

AN ROINN OIDEACHAIS AGUS EOLAÍOCHT
TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS, AND ALL
TEACHING STAFF IN PRIMARY SCHOOLS

SUPPLY SCHEME

1. INTRODUCTION

- 1.1 The Minister for Education and Science is pleased to announce that the supply scheme, which was established in 1993 as a pilot scheme, will be extended and confirmed as a permanent scheme with effect from January 1998.

SECTION 1

GENERAL MATTERS

2. PURPOSE OF THE SCHEME

The scheme will serve two purposes as follows:

Substitute cover

- 2.1 The main purpose of the scheme is to provide substitute cover for permanent and temporary teachers who are absent on short term certified sick leave.
- 2.2 For the purposes of this Circular, short term absences are absences of up to three consecutive weeks. However, in order to minimise disruption to a school and subject to availability, supply substitute cover may continue for a maximum period of four weeks. This will apply only where the absent teacher will resume at the end of the fourth week.

Relief for teaching principals

- 2.3 Additionally, the scheme will serve the function of providing relief for teaching principals from teaching duties in order to allow them to concentrate on administrative duties.

Resource to host schools

- 2.4 A supply teacher who is not discharging duties referred to in paragraphs 2.1, 2.2 and 2.3 above shall be available as an additional teaching resource to the host school.

3. OPERATION OF THE SCHEME

The scheme will operate on the following basis:

- 3.1 The Department will select the schools which will act as host schools and in which the supply teachers will be employed in a permanent capacity according to agreed procedures. Such schools will be referred to as host schools.

- 3.2 The Department will nominate the schools to receive the services of the supply teachers in a designated area. Such schools will be referred to as receiving schools.
- 3.3 Host schools will be responsible for the overall management of the supply scheme within their designated areas, including the allocation of the supply teachers to receiving schools.

4. APPOINTMENT OF SUPPLY TEACHERS FROM REDEPLOYMENT PANELS

- 4.1 Supply teachers will be appointed by the host school in a permanent capacity specifically as supply teachers.
- 4.2 The Board of Management of the host school may select a teacher from the redeployment panel, and make her/him a firm offer, in writing, of a supply post.
- 4.3 A teacher on a panel is not obliged to accept a supply teaching post.
- 4.4 If a panel teacher refuses an offer of a supply teaching post, the post may be advertised in the normal way.

5 ADVERTISING A SUPPLY TEACHING POST

- 5.1 It is imperative that the advertisement for a supply teaching post draws attention to the specific conditions of service attaching to the post, which are detailed in paragraph 6 below.
- 5.2 In order to alleviate the necessity of re-advertising and re-interviewing, the advertisement should state that a panel of suitably qualified teachers will be established from which further appointments arising will be made. In light of this situation, the number of applicants to be called for interview should be determined by the Selection Board in consultation with the Board of Management.

6 CONDITIONS OF SERVICE OF THE SUPPLY TEACHER

- 6.1 In order to be eligible for appointment to the post of supply teacher, a teacher must have completed probation.
- 6.2 A supply teacher shall be required to discharge the duties of a supply teacher as outlined in paragraph 2 above.
- 6.3 The supply teacher may not be integrated into the mainstream staffing of the host school for the purposes of seniority or the allocation of mainstream teaching duties.
- 6.4 The supply teacher shall not be compulsorily redeployed to the redeployment panel other than in the context of the withdrawal of the supply service from the host school or as stated in paragraph 7.6 below.
- 6.5 Teachers appointed to supply teaching duties are required to be sensitive to the differing needs of pupils attending schools which do not share the ethos of the host school and to the needs of Boards of Managements of such schools.
- 6.6 A supply teacher will be subject to the normal inspection processes.
- 6.7 While working in a receiving school, a supply teacher will be subject to the direction and supervision of the principal teacher of the receiving school in all matters other than the duration of the assignment which is a matter for determination by the Principal of the host school (see paragraph 10 below). However, the supply teacher, as an employee of the Board of Management of the host school, will ultimately be subject to the authority of the managerial authorities of the host school and is required to sign the monthly salary return form in the host school.

- 6.8 Decisions regarding the eligibility of supply teachers to compete for posts of responsibility will be addressed in a subsequent circular.

7 LEAVING THE SCHEME

- 7.1 A supply teacher may apply to the Board of Management of the host school to transfer to an alternative permanent post should a permanent vacancy arise.
- 7.2 If the Board of Management of the host school consents to the transfer application, it shall then appoint a permanent replacement supply teacher in the manner prescribed in paragraphs 4 and 5 above.
- 7.3 A supply teacher may not be appointed to a temporary post within the host school without resigning from his/her permanent supply teaching post. At the end of the temporary contract period, the former supply teacher will not have title to revert to the supply teaching post.
- 7.4 A permanent teacher within the host school may exchange temporarily with a permanent supply teacher for a minimum period of one year but subject to the Board of Management approval. The exchange may be extended on an annual basis but subject to Board of Management approval. In approving an extension to such an exchange arrangement, both the managerial authorities and the Department must be satisfied that the arrangement does not in any way diminish the quality of supply service provided by the host school.
- 7.5 If the most junior assistant teacher, whose post is due to be suppressed, is involved in an exchange arrangement with a supply teacher, the exchange arrangement shall cease and the supply teacher shall revert to supply work.
- 7.6 A supply teacher who wishes to disengage from supply teaching duties and to whom the options outlined at paragraphs 7.1 to 7.4 above are not available, may apply, following the completion of two years supply work for inclusion on the redeployment panel appropriate to the host school. The supply teacher will continue performing supply-teaching duties pending redeployment and will only be replaced in the supply scheme following redeployment.

8 TRAVEL EXPENSES

- 8.1 Supply panel teachers will be paid travelling expenses at the appropriate Civil Service rates of motor mileage allowances in respect of the use of their cars for travelling to the schools to which they are assigned, other than the schools that are designated as the host school subject to the following;
- * travelling expenses will not be paid in respect of travelling from a teacher's home to the host school,
 - * payment for travelling from home to the other schools to which the teacher is assigned will be made in respect of the distance travelled in excess of the distance which would be covered in travelling from home to the host school,
 - * travelling expenses will be made in accordance with these arrangements subject to the usual conditions applying to the payment of Civil Service mileage rates and only where suitable public transport is not available, or is only available at greater cost.
- 8.2 Expenses will be paid quarterly in arrears using a standard claim form. The claim forms should be submitted to the Department by the Principal teacher of the host school through the District Inspector.

SECTION 2

OPERATIONAL ISSUES

9 BASIC PRINCIPLES

The success of the supply scheme requires strict compliance with the following basic principles:

- 9.1 On the first day of absence owing to illness a teacher who is employed in either a host school or in a receiving school is required to notify her/his Principal teacher of her/his imminent absence at the earliest possible opportunity but certainly no later than 8.45 a.m.
- 9.2 The teacher is required to specify the likely duration of the absence.
- 9.3 Contact between the receiving school and the host schools should occur only in the 20-minute period before the commencement of formal instruction in the host school.
- 9.4 Pre-booking of supply teachers cannot be allowed under any circumstances except as outlined in paragraph 10.5 below.
- 9.5 All schools subscribing to the supply scheme in a specific area should synchronise both their timetabling as well as their openings and closures.
- 9.6 A teacher who intends to resume work at a date prior to the date previously notified is required to inform his/her principal teacher during school hours of his/her imminent return no later than the last school day prior to returning. The Principal of the receiving school is then required to immediately inform the host school.
- 9.7 The host school shall, on receipt of this information, inform the supply teacher of her/his revised return date.

10 REQUESTING A SUPPLY TEACHER

- 10.1 When a receiving school requires substitute cover, as defined in paragraphs 2.1 and 2.2 above, the Chairperson of the Board of Management/Principal teacher is required to contact the host school. Except as provided for in paragraph 10.6 below, contact between the receiving school and the host school should occur only in the 20 minute period immediately prior to the commencement of formal instruction in the host school. This is commonly referred to as the assembly period.
- 10.2 Substitute cover will be provided on a first come/first served basis.
- 10.3 Based on the information made available by the receiving school to the host school at the time of the request for a supply teacher, the Principal teacher of the host school shall, on the first day of the assignment, determine the duration of the assignment and inform the supply teacher accordingly.
- 10.4 The supply teacher is then scheduled to return to the host school on the date specified by the principal of the host school unless the assignment has been:
 - (a) extended as outlined in paragraph 10.5 below,
 - or
 - (b) terminated on the resumption of the absent teacher, whichever is the earlier.

10.5 Following the commencement of the assignment but before the date of return, the assignment may be extended only if the following events occur:

* the absent teacher confirms through the submission of a medical certificate to his/her Principal, that his/her illness will extend beyond the period initially anticipated,

and

* the Principal of the host school has been contacted by the receiving school and has consented to the extension of the assignment. Consent can only be given provided that the overall duration of the assignment does not extend beyond 3 weeks; or exceptionally 4 weeks as detailed in paragraph 2.2 above.

10.6 In the circumstances described at paragraph 10.5 above, it is permissible for the receiving school to contact the host school at a time other than during the 20-minute period prior to commencement of instruction. However, such contact should occur only during school hours.

10.7 When an extension to an assignment has been agreed, as detailed in paragraph 10.5 above, it is the responsibility of the principal of the host school to inform the supply teacher accordingly.

10.8 It is **not** open to any member of the staff of the receiving school or any member of the Board of Management of the receiving school to direct a supply teacher to continue or extend an assignment.

11 ENGAGING A TEACHER OUTSIDE OF THE SUPPLY SCHEME

11.1 Only in the event that :

(a) the host school is unable to allocate a supply teacher;

or

(b) the expected duration of an absence is likely to exceed three weeks,

may school authorities employ a substitute teacher directly from outside the supply scheme.

12 TEACHING PRINCIPALS

12.1 In accordance with existing practices and as noted in paragraph 2.3 above, supply teachers may also be assigned to receiving schools in which the principal is engaged in full-time teaching duties in order to permit the teaching principal concentrate on administrative duties.

12.2 The allocation of the supply teacher to these schools will be on the basis of two days per term with a further two days being allocated at any stage throughout the school year.

12.3 The allocations will be determined at the start of the school year following consultations between the host school and the receiving schools. While host schools will make every effort to facilitate the wishes of teaching principals in receiving schools in this matter, in the event of disagreement emerging between the parties, the decision of the host school is final and binding.

12.4 Teaching principals availing of the services of supply teachers as outlined in paragraph 12 above are required to be in attendance in their schools at all times during the periods in question.

13 GENERAL MONITORING OF THE SCHEME

13.1 The overall working of the supply panel scheme will be closely monitored and appropriate action will be taken by the Department for failure to adhere to the general provisions governing the working of the scheme.

D. Ó Riain
Principal Officer

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