



Circular 0072/2014

TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND TEACHING STAFF IN PRIMARY SCHOOLS

Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2015/16 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 2015/16 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.

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 2015/16 school year.

In addition to the current arrangements, schools now have the **option of using a website**, i.e. educationposts.ie or staffroom.ie, as a means of engaging with the Supplementary Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Supplementary Panel to express an interest in a permanent post. Key requirements are:

- Teachers are given a period of 5 calendar days to express an interest in the post.
- A school must select a teacher from the cohort of teachers that express an interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Supplementary Panel (who had not responded with an expression of interest in the post).
- If no teachers on the relevant Supplementary Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days. If at that stage there are still no teachers who have expressed interest in the post, the school can proceed to fill its permanent vacancy in the normal manner via the standard public advertisement.
- In such a scenario, the school is required to state explicitly in the public advertisement the date that expressions of interest were sought, the date it was extended and confirmation that the school is now proceeding to fill the vacancy through open recruitment.
- A teacher on the Supplementary Panel who does not express an interest in a post remains on the Supplementary Panel. A teacher who does express an interest in a post and is unsuccessful in securing the post remains on the Supplementary Panel. A teacher who is called to interview from the Supplementary Panel but is unsuccessful in securing the post remains on the Supplementary 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 2015/16 school year will be confined to those teachers who were on the Supplementary Special National Panel in the 2014/15 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 in **Appendix A**.
- (ii) The process introduced on a pilot basis for the 2014/15 school year whereby teachers being placed on the Main and Supplementary Redeployment Panels were given an opportunity to indicate (by tick box on the application form) if they had a particular interest in being redeployed to a school that operates through the medium of Irish will be continued for the 2015/16 school year. The arrangement is being expanded to also facilitate a teacher indicating no particular interest in being redeployed to a school that operates through the medium of Irish.
- (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 nor be considered for inclusion on the panels.
- (iv) Please note that eligibility for the 2015/16 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 **12 December 2014**.
- (v) If, during the course of the 2014 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 2014 calendar year was given **or** the panel area in which you are currently teaching providing that you are contracted (as a minimum) to teach in this panel area from 12 December 2014 to the end of the 2014/15 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 2014 calendar year **or** the school in which you are contracted (as a minimum) to teach from 12 December 2014 to the end of the 2014/15 school year.

- (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) Applicants are advised to ensure that any outstanding pay arrears and/or salary scale issues which will result in satisfying the eligibility criteria outlined in Part 2 of this

circular, are resolved with the Department's Primary Payroll Section before **Friday 12 December 2014**.

Primary Payroll Section can be contacted by emailing primtch_payroll@education.gov.ie. The onus is on the teacher to have any payroll matter resolved before this closing date as under no circumstances will the Primary Teacher Allocations Section accept Supplementary Panel application forms after this date.

- (viii) 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.
- (ix) Completed forms must be received in the Department on or before **Friday 12 December 2014** at the following address:

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

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.

- (x) It is the Department's intention to notify applicants of the outcome of their application by 31 March 2015 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 2015/16 school year (either permanent or fixed-term) must inform the panel operator immediately by email and 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 immediately by email. 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 2015 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: supplementarypanel15@education.gov.ie

Please note that under no circumstances will the closing date of Friday 12 December 2014 be extended.

Hubert Loftus
Principal Officer
Teacher Allocations Section

12 November 2014

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 **12 December 2014**.

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 2014 calendar year

and

- (ii) on or before 31 December 2014 be on the 5th or higher point of the relevant teachers' salary scale (or the 6th or higher point for teachers who commenced employment on the 3rd point of the salary scale)

or

- (iii) on or before 31 December 2014 be on the 4th point of the relevant teachers' salary scale (or the 5th point for those that commenced employment on the 3rd point of the salary scale) and on **or before 12 December 2014** be contracted to teach **for the remainder of the 2014/15 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 2014 calendar year.

and

- (ii) on or before 31 December 2014 be on the 4th or higher points of the relevant teachers' salary scale

or

- (iii) on or before 31 December 2014 be on the 3rd point of the relevant teachers' salary scale and on **or before 12 December 2014** be contracted to teach **for the remainder of the 2014/15 school year**

In summary, all applicants must meet the salary criteria listed below on or before 31 December 2014:

Date of your first appointment	STARTING SCALE POINT	Minimum scale point to be on by 31/12/2014 without need for a contract	If you are on the scale points below by 31/12/2014 you must have a contract from at least 12 December to the end of the 2014/15 school year	Minimum gross Salary (including allowances) earned in 2014 calendar year
Teachers whose 1 st teaching appointment was prior to 1 January 2011	2	5	4	€29,000
	3	6	5	€29,000
Teachers whose 1 st 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 under the Haddington Road Agreement.

4. Service not reckonable for Supplementary Panels

Applicants **must** declare on the application form at Appendix A 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

* The permanent service is not 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 date of resignation from the permanent post. Alternatively you must have earned two increments since the date of resignation from the permanent post 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 2014/15 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 2014 (€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 unpaid maternity/adoptive leave in 2014

The salary earnings thresholds will also be adjusted on a case by case basis in respect of teachers that were on unpaid maternity/adoptive leave while employed in recognised primary schools during 2014.

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/>

Part 3

Summary Checklist for Teachers prior to submitting the panel form

- I have completed in full each question in Part 1 of the Application Form
- I am applying for the Educate Together Panel or An Foras Pátrúnachta Panel and I have completed Part 2 of the Application Form
- A copy of Teaching Council Registration details and/or Certificate of Probation from the Inspectorate is attached to the completed Application Form
- I have retained evidence of postage

- Completed applications must be returned to:

Primary Teacher Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath to be received on or before **Friday 12 December 2014**.

- Under no circumstances will application forms be accepted after Friday 12 December 2014.

Appendix A

PF2 15/16

APPLICATION FORM FOR ACCESS TO THE SUPPLEMENTARY PANEL FOR ELIGIBLE FIXED TERM/TEMPORARY (INCLUDES SUBSTITUTE) AND PART-TIME PRIMARY TEACHERS FOR THE 2015/16 SCHOOL YEAR

NOTE: Part 1 of this form must be completed in full by applicants for all panels.

Part 2 of this form must also be completed by applicants for the Educate Together or An Foras Pátrúnachta National Panels.

Incomplete forms will not be processed.

Part 1

1. Panel Details

Name of Panel : _____

Insert Catholic, Church of Ireland, Educate Together or An Foras Pátrúnachta.

Panel Area: _____

(For Catholic or Church of Ireland Diocese Panels insert Name of Diocese/United Diocese e.g. Catholic Diocese of Cloyne/ United Dioceses of Meath & Kildare. For Educate Together or An Foras Pátrúnachta, leave blank)

The name of the panel must be the panel area where the majority of teaching service was given in the calendar year 2014 or the panel area where you are currently teaching provided you are contracted (as a minimum) to teach from 12 December 2014 to the end of the 2014/15 school year.

2. Teacher Details

Teacher's Name : _____ PPSN: _____

Teaching Council Registration Number: _____

(A copy of your Teaching Council Registration and/or Probation Statement must be attached)

Contact Phone No. : _____

E-Mail Address : _____

Training College : _____

3. Irish Language

- Tick this box if you **have** a particular interest in being redeployed to a school that operates through the medium of Irish
- Tick this box if you **do not have** a particular interest in being redeployed to a school that operates through the medium of Irish

4. School Details

The school used for panel purposes must be in the panel area that you are applying for, i.e. either the school where the majority of your teaching service during the calendar year 2014 was given or the school where you are contracted (as a minimum) to teach from 12 December 2014 to the end of the 2014/15 school year

Roll No: _____ School Name : _____

School Address: _____

School Phone No. : _____

5. Salary Eligibility Requirements

(Please complete (a), (b) and (c) below)

- (a) I am currently working as a full-time / part-time (delete as appropriate) teacher. I confirm that I meet the salary eligibility requirements as set out in Part 2, Point 2 of this circular

If you working as a part-time teacher, please provide average weekly part-time hours for the calendar year 2014: _____

- (b) Has your salary scale point been affected by any of the following. Please tick the appropriate box below.

a) previous teaching service in a permanent capacity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) previous post primary teaching service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) teaching service abroad	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) relevant non-teaching experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- (c) I availed of unpaid maternity leave/adoptive leave in the 2014 calendar year
Yes No

6. Contract Details

- (a) I currently hold a fixed-term/substitute/part-time contract until the end of the 2014/15 school year.
Yes No

If you have answered Yes at (a), please complete (b) below:

- (b) I am contracted to teach in a fixed-term/substitute/part-time (delete as appropriate) position in:

School Name: _____

School Roll No: _____

from (date) _____ to (date) _____

I hereby apply to have my name placed on the above named Supplementary Panel.

1. I have read Circular 0072/2014 and declare that I satisfy the eligibility criteria.
2. I agree to abide by the re-deployment arrangements which govern the operation of the Supplementary Redeployment Panel at primary level.
3. I understand and accept that any inaccurate or misleading information supplied by me in completing this application form will invalidate my application for access to the Supplementary Panel.
4. I understand the information provided on this form will be subject to verification by the Department before my name is passed onto the relevant patron for inclusion on the panel. I understand that completion of this form does not entitle me to panel rights and that the final decision for admittance to a panel rests with the relevant patron.
5. I understand and agree that the above contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate my redeployment.
6. I understand that where a school with a permanent vacancy engages with the Supplementary Panel by using a website to seek expressions of interest from teachers on the Supplementary Panel and I am interested in the vacancy, I must submit my expression of interest to the school within the required timeframe. I understand that my place on the Supplementary Panel will not be affected if I opt not to submit an expression of interest to any school filling its vacancy through this process. I understand if I express an interest in a vacancy but am unsuccessful in securing the post, I will remain on the Supplementary Panel.
7. I accept that my name will be removed from the Panel if
 - **I am not contactable using the details provided in this form.**
 - **I fail to respond within three calendar days to any email request for interview by a school**
 - **I fail to respond within three calendar days to any email offer of a post from a school**
 - **I refuse to accept an email offer of a post within the agreed distance limits**
8. I accept that if at any time I allow my Teaching Council registration to lapse, or if I am removed from the Register for any reason, I will be removed from the Panel and that my employment will be terminated with the school to which I am redeployed with immediate effect.
9. I accept that any appointment from the Supplementary Panel will be:
 - subject to medical screening
 - subject to confirmation of qualifications.
10. I accept that any appointment arising from this panel will be subject to meeting the required vetting requirements.
11. I accept that any appointment from the Supplementary Panel will be conditional on and subject to the terms and conditions set out in the/any letter of offer from the employing school/employer.
12. I accept that any appointment arising from this panel will be subject to a checking process by the Department at appointment stage in relation to meeting the eligibility criteria and that this checking process may invalidate my proposed appointment.
13. I undertake to notify the relevant Panel Operator if I take up a post for the 2015/16 school year or if I decide to leave the panel for any reason. I understand that if I leave the panel for any reason I cannot be subsequently reinstated.

I confirm that the information I have supplied is true and accurate.

Signature of Teacher : _____

Date: _____

Part 2

National Panels

EDUCATE TOGETHER OR AN FORAS PÁTRÚNACHTA NATIONAL PANELS

Note 1:

Do not complete this section if you are applying for access to a Catholic Diocesan or Church of Ireland/United Diocesan Panel.

Note 2:

Applicants completing this section must have completed Part 1

You should only complete Part 2 if you have applied at Part 1 for access to the Educate Together or An Foras Pátrúnachta National Panels.

I am willing to consider the offer of a post outside the 45km limit of my current school.

Please circle Yes or No

If you have circled Yes above, please also circle the counties listed below in which you are willing to consider the offer of a post.

Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kildare, Kilkenny, Kerry, Laois, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, Wicklow

Please note that the schools in the counties which you have circled are obliged to offer you a vacancy unless the school opts to use a website, i.e www.educationposts.ie/www.staffroom.ie, as a means of engaging with the Supplementary Redeployment Panel to seek expressions of interest in a permanent post that falls to be filled from the Supplementary Panel. In such instances it is up to you to express your interest in the vacancy to the school, via the website.

Signature of Teacher : _____

Date:_____