

CHAPTER 9 – TEMPORARY RE-ASSIGNMENT SCHEME FOR PRIMARY TEACHERS

(Should be read in conjunction with the [General Provisions for All Schemes](#), and [Definitions](#))

1. Temporary Re-Assignment Scheme

- 1.1 A temporary re-assignment is an arrangement agreed between two teachers and two participating schools.
- 1.2 The purpose of the Temporary Re-Assignment Scheme is to facilitate an arrangement between two eligible teachers, with the approval of their respective employers, whereby they may apply for temporary re-assignment to a different school for educational purposes.
- 1.3 A teacher may apply for temporary re-assignment to a different school for educational purposes which includes enabling teachers in primary schools to enhance their professional experience by teaching in different types of settings and enrich their personal knowledge which can then be shared with colleagues. For example, a teacher could seek a Temporary Re-Assignment between:
 - an urban school and a rural school or vice versa
 - a large school with a single class per teacher and a smaller school with multi-grade classes
 - a junior school, that is infants to second class and a senior school where they would teach third to sixth class
 - a single gender school and a mixed gender school
 - a mainstream school and a special school
 - a DEIS school and a non-DEIS school
 - a multi-medium school and a Gaelscoil/school in a Gaeltacht area or vice versa

2. Eligibility

- 2.1 A teacher may apply for a Temporary Re-Assignment where he/she will have satisfactorily completed, at the end of the school year in which he/she is applying, 12 months of continuous service with the current employer.
- 2.2 Teachers who are on redeployment panels are **not** eligible to participate in this Scheme.

3. Duration of Temporary Re-Assignment

- 3.1 The minimum period of Temporary Re-Assignment under this Scheme is one school year and the maximum is three school years. Requests for Temporary Re-Assignment are subject to annual application and approval (see Application Procedures at 4 below).

- 3.2 A teacher may engage in one arrangement over three consecutive school years (subject to annual application), or may wish to participate, at varying intervals, in separate arrangements, subject to the teacher not participating for more than three school years in total during their career.
- 3.3 On conclusion of the Temporary Re-Assignment period, the teachers must return to his/her original school. Where the maximum period has been exhausted (i.e. three school years), no further Temporary Re-Assignment can be entered into.

4. Application Procedures

- 4.1 It is the responsibility of the teacher to identify a colleague in another school for the purposes of entering into a Temporary Re-Assignment arrangement.
- 4.2 A teacher who wishes to participate in this Scheme must submit, on an annual basis, the completed Application Form at Appendix A to his/her employer as early as possible, but not later than the 1st February prior to the commencement of the school year in which the Temporary Re-Assignment is due to commence.
- 4.3 In considering applications for participation in the Scheme, employers must take into account the benefits that would accrue to the school as a result.
- 4.4 The Temporary Re-Assignment arrangement must be agreed between both employers. It shall be open to an employer to interview a teacher who proposes to participate in the Scheme.
- 4.5 The employer must process applications during the month of March. A decision will be conveyed in writing to both teachers by the respective employer before 1st April. The decision of the employer will be final.
- 4.6 Employer(s) must submit all approved applications to the Department/ETB before 10th April. Employer(s) will only be notified in writing by the Department if difficulties arise in relation to eligibility of applicants.

5. Status while on Temporary Re-Assignment

- 5.1 The school in which the teacher is serving for the duration of the Temporary Re-Assignment (the "host school") shall be deemed to be the teacher's employer for the period of the Temporary Re-Assignment and the teacher shall be required to sign a Form of Agreement with this employer. Applications for leave of absence, etc. applicable for the school year following Temporary Re-Assignment must be made to the original employer.
- 5.2 A teacher's seniority in his/her original school shall not be affected by participating in this Scheme. A teacher will not accrue any seniority in the school to which they are temporarily re-assigned.

- 5.3 Participation in the Temporary Re-Assignment Scheme does not confer any right to a permanent/CID position in the school to which a teacher has been temporarily re-assigned.

6. Leadership and Management Posts

- 6.1 A teacher applying for Temporary Re-Assignment must relinquish his/her Leadership and Management post for the duration of the Scheme. The Leadership and Management post vacated by a teacher is subject to the terms as outlined in the relevant Department publications.

- 6.2 Teachers on Temporary Re-Assignment may apply for Leadership and Management posts arising in their original school but are not eligible to apply for posts in the host school. If successful in obtaining a post in their base school, an acting Leadership and Management post is appointed subject to the post still being warranted and subject to the relevant Department Publications.

7. Termination of Temporary Re-Assignment arrangement

- 7.1 An arrangement, once submitted to the Department/ETB, may not be terminated except by agreement by all the parties to the arrangement. If a teacher resigns/retires after entering into this arrangement, a replacement teacher may be appointed in a temporary capacity by the school to which/in which the resigning/retiring teacher was temporarily re-assigned.

Appendix A – Application Form for Temporary Re-Assignment

The Application Form should be fully completed annually and submitted to the employer not later than 1st February on an annual basis and prior to commencing or seeking an extension for a Temporary Re-Assignment. (Separate Application Forms must be completed by each employer)

Year of Application _____

PART 1A - TEACHER APPLICATION

Teacher's Name: _____ Contact No.: _____

Home Address: _____

E-mail Address: _____

PPSN: _____

School Name: _____ Roll No.: _____

PART 1B - DETAILS OF TEMPORARY RE-ASSIGNMENT

Name and Address of school for proposed Temporary Re-Assignment

Roll No.: _____

Name of Teacher with whom the Temporary Re-Assignment is proposed

Educational purpose for the Temporary Re-Assignment

Declaration

I wish to apply for Temporary Re-Assignment in accordance with the Temporary Re-Assignment Scheme as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'.

I confirm that the information provided in the application is true and accurate.

Signature of Teacher: _____

Date: _____

Data Protection Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to consider your application for this temporary re-assignment. The personal data provided may be exchanged with the school to which you wish to be temporary re-assigned. Your employer will retain your application form and accompanying documents in accordance with their Data Protection policy. Further information in relation to this policy is available on request from your employer.

The Privacy Notice outlining further information in relation to this application form can be found at: <https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html> Full details of the Department's Data Protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from Teacher/SNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request.

PART 2– EMPLOYER DECISION

I certify that I have approved/refused (delete as appropriate) the Temporary Re-Assignment application in accordance with the Temporary Re-Assignment Scheme for Primary Schools as set out in Circular 0054/2019 titled '*Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools*'. The following documents will be retained for audit purposes:

1) Application for Temporary Re-Assignment

2) Copy of Decision Notice issued to teacher

Approved Temporary Re-Assignment Application Form has been sent to the Department

Signature: _____ Date: _____
(Employer (Host school))

Signature: _____ Date: _____
(Employer of other school)

School Name _____ Roll No: _____

Employers should return the completed Application Form to:

Teacher/SNA Terms and Conditions Section

Leave Administration Unit

Department of Education and Skills

Cornamaddy

Athlone

Co Westmeath N37 X659 or to the relevant ETB, as appropriate.