in a school in the following school year. Such teachers may not apply for a third inspection visit within the same school year.
- 11.9. Where the inspector judges that the teacher “Has not demonstrated satisfactory professional competence,” as described at section 11.4(d) above, it is the responsibility of the teacher to take the necessary steps to complete the probation process immediately on commencing service in a school in the following school year. The teacher must complete a further service period of not less than two periods of 50 consecutive school days, each with the same class, during which the teacher’s professional competence will be evaluated.

- 11.10 As a written report is not furnished to the probationary teacher following the evaluation of his/her professional competence, copies of inspection reports under previous probationary arrangements or written confirmation of professional competence or inspection reports under current probationary arrangements may not be among the supporting documentation requested when applications are invited for teaching posts in recognised schools.
- 11.11. A teacher may seek a review of an inspection in line with Procedures for Review of Inspections on Schools and Teachers under Section 13(9) of the Education Act (1998).

12. Completion of probationary process

- 12.1. The completion of probation is subject to both service and professional competence requirements. The teacher must satisfy the Teaching Council as to his/her fulfilment of both requirements and decisions regarding the teacher's registration are a matter for the Council. The probationary period ends when the Teaching Council is satisfied that both the service requirement and the professional competence requirement are fully met. The Council will provide confirmation to the teacher regarding his/her conditional or full registration as a teacher.
- 12.2. Failure to complete satisfactorily and within the stipulated time limit the conditions attached to registration by the Teaching Council may result in the registration of the teacher lapsing and this may have implications for his/her eligibility for employment in a school.

13. Teachers moving from restricted to mainstream settings

- 13.1. Teachers who have demonstrated satisfactory professional competence in a restricted setting and who are eligible to work in mainstream classroom settings are obliged to demonstrate their professional competence in such settings within two years of taking up a position in a mainstream classroom.
- 13.2. When a teacher who has been probated in a restricted setting takes up a post in a mainstream classroom, the teacher must advise the Teaching Council in writing of the date on which he/she has taken up this post so that the Council may allow an appropriate two year period during which this condition must be satisfied. Such teachers should make an application for a supplementary inspection visit using OP1 form when they have taken up a position in a mainstream setting for at least 50 consecutive days. The Inspectorate will carry out the supplementary inspection of the work of teachers in this category, normally as a result of a single unannounced visit, and will concentrate on any professional skills that may not have been evaluated in the restricted setting. The Inspectorate will inform the teacher and the Teaching Council of the outcome in accordance with the ratings outlined at 11.4 (a), (c) or (d) above.
- 13.3 Teachers registered under Regulation 2 of the Teaching Council [Registration] Regulations 2009 who satisfactorily complete the professional competence requirement in a combination of mainstream and restricted settings, will be deemed probated in the setting where the **second** inspection visit occurred (see 11.5 above).

PART D: OTHER CHANGES TO PROBATIONARY PROCESS FOR REGISTRATION PURPOSES

14. Irish language requirement and assessment of competence to teach Irish

- 14.1. It is a condition of registration under Regulation 2 (Primary) of the Teaching Council [Registration] Regulations 2009 that the teacher satisfies the Irish language requirement of the Teaching Council. Teachers who need to satisfy the Teaching Council that they are competent to teach the Irish language (such as those who completed their initial teacher education outside the State) do so by means of completing an aptitude test or an adaptation period, both of which test the teacher's ability to teach the Irish language in classroom settings. Full details are available on www.ilrweb.ie
- 14.2. Prior to 1 September 2010, teachers who completed the Scrúdú le haghaidh Cáilíochta sa Ghaeilge (SCG) or the Oiriúnú le haghaidh Cáilíochta sa Ghaeilge (OCG) were required to demonstrate their professional competence in the teaching of Irish in a classroom setting. These teachers had to receive a satisfactory additional inspection report on their competence in the teaching of Irish (a Ráiteas) within two years of taking up a mainstream position. However, given that teachers' ability to teach Irish in a mainstream classroom setting is now tested as part of the assessment procedure for both the aptitude test and the adaptation period, the need for the additional inspection report (Ráiteas) no longer exists and the practice has been discontinued since 1 September 2010. In order to complete the SCG/OCG, all teachers will be required to provide proof to the SCG/OCG coordinator in Marino Institute of Education of three weeks attendance at a Gaeltacht recognised by the Department of Education and Skills.

15. Teacher education qualifications obtained in European Union (EU)/European Economic Area (EEA) countries

- 15.1. In accordance with the European Council Directives on Mutual Recognition of Professional Qualifications, which were transposed into law by the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No.139 of 2008), persons who are recognised for the purposes of teaching in one EU member state are entitled to have those qualifications recognised in all other member states. Such recognition may be granted subject to conditions, pending the making good of any shortfalls identified. The Teaching Council is the competent/designated authority in Ireland for assessing applications to ensure that they meet the qualifications criteria set out in the relevant Teaching Council regulations. In general, teachers must satisfy all other conditions set by the Teaching Council before addressing any probationary conditions required by the Council. Further details on the implications of the above Directive for Teacher Registration and Qualifications are set out in Circular 0031/2010.
- 15.2. Applications for registration with the Teaching Council should include evidence of satisfactory completion of formal 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 requirement in Ireland.
- 15.3. The Teaching Council issued a notice on 19 May 2010 informing persons who intended to commence a teacher education qualification in another EU/EEA member state from 1 January 2011 onwards that they must also complete any period of post-qualification professional practice (for example, NQT or induction year) and be fully recognised/registered under the terms of Directive 2005/36/EC by the designated authority of that member state prior to seeking registration with the Teaching Council in Ireland. This notice from the Teaching Council does not change arrangements for persons who have commenced a teaching qualification outside of Ireland prior to 31 December 2010.

FURTHER INFORMATION

Department of Education and Skills

<p>Queries regarding:</p> <ul style="list-style-type: none">• Registration of teachers• Making an application for registration as a teacher• Full registration and conditional registration as a teacher• Probationary requirements for primary teachers• Fulfilling the service and professional requirements• Eligibility for exemption from probationary requirements as a result of satisfactory completion of formal processes of probation and/or induction abroad• Statements of professional standing for the purpose of seeking employment abroad	<p>Contact: The Teaching Council Block A Maynooth Business Campus Maynooth Co Kildare Phone: 01-651 7900 Email: info@teachingcouncil.ie Web: www.teachingcouncil.ie</p>
<p>Queries regarding:</p> <ul style="list-style-type: none">• National Induction programme for teachers (NIPT)	<p>Contact: National Induction Programme Office The Gate Lodge St Patrick's College Drumcondra Dublin 9 Web: www.teacherinduction.ie Co-ordinator: Mary Burke Email: mary.burke@spd.dcu.ie Phone: 01 884 2288 Mobile: 086 8130997</p>
<p>Queries regarding:</p> <ul style="list-style-type: none">• Applying for inspection visits for evaluation of professional competence• Inspection visits for professional competence	<p>Contact: Probationary Teachers Desk Limerick Education Centre Marshal House Dooradoyle Road Limerick Web: www.lec.ie Email: probation@lec.ie Phone: 061-585060 ext 4</p>

August 2012

APPENDIX A

CRITERIA USED IN THE INSPECTION OF THE WORK OF TEACHERS FOR PROBATIONARY AND REGISTRATION PURPOSES

Planning, preparation and recording of progress

- Adequacy of class timetable referenced to the specified minimum weekly time framework in the Primary School Curriculum and circular 0018/2012 (literacy and numeracy)
- Clarity of teaching objectives, both long-term and short-term
- Suitability of objectives: extent of reference to Primary School Curriculum (with due regard for its underlying principles) and the School Plan
- Range and appropriateness of resources
- Provision for differences in pupil abilities
- Quality and effectiveness of progress records

Classroom management and organisation

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

Quality of teaching across curriculum areas

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

Quality of pupils' learning in curriculum areas

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