



**To: The Managerial Authorities of Recognised Primary Schools
and the Chief Executives of Education and Training Boards**

**Primary Schools Supply Panel Pilot Scheme for the 2019/2020 School
Year**

1. Introduction

1.1. The purpose of the Primary Schools Supply Panel Pilot Scheme (the “Scheme”) is to provide substitute cover for teachers employed in recognised primary schools who are absent on short term leave, where the leave is substitutable in accordance with Department of Education and Skills’ publications.

2. Definitions

2.1. For the purposes of the Scheme, the following terms have the meanings assigned to them here unless the context indicates otherwise:

Appropriately qualified – means the teacher has qualifications suitable to the post and is registered with the Teaching Council for the sector for which s/he is to be employed.

Base school – means a school in a designated cluster which is allocated the supply panel teacher posts, and which in turn assigns the supply panel teachers to receiving schools in the cluster. The base school manages the Scheme generally.

Designated cluster - means a group of designated schools, including the base school, clustered for the purposes of the Scheme.

Employer - means an Education and Training Board (ETB) for Community National Schools and a Board of Management/Manager in the case of primary schools (excluding Community National Schools). The Board of Management/Manager/ETB may delegate responsibility for matters set out in this Circular, as appropriate.

ETB - means an Education and Training Board.

Receiving school – means a school in a designated cluster receiving the services of a supply panel teacher.

Recognised school – means a primary school which is recognised by the Minister for Education and Skills in accordance with Section 10 of the Education Act 1998.

Short term absences – are defined as absences of up to 4 consecutive weeks (28 days).

Substitute teacher recruitment portal – is an online portal through which schools can identify and recruit teachers to cover short term substitutable absences.

Supply panel teacher – means a teacher employed by a base school/ ETB to cover short term substitutable absences in the base school or receiving schools, or where there are no such absences, to cover short term substitutable absences through the substitute teacher recruitment portal.

Teacher – means a person registered with the Teaching Council employed in an approved teaching post in a recognised primary school funded out of monies provided by the Oireachtas.

The Department – means The Department of Education and Skills.

3. Pilot Scheme

- 3.1. The Scheme will operate on a pilot basis for the school year 2019/20.
- 3.2. Six panels will operate in the following locations: Dublin (2 panels), Cork, Galway, Kildare and Meath.
- 3.3. Either 2 or 3 supply panel teachers will be employed in each supply panel.
- 3.4. The base school/ETB will be responsible for the overall management of the Scheme in a designated cluster, including the allocation of supply panel teachers to receiving schools.

4. Appointment of Supply Panel Teachers

- 4.1. Appointees must be registered teachers with qualifications appropriate to the sector and suitable to the post for which they are employed.
- 4.2. Supply panel teachers will be appointed by the base school/ ETB under a fixed term contract, in accordance with the relevant Department recruitment circulars.
- 4.3. Supply panel teacher posts should be filled in accordance with the published redeployment arrangements.
- 4.4. The supply panel post should be advertised separately to other teaching vacancies in the school.
- 4.5. When making appointments, schools/ETB should be aware that supply panel teachers may be deployed into a variety of settings including various class standards, special education settings and Irish-medium schools.
- 4.6. The base school/ETB shall be the supply panel teacher's employer for the contract period.
- 4.7. Supply panel teacher posts will be authorised teaching positions for purposes of calculating a principal teacher's allowance and establishing the school's entitlement to posts of responsibility in line with arrangements as set out in relevant Department Circulars.

5. Employment Provisions for Supply Panel Teachers.

- 5.1. The supply panel teacher shall be required to provide substitute cover in all schools in the designated cluster.
- 5.2. Where on a given day there is no substitutable short term absence arising either in the base school or in the receiving schools in the designated cluster, the supply panel teacher must make him / herself available to cover short-term absences that arise through the substitute teacher recruitment portal on that day. On the next working day, schools in the designated cluster have priority.

- 5.3. Where on a given day there is no substitutable short term absence arising either in the base school, the receiving schools in the designated cluster or otherwise through the substitute teacher recruitment portal, the supply panel teacher will be employed as an additional teaching resource in the base school or in a school in the designated cluster.
- 5.4. Applications for leave of absence etc. by the supply panel teacher must be made to the base school.
- 5.5. If a supply panel teacher is absent on approved substitutable leave a substitute may be employed as a replacement.
- 5.6. The supply panel teacher will agree to respect the ethos and comply with the relevant policies of all schools in which they teach during the period of the contract.
- 5.7. The service given by the supply panel teacher is reckonable towards the award of a CID in accordance with relevant Department circulars.

6. Travel Expenses

- 6.1. Travel expenses will be payable to the supply panel teacher under the normal rules – see [Circular 0009/2015](#).

7. Disciplinary Arrangements

- 7.1. Where a conduct or performance issue arises in a receiving school or a school outside the designated cluster, the management of that school may address this on an informal basis with the supply panel teacher concerned. However, where a formal disciplinary process is considered necessary, it will be the responsibility of the base school to implement the formal disciplinary process in accordance with the relevant Department circulars.

8. Vetting Arrangements

- 8.1. Each school must meet its statutory vetting obligations in accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and relevant Department circulars.

9. Operation of the Supply Panel

- 9.1. When a receiving school requires substitute cover, the receiving school is required to contact the base school, stating the likely duration of the required cover.
- 9.2. The base school will allocate a supply panel teacher to a receiving school, normally on a first-come first-served basis. However, base schools should endeavour to assign supply panel teachers in an equitable manner between all receiving schools in the designated cluster.
- 9.3. A receiving school in the designated cluster may engage a teacher outside of the Scheme only if:
 - a) The base school is unable to allocate a supply panel teacher;
 - or
 - b) The expected duration of an absence is likely to exceed four weeks.
- 9.4. The base school must be notified by the receiving school immediately of any changes in the intended duration of the absence.

10. Records

- 10.1. Base schools and receiving schools will be required to maintain ongoing records concerning the operation of the Scheme on reporting templates which will be provided by the Department.
- 10.2. Records must be made available on request to the Department or to a third party acting for the Department for the purposes of a review of the operation of the scheme.
- 10.3. Records from the base school will also be required to be submitted to the Payroll Division of the Department at the end of the school year.
- 10.4. All schools in the designated cluster should ensure that they are fully compliant with current data protection and GDPR guidelines in recording and processing data in relation to this scheme.

11. Queries

- 11.1. Queries should be addressed as follows:
 - a) In relation to the allocation of posts or the redeployment of teachers to **primaryallocations@education.gov.ie**
 - b) In relation to terms and conditions of employment for Supply Panel Teacher to: **teachersna@education.gov.ie**
 - c) In relation to this pilot supply scheme or teacher supply issues in general to: **teachersupply@education.gov.ie**

This circular can be accessed on the Department's website under www.education.ie.

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