From college to classroom

information, tips and strategies for newly qualified teachers



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

Contents

5 Money 5 matters

Salary scales from 1 September 2020	23
Understanding your payslip / income tax	24
Member benefits and discounts	25
Save money on transport	26

1 The INTO land you

Welcome message	
About the INTO	:
10 reasons to be part of the INTO	4
The INTO structure explained	(
INTO CEC Representatives	1
Need advice or want an answer to a question?	!
Stay connected	10
The INTO website	1

3 The new Job

Applying for a teaching job?

117 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
– Tips on applications and interviews	15
A useful checklist for you as you enter the	
profession	16
Teacher contracts	17
Vetting	17

6 Teaching life

Work-life balance	28
Family leave provision for teachers	30
Taking care of your voice	31
Answers to frequently asked questions	32

2 Supporting 2 teachers

INTO Learning	12
INTO Leave app	13
TeacherConnect	13
Global Solidarity	14

4 Your first year

Droichead 20	Useful guidelines for your first year of teaching	18
	Post-qualification professional practice	19
Parent-teacher meetings 21	Droichead	20
	Parent-teacher meetings	21

7Body and soul

Club na Múinteoirí	35
Teachers' Musical Society	36
LGBT+ Teachers' Group	37

Welcome to the INTO

Congratulations on becoming a member of the teaching profession. You have joined a workforce with a long and proud tradition of public service excellence.

The INTO is the largest teacher trade union, representing the interests of more than 47,000 members on the island of Ireland. As a result of INTO campaigns there are more teaching jobs available at the moment, real prospects of getting permanent employment and improved conditions of employment. The active participation of members in the union is its strength and we hope you will play your part in this campaigning work.

The INTO provides advice to members on many issues including salaries and pensions, curriculum and conditions of employment in schools, as well as legal advice and protection if needed. Members receive regular updates through *InTouch*, the INTO website, e-newsletters and social media. Benefits to INTO members include preferential insurance rates and schemes, membership of Comhar Linn Credit Union and Membership Plus.

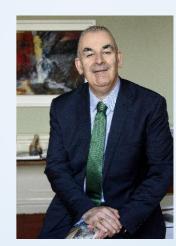
Given the many issues facing the teaching profession in the coming years, it is vital that all teachers take an active role in the INTO. By working together we can improve salaries and working conditions for teachers and the quality of education for pupils.

I look forward to working with you and on your behalf in the years ahead.

Yours sincerely,

John Boyle

General Secretary



WHY JOIN COMHAR LINN?



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1 INTO and you



About INTO

The Irish National Teachers' Organisation (INTO), which was founded in 1868, is the largest teachers' trade union in Ireland. It represents teachers at primary level in the Republic of Ireland and at primary and post-primary level in Northern Ireland.

Joining INTO

Permanent, fixed-term or substitute teachers can join online at www.into.ie.

The membership subscription is deducted directly from salary in the case of teachers who are on the Department of Education and Skills (DES) or ETB payrolls. The INTO subscription is 0.75% of salary.

Each teacher joining the INTO for the first time receives six months' free membership.

More information on joining the INTO and on categories of membership are available on the INTO website www.into.ie.

Get involved

Now that you have joined the INTO, let your voice be heard where it matters. Make your contribution to the improvement of teaching conditions and education standards. Be part of the union which has secured every significant improvement for teachers over the years – from redeployment to ensuring that only qualified teachers work in schools.

For information on how to get involved visit www.into.ie or talk to your staff representative or branch officer.

Check the events calendar on the INTO website for upcoming INTO events and conferences.

10 reasons to be part of the INTO

Advice, support and legal backing

Handling thousands of queries and requests for support from members, we deal with the Department of Education and Skills, the Teaching Council and management, providing legal advice/support as necessary. The INTO has a strong reputation for representing members.

Have your voice heard

The INTO, from the ground up, organises on democratic principles. Annual Congress is the governing body. The INTO ballots members on major decisions, holds elections to key roles, and runs a range of consultative events: e.g. Youth Conference, Principals'/Deputy Principals' Conference, Equality Conference and Education Conference.

Better together

Joining the INTO means you are part of Ireland's largest and longest-established teachers' union, representing over 47,000 teachers across the island.

Advice and financial support in hard times

The INTO's Benevolent Fund supports members or their families in cases of bereavement or financial hardship. The Benefit Funds Committee (BFC) members are available to advise in these situations.

Salary protection, insurance, credit union, discounts

You can protect earnings against the risk of serious illness through the INTO Salary Protection Scheme. The INTO also has a credit union, approved AVC and car insurance schemes and a money-saving discount card, Membership Plus.

Campaigning on issues that matter to you

Member campaigns on class size have secured thousands of additional teaching jobs despite tight budget conditions.

7 INTO networks

Support networks for LGBT+ teachers and for separated teachers are provided, and the INTO has a Global Solidarity Network for teachers interested in global education/union issues.

8

Pay and conditions

The INTO campaigns for professional salaries and conditions of service. Over challenging years since 2008, the INTO has won greater security for fixed-term teachers, fought off attempts to raise class sizes generally, and negotiated a start to pay equalisation and restoration.

9

Supporting you as a professional

The INTO supports members through CPD programmes, 'Teaching Matters' in InTouch, the Irish Teachers' Journal, the annual Education Conference and the provision of study bursaries. The INTO leads on education issues through representatives on bodies like the Curriculum Council (NCCA) and the Teaching Council. The Organisation has made detailed submissions on issues such as supporting pupils with special educational needs, a digital strategy for schools and consultation on educational disadvantage.

10

Up-to-date information

You have access to accurate information via the INTO website, weekly e-newsletters, the *InTouch* magazine, social media and through local branches and representatives like the INTO's elected Central Executive Committee (CEC) members, all full-time teachers.



INTO structure explained

Congress

The INTO is governed by Annual Congress, held each Easter. INTO policy is determined by Annual Congress, or by special congresses which are called from time to time. Any member can submit a motion for Congress through their branch.

Central Executive Committee

Between congresses, the Central Executive Committee (CEC) manages INTO affairs. The CEC consists of the president, vice-president, ex-president, 16 district representatives and three ex-officio members, the general secretary, deputy general secretary/general treasurer and northern secretary. The CEC generally meets on a monthly basis.

The duties of the CEC include:

- carrying out the decisions of the INTO's Annual Congress;
- reporting on the progress made on the implementation of each resolution passed at the previous congress; and
- managing, superintending and directing the affairs of the organisation between annual congresses.

Find out who your CEC representative is on www.into.ie or in the INTO member's diary. Contact details for all CEC representatives are in the INTO member's diary.

National committees

In addition to the election of the CEC, each district also elects a representative to the Education Committee (EDC), the Principals' and Deputy Principals' Committee (PDC) and the Equality Committee (EQC).

The Northern Committee (NC) is elected by members of Districts 1 and 2, representing teachers in Northern Ireland.

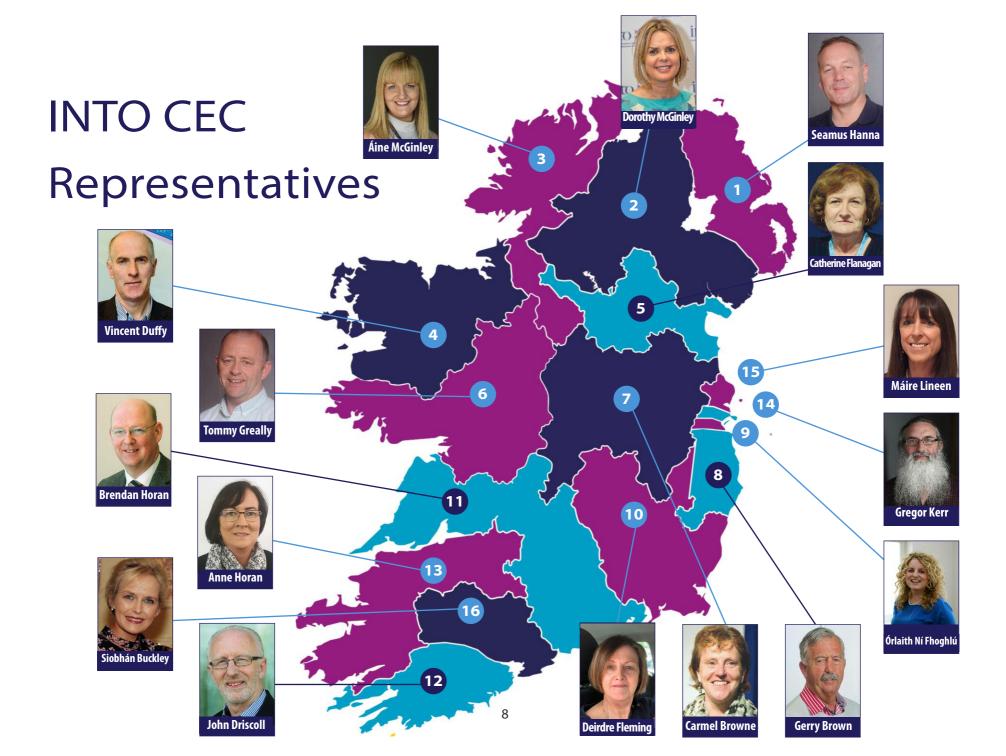
The general secretary of the INTO is John Boyle and Noel Ward is the deputy general secretary/general treasurer.







Which district are you in? 1 Antrim, North Down 2 Derry, Tyrone, Fermanagh, Armagh, South Down 3 Donegal, Leitrim 4 Sligo, Mayo 5 Cavan, Monaghan, Louth 6 Galway, Roscommon 7 Longford, Westmeath, Offaly, Kildare, Meath 8 Wicklow, parts of South Dublin 9 South Dublin City and West 15 **County Dublin** 10 Carlow, Kilkenny, Wexford, Laois 11 Tipperary, Clare, Waterford 12 South Cork 13 Kerry, Limerick 14 North Dublin City 15 North County Dublin 16 North Cork Your staff representative is your first point of contact INTO staff reps have three key responsibilities: 1. Recruiting INTO and members; 2. Informing members; 3. Supporting members. You may be interested in becoming an INTO staff representative you at some stage. If you would like to know more about the role contact tut@into.ie.

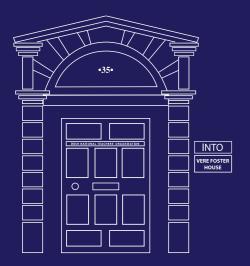


INTO Head Office

INTO Head Office is located at Vere Foster House, 35 Parnell Square, Dublin 1 D01 ET35

Áras Vere Foster, 35 Cearnóg Parnell, Baile Átha Cliath 1 D01 ET35

Website: www.into.ie Email: info@into.ie Telephone: 01 8047700



Need advice or want an answer to a question?

The fastest way to get an answer to a question is to visit the INTO website at www.into.ie. Members can also ring the INTO Queryline at 01 8047700.

The Queryline is operational from 9am to 5pm daily. However, a team member may call you back up to 6pm.

Calls to the Queryline are logged by our reception staff, who will need to verify you are an INTO member. Your query is then assigned to a team member with the relevant expertise to deal with the specifics of the enquiry.

Friday service

Telephone calls are logged in the normal manner each Friday. However, the main focus on Friday is to deal with urgent and/or emergency issues and to ensure that all calls received that week are concluded. Depending on the volume of calls in any given week, call backs in relation to routine queries received on Friday may not be made until the following Monday.

If you have a question you can also talk to the staff representative in your school or contact your district representative. Members who wish to contact their district representative by telephone are requested not to make contact during school hours except in the most urgent cases. District representatives may be contacted between 4pm

and 6.30pm on weekdays. If unavailable, a message can be left and the call will be returned at the earliest opportunity. Please do not contact your district representative on a Sunday or after 12 noon on Saturdays.



Stay connected

The INTO website www.into.ie brings you the latest news, advice and information related to teaching. You can also find out about INTO campaigns and how to get involved. The website also has an exclusive Members' Portal with information and resources. You can view and/or update your INTO membership information in this area.



Go to your branch meetings – check dates with your staff representative. You can also check the events calendar on the INTO website. Something happening in your branch or school? Send a photo to editor@into.ie.



Visit the INTO Learning section of www.into.ie for information on courses.



InTouch magazine is posted to schools, normally during the first week of every month. If you do not receive your copy check with your staff rep or contact INTO Head Office. InTouch is also available on the INTO website.

The INTO e-newsletter is emailed on Tuesdays during termtime. Subscribe free at http://into.newsweaver.ie.





Whenever we have exceptional news, an *Eolas* is issued to members and is also posted online.

Follow the INTO on Twitter @INTOnews, on Facebook at www.facebook.com/INTOnews and on YouTube at INTOIreland.









Finding your way around the INTO website

On the INTO website you will find a wealth of invaluable information on topics such as:

Your entitlements to leave

Understanding your payslip

How to maximise your earnings

DES circulars and updates

Once you log in, you can:

Access your membership profile

Update your membership details

Find contact information for your INTO branch

Should you encounter any problems contact membershiproi@into.ie; or telephone 01 8047713.



Make sure to register for access to member-only content and advice on the INTO website.

www.into.ie/join/login/



Remember

As an INTO member you can access information relevant to you as a teacher quickly and easily on the INTO website.

Member-only access to our Help & Advice section

Information about a free health insurance comparison service

Information about the Teachers' Car Insurance Scheme

Find out when and where your next local INTO event will be held

Dedicated campaigns section

2 Supporting teachers



TeacherConnect

TeacherConnect is a brand-new member service which offers an enhanced service to members available for substitute work. SubSearch helps teachers find substitute work – whether just out of college or seeking part-time employment.

Substitute teachers register their profile and availability on the site – while principals can search for registered subs in their area.

Principals can immediately find subs (by date/location).

Subs may register availability in up to three locations for current and following week.

Privacy – only registered principals can view subs' contact details.

New features of TeacherConnect include:

- A temporary reassignment register designed to help INTO members organise a temporary exchange from one school to another in accordance with the relevant Department of Education circular; and
- A job share register for members designed to facilitate inter-school job sharing between teachers who are employed in one school, but who wish to job share with a teacher in another school in accordance with the relevant Department of Education circular.

Register now at teacherconnect.into.ie.



Searches per week



12,680 Schools served



12,000+ Messages per week

INTO Leave App

This app for INTO members allows you to check your entitlement to leave in seconds. It contains information on brief absences, extended leave and sick leave.

Download from iTunes and Google Play. Search for 'INTO guide to teachers leave'. Ensure software on your iPhone or Android device is up to date before downloading.



INTO Global Solidarity

As a teacher, you can have a very significant influence in introducing your class and the school community to the need for and principles of global solidarity. The INTO can assist you with this and also with the promotion of the Global Goals for Sustainable Development (SDGs). Excellent supports are available on the INTO Global Solidarity webpages. INTO Learning also provides relevant summer courses.

INTO Global Solidarity is made up of the three pillars of Campaigning, Learning and Volunteering that work in conjunction with each other to advance educational

standards, human/trade union rights and decent work worldwide.

More information is available on www.into.ie.

INTO Global Solidarity Network

The INTO Global Solidarity Network lobbies and campaigns for teachers' rights worldwide.



The Global Citizenship School supports primary schools in learning about and acting upon global issues.





The INTO Solidarity Fund supports members volunteering abroad and other educational projects. Application forms for grants are available on the INTO website.

3 The new job

Applying for a teaching job?

10 tips on applications and interviews

Have your application form, letter and CV (if required) proofread.

Make sure the grammar, spelling and names are correct.

Always include positive action verbs in sentences.

When calling to schools to leave a CV or application, make sure it includes correct contact details, your qualifications and details of your Teaching Council registration and statutory declaration.

Use referees that are known to you professionally and make sure you get permission before using a name.

Make sure you have a professional voicemail/email in place and, if called to interview, always respond in writing or by email.

Make sure you dress appropriately and arrive early for your interview.

Topics covered at interview usually include your knowledge and experience, your classroom management skills, working with pupils, parents and colleagues and your personal aptitudes and attitudes.

At an interview, be yourself in a positive, friendly, enthusiastic way.

You are entitled to a copy of your score sheet and you can ask for feedback on your interview. If you are concerned that procedures have not been adhered to, or that you have been discriminated against, then contact the INTO.

A useful checklist as you enter the teaching profession



- The Teaching Council has a statutory responsibility for establishing procedures and criteria for the induction of newly qualified teachers.

 To become fully registered, all teachers must complete Post Qualification Professional Practice. Information on this is available at www.teachingcouncil.ie.
- Check out www.teacherinduction.ie for guidance on completing the Post Qualification Professional Practice.
- Enquire if there is a mentor in the school in which you will be working.
- For queries in relation to:
 Droichead: info@teachingcouncil.ie and include your
 Teaching Council number in your email.
 Teaching Council registration:
 info@teachingcouncil.ie
 Induction: info@teacherinduction.ie

- Make sure the school has completed the **Teacher Appointment Form** if you are taking up appointment as a permanent or temporary teacher. This form ensures that you are put on the DES payroll.
- Make sure you have registered for Income Tax on www.revenue.ie (Jobs and pensions section). This will allow a certificate of tax free allowances to be issued, limiting the amount of time you spend on emergency tax.
- Check out the Help & Advice section of the INTO website at www.into.ie for guidance and resources for teachers.
- A free, confidential counselling service is available to teachers: https://wellbeingtogether.spectrum.life or 1800 411 057.

Useful websites

Department of Education and Skills: www.education.ie

The Teaching Council: www.teachingcouncil.ie INTO

Induction: www.teacherinduction.ie

INTO: www.into.ie

Education centres: www.ateci.ie

Teacher contracts

A teacher may be appointed to or engaged by a school on either a full-time, part-time or casual basis. An offer of any employment in a school may be made and/or accepted either orally or in writing.

Appointments to teaching positions are subject to contract. The employment contract for teaching positions is typically subject to certain conditions including vetting, registration with the Teaching Council and medical fitness. Confirmation and verification of these conditions is usually required by a school prior to the commencement of employment, particularly where the position is permanent or fixed-term and in order to meet relevant statutory obligations. Vetting is required for all teaching positions.

An employer (school/ETB) must notify each new employee (teacher) in writing, within five days of commencement of employment, of the following five core terms of employment. These include:

- 1. the full names of the employer and the employee;
- 2. the address of the employer;
- 3. the expected duration of the contract, in the case of a temporary contract, or the end date if the contract is a fixed-term contract;
- 4. the rate or method of calculation of the employee's pay;
- 5. the number of hours the employer reasonably expects the employee to work per normal working day and per normal working week.

For teachers who are appointed to positions funded by the Oireachtas, reference may be made to the provisions contained in applicable circulars from the Department of Education and/or the *Rules for National Schools* for the fourth and fifth core terms.

Where a teacher is employed by a school in either a permanent or fixed-term capacity, they must receive a written statement of the remaining terms (including the aforementioned) of their contract within two months of starting the employment. As the terms and conditions of employment for teachers including leave arrangements and pension schemes are set in DES circulars, the employment contract may simply make reference to the provisions contained in applicable circulars and/or the Rules for National Schools. There may often be a variance in the type of written contracts used by schools and which may contain other/additional terms and conditions applicable to a particular school for example confidentiality, intellectual property and reference to policies such as internet/email.

Make sure you receive written information on the terms and conditions of your job. Prior to signing such a form, you should read and understand the conditions contained within the contract. Teachers concerned about signing a contract should contact INTO Head Office or their district representative.

After signing the contract, the teacher should be given a signed copy of the form. If any dispute arises thereafter concerning the terms of the contract during a teacher's career, they should immediately contact their CEC representative or INTO Head Office.

Vetting

It is a requirement under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (NVB Act) that individuals who work with children and vulnerable persons be vetted by the National Vetting Bureau.

The Teaching Council is the authorised body for administering vetting for teachers in Ireland and is required to access the vetting disclosure for suitability for registration. The school is required to receive and access the vetting disclosure for employment purposes.

Full details on how to apply for vetting are available at http://bit.ly/GuideToVetting.

FAQs on vetting are available on the Department of Education and Skills website at http://bit.ly/VettingFAQ. You can track your vetting application through the National Vetting Bureau at https://vetting.garda.ie.

The new job

4 Your first year

Some useful guidelines

- Work on building positive relationships with your colleagues, your pupils and their families.
- Use the key skills of observation, listening, questioning and empathy wisely. Work on these skills and practise them as they will play a vital role in your teaching over your entire career.
- Learn to read the atmosphere of the classroom and learn how to respond appropriately.
- Prepare, organise and be ready to teach every day.
- Explain classroom rules demonstrate, model, teach and re-teach. For the younger classes having a visual representation of the rules is important.
- Make the classroom a class-home, welcoming, encouraging and stimulating through signage, displays of children's work, labels, photographs, seasonal displays and subject-dedicated areas.

- Use a variety of approaches to teaching and learning and use the pupils' ideas at every available opportunity.
- Embrace diversity and support all learners.
 Scaffold and structure the learning for the children so that they all have an equal opportunity of achieving success.
- Greet pupils on arrival it is the small, informal conversations which pay dividends in contributing to a cooperative and positive atmosphere. When they leave in the evening always acknowledge their co-operation and contribution throughout the day.
- Model the key qualities you wish to nurture in your class and, in particular, emphasise respect.
- Learn from mistakes and build on the learning experiences – reframe a problem as a challenge or an opportunity.

- Praise and be specific with your praise e.g.
 "I really like the way that you used colour in
 your painting". This type of feedback is the
 most constructive, especially if followed by
 strategies to improve the learning potential.
- Believe in your own strengths.
- Be fair, honest and consistent in your approach.
- Realise the important role that you play as a teacher in the lives of the children that you teach every day and the parents that you will work with throughout the year.
- Familiarise yourself with school policies e.g. child protection and school data protection policy. Keep sensitive reports/data locked away.
- Recognise the importance of the social and emotional contexts in teaching and learning.
- Practise self care. Keep a work-life balance.

Post-qualification professional practice

may result in the registration of the teacher lapsing and this may have implications for employment in a school.

Newly qualified primary teachers (NQTs) who have completed their initial teacher education in Ireland are registered by the Teaching Council with the condition of satisfactorily completing post-qualification professional practice.

To be eligible for appointment in a primary school, a

teacher must be registered with the Teaching Council.

Some qualified teachers who have completed initial teacher education abroad are also registered with conditions by the Teaching Council. These conditions may relate to addressing qualification shortfalls, completing Irish language requirements and completing satisfactorily a post-qualification professional practice process.

Registration with conditions is valid for three years from the date of first registration. Failure to complete the conditions

The Teaching Council's document *Post-qualification Professional Practice Procedures and Criteria* contains the most up-to-date information for newly registered teachers who need to fulfil one or more post-qualification registration conditions through Droichead (the Integrated Professional Induction Framework). A teacher with conditional registration is eligible to be employed in the setting that is appropriate to his or her qualifications in Ireland (*DES Circular 0031/2011*).

The conditions applied to a teacher's registration, and the time period allowed to meet those conditions, are notified to the teacher when they are admitted to the Register of Teachers.

Your first year

Droichead

Droichead is the mechanism to complete induction for all primary school teachers in all settings and schools. Droichead is a supportive, non-evaluative induction process.

A teacher in these schools may undertake Droichead when employed as a mainstream or special education teacher. Droichead may be completed in exceptional circumstances in other roles and must involve the NQT teaching the same cohort of pupils. Schools should provide the NQT with the opportunity to teach in a mainstream setting and to include the teaching of other subjects as part of the process in collaboration with the class teacher.

Paid employment in a permanent, temporary or substitute capacity is eligible. A job-sharing and a part-time teacher can apply for Droichead, subject to conditions.



NQTs may complete Droichead in a:

- mainstream class in mainstream school;
- · special class in a mainstream school;
- class in a special school;
- SET posts (including EAL).

Applying for Droichead

An application for Droichead can be made at www.teachingcouncil.ie

There are three elements to the Droichead process:

School-based strand

The NQT is required to engage with the Professional Support Team (PST) at school level. During the course of Droichead, an NQT has a number of interactions/professional conversations with experienced colleagues on the PST. Observations are a feature of Droichead, including arranged observation by the NQT of more experienced teachers' practice and observation of the NQT's practice by the PST.

Additional professional learning activities

NQTs are required to engage in one cluster meeting per term, in a local education centre facilitated by the NIPT. NQTs should also engage in one other professional learning activity, identified by themselves in accordance with their professional learning needs, in consultation with the PST.

Concluding Droichead

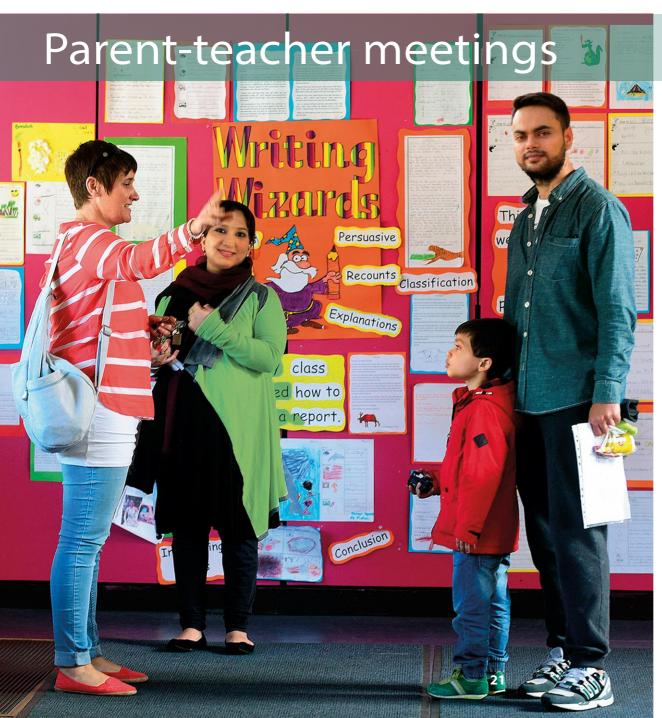
On completion of the school-based strand, the NQT confirms s/he has engaged with school based induction, attended a cluster meeting and one other professional learning activity, engaged in reflective practice and states that they believe they are ready to move to the next stage of professional learning.

Form D must be completed and returned to the Teaching Council for registration to be updated. The NQT and PST jointly declare that they believe the information given by the NQT is accurate, and that they have participated in a quality teaching and learning process, and ask the Council to reflect that on the register. On receipt of this, the Teaching Council will lift the condition relating to induction from their registration.

Full details of Droichead are available on the Teaching Council website http://bit.ly/TCDroichead.

Contact details

Teachers applying to commence Droichead: The Teaching Council: (telephone 1890 224 224 / 01 651 7900 or email conditions@teachingcouncil.ie)



Preparing for formal parent-teacher meetings

- Make sure that if you have important issues about behaviour or pupil progress to discuss with parent/s about their child that this is not the first time they are hearing it from you as the class teacher.
- Prepare thoroughly have corrections/records up-to-date and readily accessible.
- Gather evidence of each child's achievements e.g. copies, work samples, projects, etc.
- Prepare brief notes on each pupil outlining progress, achievements, concerns, suggestions for improvement. If you are highlighting areas which need to be worked on, then it is important that you have some suggested strategies/activities for discussion with parents.
- Talk with the resource/learning support teacher if necessary and have all information to hand.
- Know the name of the person/s coming to meet with you and their relationship to the child.
- Have times allocated which allow for an overrun but try as best you can to adhere to time allocation. Vary your allocated times, depending on the amount of time you need to allocate for discussion with different parents. If you feel extra time is needed then ask the parent to make a further appointment, in the interest of other parents who may be waiting for quite a while.

During parent-teacher meetings

Consider the tone of your voice and your body language throughout the meeting.

Remember, this meeting is not about you but about an opportunity for parents to come and discuss their child's progress.

Beware of using education jargon, explain everything thoroughly to the parent and always check with the parent for understanding and invite feedback.

Listen – this is an ideal opportunity for you to find out information to supplement the developing profile of the child. Valuable insights can be gained on homework, different subject preferences and also the view of the child on what it is like to be a pupil in your class.

Always start with the positive, continue with the areas that need work and support and conclude on a positive note.

Ask for the parent's advice – if you both agree targets then it is important to arrange a time when you will review progress.

Be empathic and attentive – this may be the only time, in this particular year, that you will have an opportunity to meet with the child's parents.

Stay focused on the purpose of the meeting.

It is important to highlight that, by working together as parent and teacher, progress can be made. Be honest and truthful – try not to dilute facts just to keep a parent happy. Parents should be given accurate information but comments should be phrased in a way which is not critical of the parent or their parenting skills.

Ensure other pupils' details/reports are not visible to parents.



Make notes on actions agreed – have a grid made out with children's names to record your notes.

Always thank the parent for their attendance at the meeting.

Make sure to follow up on actions agreed.

5 Money matters

Incremental salary scales

Teachers normally move up one point on the scale after completion of a full year's service

Point on Scale	1/9/2020	1/10/2020	Point on Scale	1/9/2020	1/10/2020
	€	€		€	€
1	36,953	37,692	15	57824	58,980
2	38,466	39,235	16	59,688	60,882
3	40,192	40,996	17	59,688	60,882
4	40,981*	41,801	18	59,688	60,882
5	42,090	42,932	19	62,259	63,504
6	43,431	44,300	20	62,259	63,504
7	44,935	45,834	21	62,259	63,504
8	46,451*	47,380*	22	62,259	63,504*
9	47,717	48,671	23	65,655	66,968
10	49,978	50,978	24	65,655	66,968
11	51,383	52,411	25	65,655	66,968
12	53,062	54,123	25	65,655	66,968
13	54,733	55,828	25	69,407	70,795
14	56,417	57,545			

Notes

- (i) *Points 4 and 8 are skipped on this scale for post 1 January 2011 entrants under the terms of the PSSA.
- (ii) All entrants start on point 1.
- (iii) The value of an honours degree allowance is incorporated into each point of the scale.

1 October 2020 scales incorporate a 2% increase with effect from 1 October 2020 in whole-time annual basic scale salaries provided for under the terms of the PSSA 2018– 2020. These figures are INTO estimates.

Rates for substitute teachers

A casual substitute is a teacher who has worked for less than 40 days in an academic year. Casual substitutes are paid a flat daily rate plus holiday pay. In the event that a qualified substitute teacher works more than 40 days in an academic year, each additional day worked over and above 40 days will be paid at a personal daily rate. This rate is determined by the teacher's incremental point on the incremental scale plus a qualification allowance, if applicable. Teachers in this category are referred to as non-casual substitutes. See the salary section of the INTO website for more information on substitute pay.

Method of Payment

Permanent and temporary teachers' salaries are paid by the Department of Education and Skills and issue from the DES offices in Athlone, Co Westmeath, every second Wednesday.

Accordingly, teachers receive salary 26 times per year, normally on a Thursday. The DES operate a PayPath facility through which all teachers have their salaries paid directly to a bank or building society account.

Teachers employed as substitutes will have their employment recorded on the Online Claims System by their school. This in turn will generate payment for the relevant days through the DES Payroll.

Understanding your payslip

A payslip is sent directly to an address nominated by the teacher. On your payslip you will see two columns – gross pay on the left and deductions from your gross pay on the right (tax, PRSI, pension deductions, VHI, INTO, Comhar Linn, etc.) Your net (take home) pay will be written in the bottom righthand corner of your payslip.

As a newly qualified teacher, you will be starting on point 1 of the scale (€36,953 per annum as of 1 September 2020, rising to €37,692 on 1 October 2020).

Depending on your employment, you will either be paid a daily substitute rate or a fortnightly salary which will be calculated by dividing your incremental point by 26.09 (i.e. the exact number of fortnightly salary payments per annum). A teacher's incremental point is recorded on the top righthand corner of their payslip.

More information regarding understanding your payslip is available on the INTO website.

Income Tax

When you start working for the first time (even if it is a part-time or temporary job), you should register for income tax as soon as possible to avoid paying emergency tax. To do this, you should apply for your Personal Public Service Number (PPSN), if you do not already have one. You should also register on the Jobs and Pensions Service via 'MyAccount' on www.revenue.ie. This will allow a certificate of tax free allowance to be issued to the Payroll Section of the Department of Education and Skills.

Teachers are also entitled to Flat Rate Expenses of €583 per year – €518 for Teacher Flat Rate Expenses and €65 for Teaching Council Registration Fee. These flat rate expenses are a form of tax relief and will reduce your tax bill for the year. See www.revenue.ie for more information, or contact your local Revenue Office to ensure you are claiming all relevant tax credits and flat rate expenses.

More information in relation to salary can be found on the INTO website or at www.revenue.ie.

For queries in relation to teachers' pay, contact the INTO Queryline or the Payroll Division, Department of Education and Skills at telephone 090 6484043 (if your school roll number is between 00359V and 18267Q) or 090 6484044 (if your school roll number is 18268S or higher).

You can also email primtch_payroll@education.gov.ie.



The INTO has a number of specially negotiated benefits for members that it is happy to recommend. Visit www.into.ie for more information.

Membership Plus

Membership Plus is your member benefits programme. From pizza to pub grub, days out to golf, hotels to big brand names, there is something for everyone with significant savings in a short space of time. You will receive your Membership Plus card with your New Member's Pack.

To view the full range of offers, see new offers as they are added throughout the year, enter competitions and much more, ensure you have registered your card by going to www.membershipplus.ie/teachers.

Financial schemes and health insurance

into 🔯

Expires: 30/09/2020

The INTO has negotiated exclusive arrangements with a number of financial service providers for all INTO members. Full details of all of these INTO approved arrangements

are available in the Members' Area of the INTO website.

Win, win

Keep an eye on the Competitions page within Benefits section. Details of competitions for members, including hotel breaks, are featured on a regular basis.

Money matters

Save money on transport



Travel Pass Scheme (Taxsaver Commuter Scheme)

Legislation introduced in the Finance Act 1999 allows an employer to incur the expense of providing an employee with an annual bus/rail pass, without the employee being liable for benefit-in-kind taxation. The cost of the commuter ticket is taken from gross salary and employees do not pay tax, PRSI, income levy or pension related deduction on the salary sacrificed.

The Travel Pass Scheme is available to teachers who are employed in a permanent, contract of indefinite duration, fixed-term, or regular part-time capacity and is operational on 1 January each year.

Teachers wishing to avail of an annual travel pass should complete an application form, sign an authorisation form and familiarise themselves with the scheme. These forms are usually available in September and October each year on www.education.ie – Travel Pass. The closing date for receipt of applications is usually the first working day of November. More details are available on www.education.ie and on www.taxsaver.ie.

Cycle to Work Scheme

This scheme applies to teachers and it allows an employer to purchase a new bicycle and/or bicycle safety equipment up to a maximum value of €1,000 once every five years on behalf of an employee. The employee will not be liable to income tax, PRSI or USC on the cost of the benefit, as reflected in the amount of the salary sacrificed. The purpose of the scheme is to encourage more employees to cycle to and from work thereby contributing to lowering carbon emissions, reducing traffic congestion and improving health and fitness levels.

A guidance note on the scheme, including a series of questions and answers provided by the Revenue Commissioners, can be found at http://bit.ly/RevenueCycleToWork.

See *DES Circular 0056/2020* for more information. Teachers can avail of both of these schemes as they are not mutually exclusive.



Interested in salary protection?

The Salary Protection Scheme for INTO Members protects your salary against the impact of illness or disability, providing you with a replacement income should you fall ill and become unable to work.

The salary protection scheme for is exclusively available to INTO members. Contact Cornmarket Group Financial Services Ltd at 01 470 8078 or visit http://bit.ly/CornmarketSalaryProtection.

Buying a home or considering switching mortgage?

If you are an INTO member considering buying a home or thinking of changing your mortgage provider then EDUC Mortgages can offer you expert mortgage advice and exclusive offers. Buying a home is a daunting task and dealing with the maze of offers from all the banks can be intimidating. EDUC Mortgages advises members on all aspects of mortgages.

EDUC Mortgage's exclusive offers for INTO members include:

- Free consultation.
- Reduced legal fees of €500 plus VAT and outlays for all mortgages or €300 contribution towards legal fees if you use your own solicitor.
- No fees charged.
- Same interest rate as you receive from the lenders directly.



6 Teaching life

Work-life balance

How newly qualified teachers can achieve a work-life balance

Your initial year/s in the profession will be demanding on your time as you get to grips with the demands of a busy career. It is important to maintain a good work-life balance for your personal and professional wellbeing.

- Time is a limited commodity so it will be necessary to prioritise, plan and manage your time.
- Prioritise your 'to do' list in relation to work on a high to moderate to low scale.
- When planning lessons, look for topics which span three or four lessons.
- Make a grid of your use of time for a week and see where your time is being spent. If you feel that you need to make changes then make one small change at a time.

 Seek help around you. It is really important that you seek advice and support. All teachers were once in your shoes as an NQT and will empathise with you on what the first year is like.

- If you feel overwhelmed by the demands of the job, talk with someone you trust at school level.
- Try not to fall into the trap of comparing what you have covered in your class with a fellow NQT in another school. All schools and classes are different, all children are different and all teachers are different.
- Work to your own pace, particularly in your first year out.
- Have a notebook and when you get a positive comment from a pupil, parent, colleague,

principal or inspector write it down. On days when you are feeling overwhelmed it is good to look at the notebook and see the positive!

 Before you go home in the evening it may be good to talk with your mentor or another teacher, for a few minutes, about your day.
 Many teachers have what has been described as a third space – a day in the week where they meet for a coffee/tea – so this might be an opportunity for you to meet other teachers.

It all begins at home

- It is important to eat well, exercise and get adequate sleep as it can be difficult to be effective in the classroom when you are tired.
- Make time for recreation and social activities and maintain relationships with family and friends. If you find yourself making excuses for not meeting up with friends or not going home at weekends because of workload, then reflect on how much time you are spending on workrelated tasks.

Take care of yourself

- It is important that you find a sense of achievement in all you do. There will be days when you will ask yourself "why did I become a teacher?" This feeling will pass – every teacher has days like this. Try not to over-analyse, just ask yourself "what small step could I take to enable me to get back in there again and make tomorrow more satisfying?"
- Don't be too hard on yourself. Teaching is a really demanding and challenging job; very often there are no easy answers. You will have to work through problems and try different approaches but that is what makes teaching interesting and challenging.
- Maintain a positive attitude towards your work.
 Avoid negative talk or people who talk down the job.
- Remember it is a sign of strength to ask for support.
- The optimum work-life balance is different for every teacher and will vary from day to day, week to week and year to year, depending on personal and professional circumstances.

Employee Assistance Service/ Wellbeing Together: Folláine le Chéile

Spectrum.Life Services has been contracted by the Department of Education and Skills (DES) to deliver the Employee Assistance Service. The purpose of the service is to provide teachers and their immediate family members with easy access to confidential counselling and to assist teachers in coping with work-related issues, family issues, emotional concerns or relationship difficulties.

Freephone: 1800 411 057 – 24 hours a day / 365 days a year. Employees can also text 'Hi' to 087 369 0010 to avail of EAS support via SMS and WhatsApp.

Family leave provision for teachers

Family Leave	Purpose	Paid	Maximum period	Sub cover	Full details
Family Illness (including	Urgent tending to a family member who is ill,	Yes	5 school days in a school year (for immediate	Yes*	DES Circular 0032/2007 –
Force Majeure)	including accompanying to hospital		family). 3 school days for near relative		Section 1 and Appendix A
Family Bereavement	Related to bereavement and/or attendance at ceremonies	Yes	5 consecutive days or 3 consecutive days	Yes	DES Circular 0032/2007 —
			(5 days for immediate family)		Section 1 and Appendix A
Marriage Leave	Teacher's own wedding and days following	Yes	7 consecutive days (from date of marriage)	Yes*	DES Circular 0032/2007 — Section 3
_	Immediate family member graduating,	Yes	1 school day	Yes*	DES Circular 0032/2007 — Section 3
Reception/ Other's	entering Garda/Defence Forces,				
Marriage Leave	entering religious order, marrying				
Court Leave – Family Law	Court proceedings re legal separation	Yes	1 school day	Yes*	DES Circular 0032/2007 — Section 3
Maternity Leave	Birth and early care	Yes	26 consecutive weeks (and option of additional unpaid leave)	Yes	Chapter 2 – DES Circular 0054/2019
Adoptive Leave	To allow adopting teacher a period with placement of adopted child	Yes	24 consecutive weeks (and option of additional unpaid leave)	Yes	Chapter 3 – DES Circular 0054/2019
Paternity Leave	Caring responsibilities soon after the birth or placement of a child	Yes	2 consecutive weeks within 6 months of birth/placement	Yes	Chapter 4 – DES Circular 0054/2019
Parent's Leave	Care of children within first year	No**	2 weeks***	Yes	No circular available, see welfare.ie for information on Parent's Benefit
Parental Leave	Care of children under 13	No	26 weeks per child	Yes	Chapter 5 – DES Circular 0054/2019
Other leave related to parenthood	Health and safety leave during pregnancy, antenatal classes, time for breast-feeding, etc	Yes	Variable — e.g. max 1 hour per day (within 104 weeks of birth) for breast-feeding	Generally yes	DES Circular 0032/2007 and DES Circular 0060/2018 covers breast-feeding provisions
Carer's leave	Care for person medically certified as in need of care	No**	104 weeks (in respect of 1 'relevant person')	Yes	Chapter 6 - <i>DES Circular 0054/2019</i> , Carer's Leave Act 2001 amended by Social Welfare & Pensions Act 2006 (Schedule 9)
Job-Sharing	Work flexibility for family or other reasons	Half Pay	Unspecified	Fixed term teacher appointed	Chapter 8 – DES Circular 0054/2019
Extra Personal Vacation	Family or other reasons	Yes	5 school days, but linked to length of approved course attended	Yes*, first day only	DES Circular 0037/1997 and 0035/2009
Career Break	Break from normal duties for purpose of caring, study, travel, etc	No	10 school years, max of 5 years consecutively	Fixed term teacher appointed	Chapter 7 – DES Circular 0054/2019
Unpaid leave	Compelling obligation requiring leave, granted at discretion of BOM	No	10 school days in one school year	Yes	Chapter 11 – DES Circular 0054/2019

^{*}Substitute cover available for 2020/21 school year due to public health crisis. See DES note 08/2020.

NB: Approval may also be given for other brief absences. More information on sick leave and brief absences at www.into.ie and on INTO's Leave app.

^{**}Benefit available from DEASP.

^{***}Expected to increase to 5 weeks from November 2020. Details TBC.

Taking care of your voice

Talking constantly will take its toll on the voice so teachers should pay special attention to this matter. It is important to:

- warm up the voice at the start of the day;
- practise relaxation techniques to ease whole body tension;
- before lessons, stretch and relax facial muscles to release tension from the face and jaw;
- take time to relax and let the voice recover after prolonged speaking. Use 'cooling down' exercises and have a warm drink;
- be aware of posture when speaking and consider how postural alignment and the degree of muscular tension affect the tone and resonance of the voice;
- drink water frequently. Drinking six or eight glasses a day will help to keep the larynx moist, especially in hot, dry atmospheres;
- for a mild sore throat, sucking fruit pastilles can help. Strong throat sprays, lozenges etc, which dry the larynx, should be avoided. It is important to rest the voice as much as possible and avoid whispering, as it is stressful for the larynx. Breathing steam rising from hot – but not boiling! – water can also be of benefit;
- be aware of the symptoms of vocal fatigue and consult your doctor accordingly.

Breathing

Shallow 'upper chest breathing' can affect the tone and resonance of the voice. Teachers may find it useful to practice slower 'centred breathing' using the diaphragm, which will help vocal quality and also release tension and recharge energy.

Pitch

It is a useful exercise to seek to find the optimum or natural pitch by making a sound of agreement in a relaxed state ("hm, hm"). The second sound is most likely to be very close to the optimum pitch. Practicing speaking flexibly on and around this level can be helpful.

Teachers should try not to pitch outside their comfortable range or shout to get attention. Instead, they should try using agreed signals and develop 'getting attention' routines using sound, visual and vocal signals.

Resources

Tips for teachers and other people who use their voice professionally:

http://bit.ly/HSEVoiceCareTips

HSE Voice Care: http://bit.ly/HSEVoiceCare

Irish Association of Speech and Language Therapists: www.iaslt.ie



Answers to frequently asked questions

I am seeking work in a primary school either as a substitute, temporary or permanent teacher. What should I include with the application form?

With the application form you should enclose the documentation specified in the advertisement for the post. Any CVs sent to schools should have a copy of evidence of current Teaching Council registration and a copy of the statutory declaration in relation to child protection attached. This will minimise administrative issues for the school when employing teachers as substitutes.

The INTO has also negotiated a facility under the DES Circular 0044/2019 whereby online applications can be facilitated by schools, if indicated in their ad.

Why do I need to register with the Teaching Council?

Section 30 of the Teaching Council Act 2001 makes it a requirement for teachers to register with the Teaching Council in order to be paid salary from Oireachtas funds.

Is there a standard application form for teaching posts?

The INTO and the management bodies have reached agreement in relation to a standard application form for primary teaching posts.

Schools may use the relevant form as an alternative to seeking a curriculum vitae and copies of the forms (both English and Irish versions) are available to download from the INTO website.

What does a fixed-term (temporary) position mean?

Fixed-term positions in primary schools generally arise when a teacher is absent on some form of approved leave, e.g. career break, secondment or job-sharing. Teachers in fixed-term positions are paid on a fortnightly basis based on their incremental point on the salary scale. They have the same terms and conditions as permanent teachers, except that their contract with the school has a specific end date.

Where can I find out about Post Qualification Professional Practice (Droichead)?

Information on PQPP is available on www.teachingcouncil.ie.

Who is my contract with?

In a dan 1868

Your contract of employment is with the board of management/ETB of the school in which you are employed.

What is the difference between a board of management and ETB?

Boards of management (BOM) manage primary schools (other than community national schools under the patronage of an ETB). Education Training Boards (ETBs) manage schools on behalf of local authorities. The DES is the paymaster for state funded public schools, other than those schools under the patronage of an ETB, with the ETB being the paymaster for these schools.

What is a Contract of Indefinite Duration (CID)?

In circumstances where a teacher has been employed on two or more fixed-term contracts with the same school they may have an entitlement to a contract of indefinite duration (CID). To qualify for a CID the teacher must have in excess of two years continuous teaching service, under two or more successive written contracts of employment, that were paid for by monies provided by the Oireachtas, within the same school. In addition, the teaching post in the third year must be a viable post for the school year and contain no objective ground disqualifying the award of the CID. A teacher employed on a CID holds an employment status equal to that of a permanent teacher. See DES Circular 0023/2015.

What does a substitute or specified post mean?

Substitute/specified purpose positions arise when teachers are absent on sick leave, maternity leave or other brief absences.

Substitute teachers are paid a daily rate. Schools must fill out the Online Claims System in respect of the absent teacher, in order for a substitute to be paid. Non-casual substitutes (i.e. those who are employed for more than 40 days in the same position, e.g. a maternity leave) are entitled to be paid at their personal rate and have the same terms and conditions, etc. as permanent/fixed-term teachers.

If I have signed a contract for a permanent post but then wish to accept a job offer from a different school what do I do?

When a teacher accepts a permanent appointment in a primary school, the teacher thereby enters a contract with their future employer, the BOM of the school concerned. The position is confirmed by the signing of a contract/Form of Agreement. The contract/Form of Agreement may require the teacher to give three months' notice of intention to resign from the school. However, you may be able to agree an earlier date of resignation with the school. You should discuss this with the principal or chairperson of the BOM.

What is the role of the board of management of my school?

The BOM/ETB manages the school on behalf of the patron. The role of the board /ETB is set out in the *Governance Manual for Primary Schools 2019-2023*. All appointments of teachers in the school are made by the BOM in accordance with relevant legislation, *DES Circular 0044/2019*, current departmental circulars and subject to the prior approval of the patron.

The BOM/ETB are also responsible for disciplinary matters, in line with DES Circulars; DES Circular 0049/2018 for all schools other than those under the patronage of an ETB, where DES Circulars 0048/2018 and 0050/2018 apply.

The board also approves applications for career breaks, secondments and job-sharing.

What are the panels?

There are two types of panel. The first (main) panel is to redeploy permanent teachers who are surplus to requirements in their own school. Generally, the most junior permanent teacher (in the school's seniority list) will be redeployed if a post is no longer required in a school (e.g. due to declining enrollment).

Panels are organised based on the patronage of the school – e.g. on a diocesan basis. Details of the redeployment panels are contained in the staffing circular for each year.

The second type of panel is the supplementary panel. It provides a mechanism for teachers who have built up temporary and substitute service to access permanent posts in their area. Details of eligibility for the panel are published in a circular in November/December each year.

Teaching life

What is seniority?

Teachers' seniority in their schools is determined by their date of commencement of duty in a permanent or CID post. Seniority is important as it decides the order in which teachers will be redeployed through the panel if a post is suppressed in the school (e.g. if the numbers drop). The most junior teacher(s) will be redeployed first.

Where two teachers are appointed to permanent/CID posts on the same day, the BOM must determine the seniority of these teachers in accordance with *DES Circular 0044/2019* BOMs/ETBs are required to publish the list of seniority of teachers in the staff room each September.

Do I need to submit a certificate to the school if I am sick?

Up to 7 days' paid self-certified sick leave can be taken in a rolling two year period. Teachers must submit a medical certificate for absences in excess of three days to the school managerial authority. The sick leave will be keyed into the Online Claims System (OLCS) by the school.

Where absence is in excess of six days, the medical certificate must by accompanied by a DEASP illness benefit claim. The employee should complete the application form for illness benefit (IB1). The certificate of incapacity for work is completed by the doctor and returned to the employee. The employees' bank account details must be included on the form IB1.

The completed application form and certificate of incapacity for work form should be forwarded to DEASP at the address referenced on the forms. The DES payroll system will calculate the number of eligible days for the illness benefit deduction based on the sick leave record entered by the school and will deduct the amount from the salary.

More information on self-certified and certified sick leave is available on www.into.ie/ROI and on the INTO Leave app.

Should I keep a record of my sick leave?

The INTO recommends, as good practice, that each teacher retains their own record of their own sick-leave, both self and medically certified. A simple grid for record keeping purposes is available on www.into.ie. The OLCS administrator in your school (usually the principal or school secretary) will be able to provide you annually with a print-out from the OLCS of all your sick leave.

What is MedMark?

DES Circular 0054/2019 outlines the occupational health service provided by MedMark. This includes assessment of the medical fitness of a teacher (a) prior to appointment (b) after four weeks' continuous or cumulative paid sick leave in a 12 month rolling period (c) prior to returning to work from leave of absence or other break in service in excess of two full school years (d) on the referral of the teacher by their employer and (e) for ill health retirement

Am I in a pension scheme?

In January 2013, the Minister for Public Expenditure and Reform signed the order commencing revised pension provisions for new entrants to the entire public service, known as the 'Single' Scheme. This means that teachers entering teaching from then onwards, either for the first time or returning after a break in service of 26 weeks or more, would automatically enter a pension scheme based on career 'average earnings' and not 'final salary.' Membership of the 'Single' Scheme (including the Spouse and Children's Pension benefit) is not optional and deductions from your salary will be made from day one. See singlepensionscheme.gov.ie for more information.

Am I entitled to EPV days in my first year?

Not in your first year. Teachers are entitled to Extra Personal Vacation (EPV) on foot of attending approved summer courses. More information is available in *DES Circular 0037/1997*.

The answers to many more FAQs are available on the INTO website.

Can't find an answer to your question?
Contact the INTO – details are on page 9
of this booklet.

7 Body and soul



From its opening in Parnell Square, Dublin, in 1923, Club na Múinteoirí has been an integral part of the cultural and social history of the INTO. Housed in two beautifully restored Georgian buildings (36 and 37) on Parnell Square, Club na Múinteoirí (The Teachers' Club) has served the needs of its members and patrons down through the years.

The Club is a place where teachers can meet socially and organise events.

In recent years a purpose built theatre has propelled the Club in a new direction and set it at the forefront of small theatres in the city. Theatre@36 has been an immensely popular and successful addition to the variety of services Club na Múinteoirí can provide.

Find out more at www.clubnamuinteoiri.com.



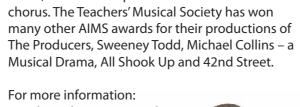
Teachers' Musical Society

You might be interested in the Teachers' Musical Society which is made up mainly of primary and secondary teachers. Over time, the group has grown into one of the leading musical societies in Ireland.

The Teachers' Musical Society celebrated their 20th anniversary this year with a wonderful performance of Sister Act.

Despite a short run of only two nights, the Teachers' Musical Society was adjudicated for AIMS and were nominated for four awards: best female singer, best actress in a supporting role, best chorus and best technical.

Last year's production Evita won at AIMS for best visual, and runner up for best actor and best chorus. The Teachers' Musical Society has won









Lesbian, Gay, Bisexual, Transgender + Teachers' Group



The INTO LGBT+ is a group of lesbian, gay, bisexual and transgender teachers within the Irish National Teachers' Organisation, which was formed and fully endorsed by the union in November 2004. The group meets six/seven times a year and provides a forum for support and discussion. The current goals of the group are to:

- make teachers and principals aware of the amendment to Section 37.1 of the Employment Equality Act (1998, 2004);
- work with the INTO equality officers and the Equality Authority to ensure that schools are inclusive places to work;
- encourage the visibility of LGBT+ teachers in schools and society at large;
- promote teaching resources for primary schools which address homophobic and transphobic bullying (e.g. LGBT+ Inclusive Classroom, Different Families Same Love, Respect: Creating a Welcoming and Positive School Climate to Prevent Homophobic and Transphobic Bullying and All Together Now!);
- make submissions to ensure that curricula and school materials are inclusive of LGBT+ identities;

- endorse and support the work of other professional groups around common goals e.g. BeLonGTo and TENI;
- form links with teachers from other unions (ASTI and TUI), student teachers and retired teachers;
- provide a forum for social interaction and peer support and to organise social events and gatherings.

See *InTouch* (INTO's monthly magazine for teachers) and the INTO website for regular updates and information on the group.

Contact details:

Email: lgbt@into.ie

Facebook: @INTOLGBTTeachersGroup

Twitter: @intolgbt



Body and soul



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