



Circular 0025/2010

To: Boards of Management and Principal Teachers of Primary Schools

Arrangements for the 2010/2011 School Year in Relation to Learning Support/Resource Teacher (LS/RT) and Resource Teacher (RT) Posts – Full and Part time Posts

1. Introduction

The main purpose of this circular is to enable schools to meet their September 2010 requirements for learning support/resource teacher and resource teacher posts.

The arrangements for 2010/2011 will be based on Circular [0034/2007](#) which is available on the Department's website). References in Circular [0034/2007](#) to the school staffing schedule and panel arrangements should now be taken to refer to the equivalent arrangements for 2010/2011 set out in [Circular 0021/2010](#).

2. 2010/2011 arrangements

Schools are now requested to complete the following forms:

[Form LS/RT 1](#) – Should be completed for all full time posts. Where cluster arrangements apply please include detail for all schools involved in the cluster.

[Form LS/RT 2](#) – Part-time post (s) – to be completed in respect of any part time hours remaining after each full time post has been assigned 25 approved teaching hours per week.

Return completed forms before Friday 21 May 2010 to:

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

Failure to furnish full and correct information on time may impact on the Department's capacity to ensure the timely payment of teachers through the payroll. Teachers appointed to part-time posts on or before the first working day of November, 2010 will be placed on the Department's payroll and paid fortnightly until 31 August, 2011. Teachers appointed to part-time posts after the first working day in November, 2010 will be paid through the On-line Claims System (OLCS) and schools must submit claims for hours worked on a weekly/fortnightly basis.

3. Hours of full time posts

Schools are reminded that all full-time posts must be at full capacity i.e., 25 approved teaching hours per week before any additional teacher can be appointed to full or part time posts. Please note that form LSRT1 must include confirmation from the Principals of all base schools in cluster arrangements as to whether posts are operating at full capacity.

4. Suppression of posts below required minimum hours

It is the responsibility of all schools to ensure that contact is made with the Primary Allocations – LS/RT Posts Section if a fulltime post is no longer warranted i.e. if the post no longer has the required minimum hours.

Where the number of hours making up an LS/RT or RT post fall below the required minimum level, (22 hours to retain the 1st post and 44 hours for 2nd post) the teacher, if eligible, has the option to be placed on the relevant redeployment panel. Contact should be made with the Primary Allocations Section if the teacher is eligible for the main panel and with Primary Allocations – LS/RT Posts, if the special national panel applies.

5. Special National Panel

The Special National Panel exists for certain probated teachers with conditional registration (restricted recognition), whose posts are suppressed and are teaching in special schools, in special classes in primary schools, as resource teachers (low incidence) in primary schools or who hold Learning Support Resource Teacher posts under the general allocation model in primary schools on the basis of Circular 02/05 and Circular 36/06.

Special schools with vacancies and primary schools with special class and resource teacher (low incidence) vacancies can fill such posts by way of advertisement provided the offer to remaining teacher(s) on the panel is turned down on grounds of distance or all panels, including the special national panel, are cleared.

The requirement to use the Special National Panel does not apply if the vacant post is in a special school/class for pupils with Specific Learning Disability (SLD) or in Hospital Schools where Irish is a requirement.

The Special National Panel is currently in operation. Schools with vacancies should email enquiries relating to teachers on the panel to 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.

6. Developing Schools

If your school has been approved for Developing School Status, an appropriate adjustment will automatically be made to the school's allocation under the General Allocation Model.

7. Review of General Allocation

The Review of the General Allocation is at an advanced stage and is being considered within the Department of Education and Science.

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

Hubert Loftus,
Principal Officer,
March, 2010.

Primary Allocations – LSRT Posts



Form LS/RT 1

Application for full-time LS/RT and/or RT Post 2010/2011 School Year

Base School Details:

School Name: _____ Roll No.: _____

School Address: _____

Telephone No: _____ Fax No: _____

Email: _____

- (A) Please indicate below the position regarding the overall number of fulltime posts sought under the terms of Circular 0025/2010 for the 2010/11 school year compared to the number of such posts sanctioned for your school in 2009/10.

Tick the appropriate box.

Number of fulltime posts will reduce in 2010/11	
Number of fulltime posts will increase in 2010/11	
Number of fulltime posts remains at the same level as in 2009/10	

(B) Proposed Composition of Post(s) for 2010/2011:

Please complete both Table 1 & 2.

Table 1 – fill in total hours for applicant school and all other schools involved in cluster, if any.

School Name & Roll No Insert Base school name first followed by all schools involved in cluster arrangement	General Allocation hours	Low incidence hours (approved by SENO)	Transitional Hours – Historical arrangements under Circular 02/05, only applicable at this stage to a small amount of schools	Is any school involved in another cluster Yes/No

Table 2 – fill in breakdown of hours for each post in the base school

Post No (e.g. Post 1, 2, 3 etc)	General Allocation hours	Low incidence hours	Transitional Hours	Total hours for each post
Post 1				
Post 2 (if any)				
Post 3 (if any)				

Any post that comprises general allocation hours only or general allocation hours and low incidence hours is regarded as an LSRT (Learning Support Resource Teaching) Post.

A post comprising low incidence hours only (sanctioned by SENO) is regarded as a Resource Post.

Schools are reminded that all full-time posts must be at full capacity i.e. 25 approved teaching hours per week before any additional teacher can be appointed to a full or part time post.

Please note if any of the schools listed above also have an LSRT1 Form to submit, it is advisable for them to do so as soon as possible to facilitate appropriate sanction of all posts.

(C) Schools with Developing School Status for 2010/2011

If your school has Developing school status for 2010/11, please complete the following:

No. of pupils in special classes _____

No. of pupils with RTT support _____

(D) Declaration: to be signed by Principal/Chairperson BOM of all schools involved in post

I declare that the above information is correct.

I am in agreement with the proposed cluster arrangements for this post as outlined in Section (B) above.

I confirm that all full-time posts which are either in the base school or in any other school in this cluster that are also part of another cluster arrangement will be operating to full capacity i.e. 25 approved teaching hours per week before any additional teacher can be appointed to a full-time or part-time post.

In instances where there is a proposed change to an existing clustering arrangement, schools involved in the original cluster and not involved in the new arrangement must also sign below to indicate their agreement to the new arrangement.

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

Principal / Chairperson BOM
Base School

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____



Form LS/RT 2

Application for Part-Time LS/RT and/or RT hours for 2010/2011 School Year

School Name: _____ Roll No.: _____

School Address: _____

Telephone No: _____ Fax No: _____

Email: _____

	General Allocation	Resource Hours	Total
No of Part time hours 2010/11			

If the school is involved in any full time post please complete the following table.

**Will the full time post be at less than 25 hours for the 2010/11 school year? Yes/No	**If yes, please specify the number of hours less than 25 hours

Schools are reminded that all full-time posts must be at full capacity i.e. 25 approved teaching hours per week before any additional teacher can be appointed to a full or part time post.

Any increase/decrease in Part-Time LSRT and or RT hours during the school year should be submitted on an updated Form LS/RT 2

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

I declare that the above information is correct for the 2010/2011 school year.

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

Principal/Chairperson BOM

Date: _____