



**Circular 0058/2015**

<p><b>TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS</b></p>
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**Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2016/17 school year**

**Part 1**

**1. Introduction**

The purpose of this circular is to set out the arrangements for access to the supplementary redeployment panels for the 2016/17 school year for eligible registered primary teachers in fixed-term/temporary positions (this includes substitute positions) and part-time positions in recognised primary schools.

**2. Structure of the Panels**

- (i) Each main redeployment panel is created for surplus permanent/CID holding teachers in order to ensure that permanent vacancies (and fixed term vacancies where required) are offered in the first instance to these teachers.
- (ii) The Supplementary Panel is created for eligible primary teachers in fixed-term/temporary positions (this includes substitute positions) and in part-time positions who meet the relevant eligibility criteria outlined in Part 2 of this circular.
- (iii) The Supplementary Panel, set up in accordance with the arrangements set out in this circular, will be used for appointments to full-time **permanent** teaching posts in primary schools but only where those posts are not otherwise required to facilitate the redeployment of surplus

permanent and CID holding teachers. The relevant details are set out in FAQ format on the Department's website.

- (iv) The Supplementary Panel is not used to fill fixed term positions in schools. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools are free to fill these vacancies through normal processes.

### **3. Improvements to the process for filling a permanent vacancy from the Supplementary Redeployment Panel**

Following consultation with the Education Partners on the operation of the Supplementary Panel in the current school year, the Department undertook to take the following actions to enable further improvements to occur for the 2016/17 school year.

- The redeployment process for the 2016/17 school year will, on a pilot basis, include an opportunity for teachers being placed on the Main Panels and Supplementary Panels to indicate (by tick box on the application form) if they are particularly interested in being redeployed to a special school. This pilot will be reviewed in Autumn 2016.
- Introduction of a Panel Update Form to facilitate the removal of teachers from the Supplementary Panel. A teacher must complete a Supplementary Panel Update Form ([Supplementary PUF](#)) and return to the Primary Teacher Allocations Section of the Department.
- Provision of template wording in the FAQ to Circular 0058/2015 for schools who use the option of advertising on a **website**, i.e. educationposts.ie or staffroom.ie, as a means of engaging with the Supplementary Redeployment Panel.

### **4. Phasing Out of Supplementary Special National Panel**

Since the end of the 2012/13 school year, the Supplementary **Special** National Panel is being phased out and no new applications are being accepted. This decision by the Department of Education and Skills reflects the wider availability of primary teachers who are qualified to work in all settings (which was not the case when this panel was originally set up). Access to the Supplementary Special National Panel for the 2016/17 school year will be confined to those teachers who were on the Supplementary Special National Panel in the 2015/16 school year and who did not secure a permanent teaching post. The Department will contact these teachers directly by email in due course.

This Supplementary Special National Panel will be used only for filling permanent teaching posts in special schools that are not otherwise required for the redeployment of surplus permanent/CID holding teachers.

The Main Special National Panel for surplus permanent/CID holding teachers will continue to operate in the normal manner in respect of relevant posts in all schools.

## 5. Application process for access to panels

- (i) Eligible fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary Panel must complete the “[Application Form for access to the Supplementary Panel for eligible fixed term/temporary \(includes substitute\) and part-time primary teachers for the 2016/17 school year](#)”.
- (ii) Teachers being placed on the Main and Supplementary Redeployment Panels for the 2016/17 school year are given an opportunity
  - 1. to indicate (by tick box on the application form) whether or not they have a particular interest in being redeployed to a school that operates through the medium of Irish  

and
  - 2. to indicate (by tick box on the application form) whether or not they have a particular interest in being redeployed to a special school which operates under the patronage of the teacher’s panel operator (this does not extend to a special class in an ordinary school).
- (iii) In completing this form, teachers are required to self-declare on their application that they meet the relevant eligibility requirements set out at Part 2 of this circular. Application forms from teachers **must** be fully completed and legible. Applicants who do not provide the required information **will not** have their applications processed or be considered for inclusion on the panels.
- (iv) Please note that eligibility for the 2016/17 Supplementary Panel is confined to those teachers that have met in full all outstanding conditions/satisfied all shortfalls in respect of registration with the Teaching Council, i.e. are fully probated, at **11 December 2015**.
- (v) If, during the course of the 2015 calendar year, an applicant worked in schools situated in more than one panel area (e.g. schools in two different dioceses), the application for inclusion on a panel must relate to the panel area where the majority of the service in the 2015 calendar year was given **or** the panel area in which you are currently teaching providing that you are contracted to teach in this panel area on or before 11 December 2015 to the end of the 2015/16 school year.

The base school for panel purposes is the school within that panel area where the majority of teaching service was given in the 2015 calendar year **or** the school in which you are contracted to teach on or before 11 December 2015 to the end of the 2015/16 school year.

Where a teacher has worked in more than one panel area the teacher may not change their selected panel area after submitting their application form.

- (vi) To simplify the application process, the Department will use existing Payroll and other relevant information held centrally in the Department to check eligibility conditions.
- (vii) All teachers applying for access to redeployment panels must include their contact e-mail address in a clear and legible format so as to facilitate the efficient operation of the panels. This e-mail address will be used by a primary school as the main point of contact with a teacher.
- (viii) Completed forms must be received in the Department on or before **Friday 11 December 2015** at the following address:

Primary Teacher Allocations Section  
Department of Education and Skills  
Cornamaddy  
Athlone  
Co. Westmeath  
N37 X659

**It is important to note that under no circumstances will late applications be considered for inclusion on these panels. Proof of postage should be retained by the teacher.**

- (ix) It is the Department's intention to notify applicants of the outcome of their application by 31 March 2016 or as soon as possible thereafter.

## **6. Procedures once placed on the panel**

- (i) Checks will be carried out at appointment stage in respect of those teachers that are being appointed to permanent posts from these panels. Schools and teachers should therefore note that this checking process may invalidate a proposed appointment.
- (ii) Teachers placed on the Supplementary Panel who secure a teaching position for the 2016/17 school year in any capacity, must inform the panel operator immediately by email and complete the [Supplementary Panel Update Form](#) to notify the Department in order that their name will be removed from the Supplementary Panel.
- (iii) Teachers placed on the Supplementary Panel who decide to leave the panel for any reason must inform the panel operator and complete the Supplementary Panel Update Form to notify the Department immediately. Such teachers should note that they cannot subsequently be reinstated onto the Supplementary Panel.

## **7. Notification of circular to staff in your school**

Please bring the contents of this circular to the attention of any relevant staff in your school.

## 8. Review

The operation of these arrangements will be reviewed with the relevant education stakeholders in late 2016 to determine what adjustment, if any, is required for subsequent school years.

## 9. Queries

The main focus of the Department's Teacher Allocations Section is on the teacher allocation process and the preparation of the main redeployment panels for permanent and CID holding teachers.

It therefore has very limited capacity to deal with individual queries in relation to this circular.

Such queries will, as appropriate, be dealt with by e-mail only at the following e-mail address: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)

**Please note that under no circumstances will the closing date of Friday 11 December 2015 be extended.**

Paraic Joyce  
Principal Officer  
Teacher Allocations Section

November 2015

## Part 2

### Eligibility Criteria for access to the Supplementary Panel

Fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary Panel must satisfy each of the eligibility criteria listed below.

#### 1. Teaching Council Registration/Probation

Fixed-term /temporary (includes substitute) and part-time teachers that:

- hold full registration (registered without conditions) with the Teaching Council under Section 31(5) of the Teaching Council Act, 2001, Regulation 2/Primary
- or
- in the case of fixed term/temporary (includes substitute) and part-time teachers automatically registered in 2006 that hold registration with the Teaching Council under Section 31(2) and 31(3) of the Teaching Council Act as Primary and are fully qualified having satisfied all shortfalls, if any, identified by the Department of Education and Skills

**Probation:** Applicants must have successfully completed their probationary period by **11 December 2015**.

**Applicants must attach to the application form for access to the Supplementary Panel a copy of their Teaching Council registration details, showing the date of their probation. If the Teaching Council details do not state the date of probation, applicants must submit a copy of their Certificate of Probation received from the Inspectorate.**

#### 2. Salary Requirements

There are two salary scales under which a teacher may be eligible, i.e.

1. Teachers whose first teaching appointment in a school was prior to 1 January 2011
2. Teachers whose first teaching appointment in a school was after 1 January 2011

1. **Teachers whose first teaching appointment in a school was prior to 1 January 2011 must satisfy (i) below and either (ii) or (iii) below**

(i) have been paid a gross salary of at least €29,000 (including allowances) in the 2015 calendar year

and

(ii) on or before 31 December 2015 be on the 5<sup>th</sup> or higher point of the relevant teachers' salary scale (or the 6<sup>th</sup> or higher point for teachers who commenced employment on the 3<sup>rd</sup> point of the salary scale)

or

(iii) on or before 31 December 2015 be on the 4<sup>th</sup> point of the relevant teachers' salary scale (or the 5<sup>th</sup> point for those that commenced employment on the 3<sup>rd</sup> point of the salary scale) and on **or before 11 December 2015** be contracted to teach **for the remainder of the 2015/16 school year**.

2. **Teachers whose first teaching appointment in a school was after 1 January 2011 must satisfy (i) below and either (ii) or (iii) below**

(i) have been paid a gross salary of at least €26,100 (including allowances, if any) in the 2015 calendar year

and

(ii) on or before 31 December 2015 be on the 4<sup>th</sup> or higher points of the relevant teachers' salary scale

or

(iii) on or before 31 December 2015 be on the 3<sup>rd</sup> point of the relevant teachers' salary scale and on **or before 11 December 2015** be contracted to teach **for the remainder of the 2015/16 school year**

**In summary, all applicants must meet the salary criteria listed below on or before 31 December 2015:**

<b>Date of your first appointment</b>	<b>STARTING SCALE POINT</b>	<b>Minimum scale point to be on by 31/12/2015 without need for a contract</b>	<b>If you are on the scale points below by 31/12/2015 you must have a contract from at least 12 December 2015 to the end of the 2015/16 school year</b>	<b>Minimum gross salary (including allowances) earned in 2015 calendar year</b>
Teachers whose 1 <sup>st</sup> teaching appointment was prior to 1 January 2011	2	5	4	€29,000
	3	6	5	€29,000
Teachers whose 1 <sup>st</sup> teaching appointment was after 1 January 2011	1	4	3	€26,100

### **3. Haddington Road Agreement**

Please note that a teacher will be regarded as eligible for access to the Supplementary Panel if the only reason for not meeting the scale point criteria is due to the three month increment freeze(s) under the Haddington Road Agreement.

### **4. Service not reckonable for Supplementary Panels**

Applicants **must** declare on the application form whether permanent service and/or incremental credit as set out in the table below has impacted on their current salary scale point.

Reckonable service which is allowable for the purpose of Supplementary Panel access is service as a fully qualified teacher in a post paid for by the Department of Education & Skills **excluding** service types set out in the table below:

Previous permanent service *
Previous service as a post primary teacher
Incremental credit
Unqualified service



- \* Only reckonable service since the last date of permanent service is counted for meeting the eligibility criteria for Supplementary Panel access. In order for you to be considered to meet the scale point eligibility criterion, you must have earned three increments since the last date of permanent service. Alternatively you must have earned two increments since the last date of permanent service and if you are now in your third year (since resignation from the permanent post) you must be contracted to teach to the end of the 2015/16 school year.

## **5. Part-time teachers**

Part-time teachers who wish to be considered for access to the panel are required to meet the same eligibility criteria as set out above in Point 2 above. However, the salary earnings threshold for 2015 (€29,000 or €26,100 as appropriate) will be adjusted on a pro-rata basis in respect of such part-time teachers. This will be done by the Department on a case by case basis in respect of each application that is received from part-time teachers who otherwise meet all of the eligibility requirements.

## **6. Teachers who took maternity/adoptive leave in 2015**

The salary earnings threshold will be adjusted in respect of substitute teachers that were on maternity/adoptive leave during 2015.

## **7. Salary Scale Points**

Teachers should know their incremental salary scale point or be able to calculate it from a current payslip. The primary teacher incremental salary scale points are available on the Department's website <http://www.education.ie/en/Education-Staff/Information/Payroll-Financial-Information/Salary-Scales/>