

From college to classroom

INTO
information, tips
and strategies for
newly qualified
teachers



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

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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 50,000 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* magazine, 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.

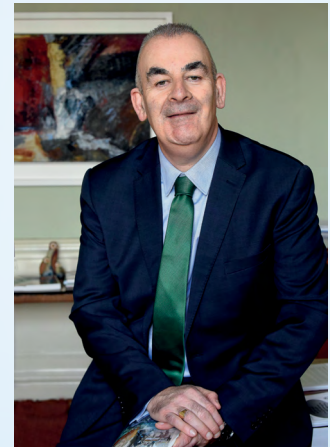
Given the many issues facing the teaching profession in the coming years, it is vital that all teachers take an active role in the INTO. By working together we can improve salaries and working conditions for teachers and the quality of education for pupils.

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?



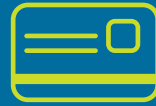
Exclusive membership
for teachers



Our members
trust us



First choice
for loans



Current account
service

MEMBERSHIP BENEFITS

- ✓ A Current Account Service with Transparent Fees - fees lower than most financial banks
- ✓ Flexible and Competitive Loans
- ✓ 24/7 Online Banking
- ✓ Salary Deduction at Source
- ✓ Member's Car Draw
- ✓ Budgeting Service

Where Teachers Borrow

33 Parnell Square, Dublin 1
info@intocreditunion.ie
Open 10am – 5pm Monday to Friday
Call: 01 873 1101

Comhar Linn INTO Credit Union Ltd
is regulated by the Central Bank of Ireland.



Join Now



Apply for
Membership
Online

25,000+
Members


Comhar Linn
INTO Credit Union



1 The INTO and you



About us

The Irish National Teachers' Organisation (INTO) was founded in 1868 and 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.

Join the INTO

Permanent, fixed-term and 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 (DE) or Education and Training Board (ETB) payrolls. The INTO subscription is 0.75% of salary.

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

For more information about joining the INTO and about categories of membership, visit www.into.ie.

Get involved

Join the INTO and have your voice heard where it matters. Contribute to the improvement of teaching conditions and education standards. Be part of the union that has secured every significant improvement for teachers since its foundation: from redeployment to ensuring that only qualified teachers work in schools.

For information about 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

1 Advice, support and legal backing

We provide advice and assistance to members on a range of matters including conditions of employment, legal and industrial relations, trade union issues and professional matters. We have expertise in dealing with stakeholders including the Department of Education, Teaching Council and managerial authorities, and a strong reputation for representing members at a range of forums including before the employer, the Child and Family Agency, and the WRC.

2 Have your voice heard

The INTO, from the ground up, organises on democratic principles. Our structures are equitable, inclusive, participatory, transparent and accountable. The structures have been effective in delivering for members. Annual Congress is the governing body. We ballot members on major decisions, hold elections to key roles and run a range of consultative events; Youth, Principals'/Deputy Principals', Equality, Education and Special Education conferences.

3 Pay and conditions

The INTO can negotiate as a trade union and works for improvements in teachers' salaries and conditions of service. Over the years, we have won greater job security for fixed-term teachers, brought about reductions in class sizes, negotiated pay equalization and secured the implementation of outstanding allowances for school leaders.

4

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 Benefits Funds Committee (BFC) members are available to advise in these situations.

5

Better together

Joining the INTO means you are part of Ireland's largest and longest-established teachers' union, representing over 50,000 teachers across the island. INTO subscription rates are competitive and offer great value for money. As an INTO substitute member you only pay for the days you work and all newly qualified teachers (NQTs) get their first six months of membership for free!

6

Financial benefits

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

7

Successful campaigns

Member campaigns such as *Invest for the Best* and *Stand up for Primary Education* have secured thousands of additional teaching jobs despite tight budget conditions.

8

INTO networks

Our LGBT+ Teachers Group provides support for LGBT+ teachers. The INTO Global Solidarity Network links teachers interested in global education and union issues.

9

Supporting you as a professional

The INTO is a progressive organisation that supports members through CPD programmes including seminars and webinars, *Teaching Matters* in *InTouch* magazine, the *Irish Teachers' Journal*, annual Education Conferences and provision of study bursaries. The INTO has representatives on bodies such as the Curriculum Council (NCCA), the National Council for Special Education (NCSE) and the Teaching Council. The INTO has made detailed submissions on issues such as the provision of special classes in mainstream schools, substitute shortage/teacher supply, and the primary mathematics curriculum.

10

Up-to-date information

You have access to reliable and accurate information via the INTO website, weekly ezines, *InTouch* magazine and through local branches and representatives like the INTO's elected Central Executive Committee (CEC) members, who are full-time teachers. Members can also log a query with the Queryline via telephone, email or the online portal.



**The INTO
and you**

INTO structure explained

Congress

The INTO is governed by the 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 page 8. Contact details for all CEC representatives are in the INTO members' diary.

National committees

In addition to the election of the CEC, each district 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.

John Boyle is the general secretary (below, left) and Deirdre O'Connor (below, right) is the deputy general secretary/general treasurer of the INTO.



Which district are you in?

- 1 Antrim, North Down, South Derry
- 2 North 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, West County Dublin
- 10 Carlow, Kilkenny, Wexford, Laois
- 11 Tipperary, Clare, Waterford
- 12 South Cork
- 13 Kerry, Limerick
- 14 North Dublin City, parts of Kildare
- 15 North County Dublin
- 16 North Cork



Your staff representative is your first point of contact

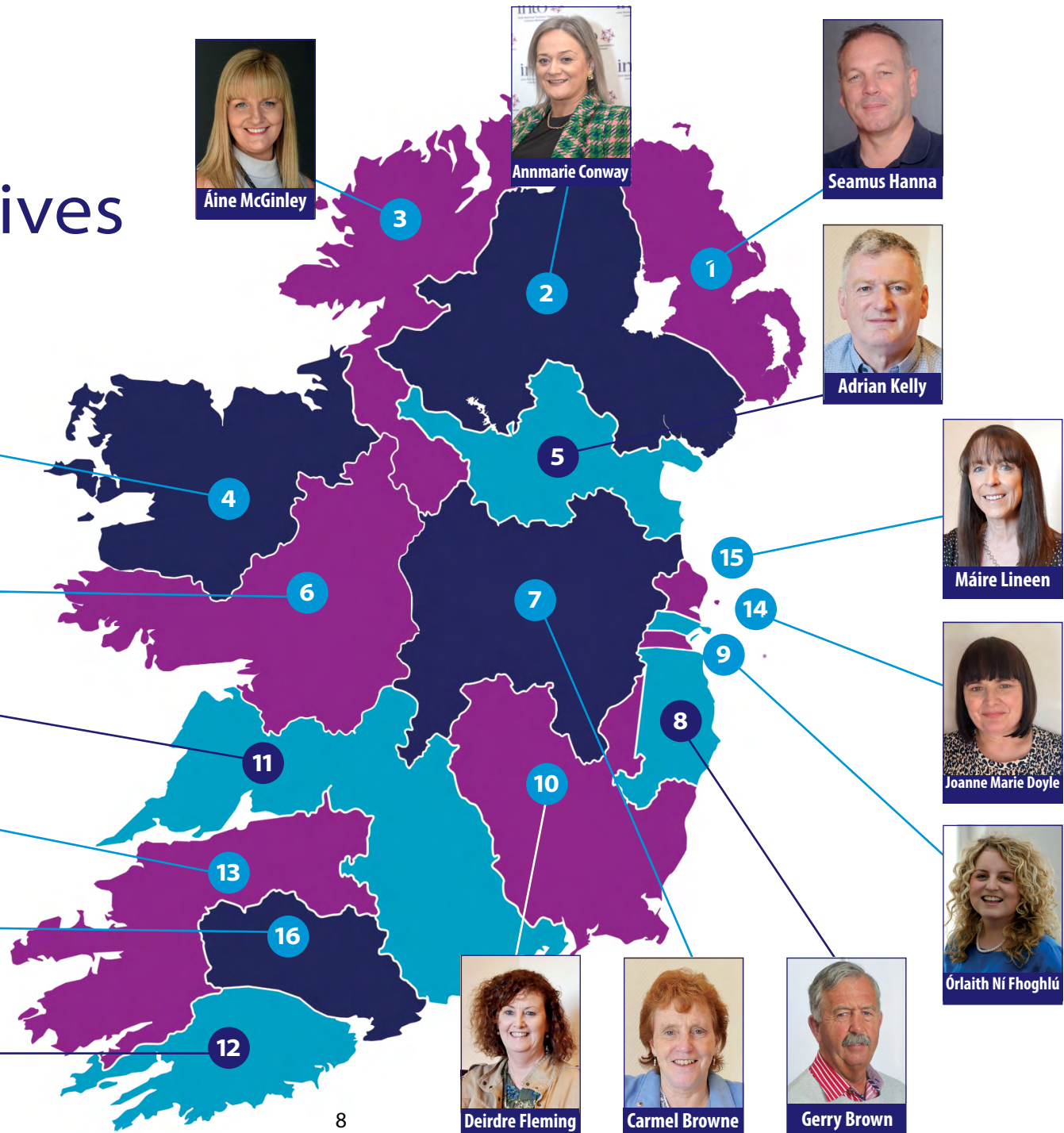
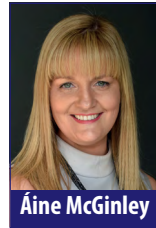
INTO staff representatives have three key responsibilities: 1. Recruiting members; 2. Informing members; 3. Supporting members.

For information about how to become a staff representative, contact tut@into.ie.



The INTO and you

INTO CEC representatives



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

www.into.ie
info@into.ie
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 contact the INTO queryline at 01 8047700 or by emailing info@into.ie.

The queryline is operational from 9 am to 5 pm daily. However, a team member may call you back up to 6 pm. Calls to the queryline are logged by our reception staff, who will need to verify that 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. When emailing the queryline, please include your payroll number.

Friday service

Queries 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 want 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 4 pm and 6.30 pm 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.

Irish National Teachers' Organisation
Customer service charter for members

The INTO's commitment to you!

- We will provide you with relevant, up-to-date and easily accessible information via our website - www.into.ie, our *Irish Teacher* magazine, and e-news.
- Your queries will be dealt with in a courteous, friendly and confidential manner within a specified timeframe.
- You can be confident that accurate and reliable information and advice is available and will be imparted in a fair manner.
- Queries in the immediate and urgent category are given priority at all times.

Information, advice and assistance for members

The Irish National Teachers' Organisation provides a comprehensive and wide-ranging information and advice service to its members on issues relating to conditions of employment and professional matters. Your first port of call should be to our website - www.into.ie, where we provide you with relevant, up-to-date and easily accessible information and FAQs. INTO also provides information, advice and assistance by phone and email.

Other sources of relevant information are our *Irish Teacher* magazine, our regular e-news and other media outlets.

Central Executive Committee support

Our service is complemented by our Central Executive Committee (CEC) representatives who are available to discuss any issues that concern you. You will find contact details for your local CEC representative in the front of your INTO diary. CEC members are full-time teachers and should be contacted outside school hours if possible.

Remember to 'click' before you ring!

Check our website - www.into.ie

How the QueryLine works

The query line is operational 9.00 a.m. - 5.00 p.m. daily. However, a team member may call you back up to 6.00 p.m. Calls to the Queryline are logged by our reception staff.

Range of advice provided

Legal and Industrial Relations issues <ol style="list-style-type: none"> 1. Child protection/general 2. Data protection/freedom of information 3. Employment contracts 4. Appointment procedures 5. Pupil enrolment 6. Equality 7. Family law 8. Health and safety 9. NRE/inspiring student 10. Personal injury to a teacher 11. Search of management (Basis and Constitution) 12. Pupil behaviour and discipline 13. Inspection/inspectorate 	<ol style="list-style-type: none"> 14. Parent/teacher relations 15. Section 30/31 of the Education Act 1998 16. Staff relations 17. Teaching Council general
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Conditions of Employment issues

1. General
2. Anticipation
3. Leave of absence
4. Pension/retirement/ resignation
5. Retirement planning issues
6. Salary and allowances
7. School accommodation
8. Staffing
9. Pupil

Telephone service target

Our service target is to deal with your telephone query on the day it is received or on the next working day at the latest. If over the course of three working days attempts to contact you are unsuccessful the query will be closed.

All attempts to contact you will be documented. You will be advised by text message or voicemail of our attempts to contact you.

Service by email

Your email to info@into.ie will receive an immediate automatic acknowledgement. Where a substantive response is necessary, it will be issued to you within five working days. More complex issues may require further information and you may be asked to provide a telephone number in order to discuss the matter further with you. On-going casework or queries requiring more complex financial advice, particularly in the area of remuneration and/or pension do not fall into this timeframe.

Consultation

If your query warrants one-to-one consultation, we are publishing setting out our own process. If you are a district service received from us, your concern will be forwarded to the General Secretary, Vere Foster House, Dublin 1.

Member com

The INTO is committed to high standards of service. We are publishing setting out our own process. If you are a district service received from us, your concern will be forwarded to the General Secretary, Vere Foster House, Dublin 1.

Read
the INTO's
customer service
charter at
www.into.ie.

The INTO and you

Stay connected

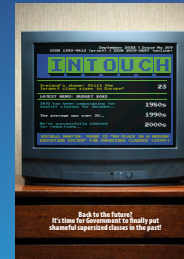
The INTO website www.into.ie brings you the latest news, advice and information related to teaching. You can also find out about INTO campaigns and how to get involved. Join the website members' portal to access exclusive information and resources. You can view and update your INTO membership information 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.



For more information about courses, visit the INTO learning website moodle.intolearning.ie.



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 term time. Subscribe via the members portal on www.into.ie.



Whenever we have exceptional news, we issue an *Eolas* to members and post it online.

Follow the INTO on social media.



INTOnews



INTOnews



INTO_news

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

Pension scheme estimator and advice

DE circulars and updates

Once you log in, you can:

Access your membership profile

Update your membership details

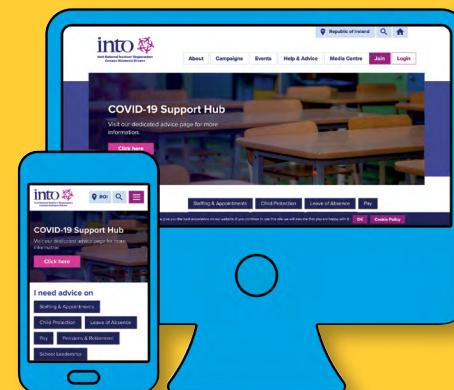
Find contact information for your INTO branch

If you encounter any issues,
email membershiproi@into.ie
or call 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 relevant information quickly and easily on the INTO website.

Access our members-only Help & Advice section

Read the latest news and publications in the Media Centre section

Find out about your local INTO events in the Events section

Get information about the Teachers' Car Insurance Scheme in the Benefits & Discounts section

Learn about our latest initiatives in the dedicated Campaigns section

2 Supporting teachers

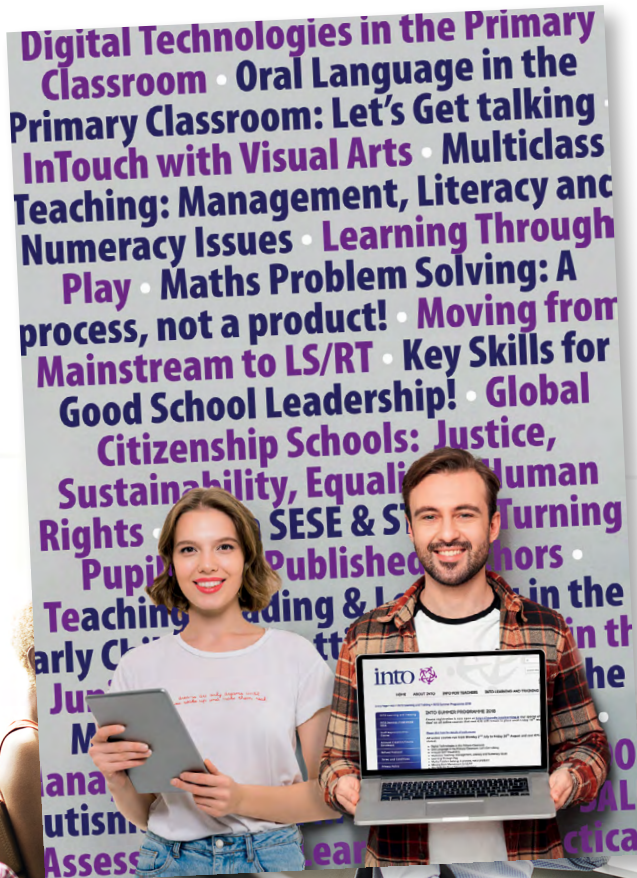
INTO Learning

INTO Learning is the professional development and union training section of the INTO. It supports both trade union officer training and teacher professional development.

INTO Learning provides year round professional development support to

teachers including online and face-to-face courses, and a comprehensive summer programme approved for EPV days.

Find out more on the INTO website, www.moodle.intolearning.ie or email learninghelpdesk@into.ie.



TeacherConnect

On the TeacherConnect portal, teachers can connect with colleagues for job sharing and temporary teacher reassignment.

Temporary Reassignment Register helps INTO members organise a temporary exchange from one school to another for the duration of the school year in accordance with the relevant Department of Education circular.

Job Share Register is an INTO service for members designed to facilitate inter-school job sharing between teachers who are employed in one school, but who want to job share with a teacher in another school in accordance with the relevant Department of Education circular.

Register now at teacherconnect.into.ie.



Over 8,000 searches
per week



12,680 schools served



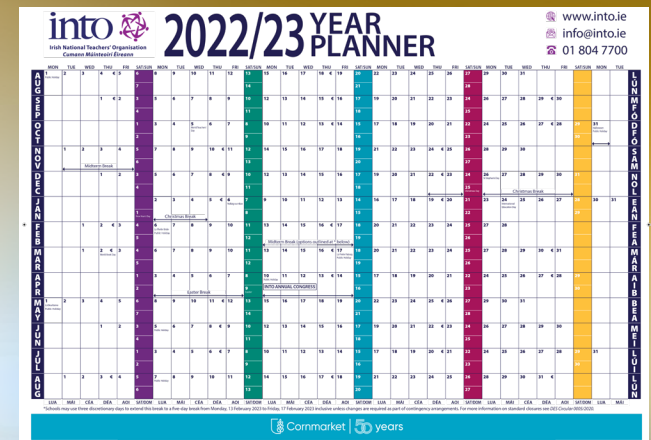
Over 12,000
messages per week

New members' packs



The INTO Members' Diary and wallplanner are included in the new members' packs and are issued to you each summer.

The diary contains useful information and contact details and the wallplanner highlights important dates to remember.



INTO Global Solidarity

As a teacher, you can have a 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 Citizenship School website. INTO Learning also provides relevant summer courses.

INTO Global Solidarity is made up of the three pillars of Campaigning, Learning and Volunteering to advance educational standards, human and trade union rights, and decent work worldwide.



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

More information is available on www.into.ie.



The Global Citizenship School supports primary schools in learning about and acting upon global issues. For more information, go to www.globalcitizenschool.ie.



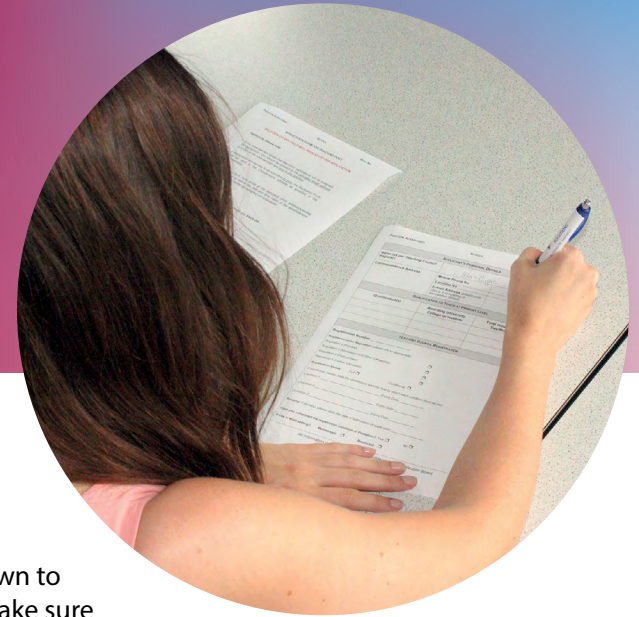
The INTO Solidarity Fund supports members volunteering abroad and other educational projects. Application forms for grants are available on the INTO website.

3 The new job

Applying for a teaching job?

10 tips on applications and interviews

- 1** Have your application form, letter and CV (if required) proofread by someone else.
- 2** Ensure the grammar, spelling and names are correct.
- 3** Always include positive action verbs in sentences.
- 4** When contacting schools to leave a CV or application, make sure it includes your correct contact details, your qualifications and details of your Teaching Council registration, Garda vetting disclosure number and statutory declaration.
- 5** Use referees that are known to you professionally and make sure you get permission from each referee before including them on your CV/application.
- 6** Make sure you have a professional voicemail/email in place and, if called to interview, always respond in writing or by email.
- 7** Make sure you dress appropriately and arrive early for your interview.
- 8** 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.
- 9** At the interview, be yourself in a positive, friendly, and enthusiastic way.
- 10** 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, 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. For more information, go to www.teachingcouncil.ie.

✓ Check out www.teacherinduction.ie for guidance on completing the **Post Qualification Professional Practice**. For more information, see page 19.

✓ Enquire if there is a **mentor** in the school in which you will be working.

✓ For queries, email the following and include your Teaching Council number:
Droichead: conditions@teachingcouncil.ie
Teaching Council registration: info@teachingcouncil.ie
Induction/Droichead support: 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 DE payroll.

✓ Register for **Income Tax** on the Revenue website. Revenue will issue a certificate of tax free allowances, limiting the amount of time you spend on emergency tax. For more information, see page 24.

✓ 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: www.wellbeingtogether.spectrum.life or 1800 411 057.

Useful websites

Department of Education: [www.gov.ie/en/organisation/departments-of-education/](http://www.gov.ie/en/organisation/departments/departments-of-education/)

The Teaching Council: www.teachingcouncil.ie

Education centres: www.ateci.ie

Induction: www.teacherinduction.ie

INTO: www.into.ie

Teacher contracts

A teacher may be appointed to or engaged by a school on 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 DE circulars, the employment contract may simply make reference to the provisions contained in applicable circulars and/or the *Rules for National Schools*. There can often be variances between the written contracts used by different schools. Particular schools may include terms and conditions relating to confidentiality, intellectual property, and internet/email policies for example.

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 **bit.ly/GuideToVetting**.

FAQs on vetting are available on the Department of Education website at **bit.ly/DEvettingFAQ**. You can track your vetting application through the National Vetting Bureau at **www.vetting.garda.ie**.

The new
job

4 Your first year

Some useful guidelines

- | | | |
|---|---|---|
| <ul style="list-style-type: none">● Work on building positive relationships with your colleagues, your pupils and their families. | <ul style="list-style-type: none">● Use a variety of approaches to teaching and learning and use the pupils' ideas at every available opportunity. | <ul style="list-style-type: none">● 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. |
| <ul style="list-style-type: none">● Practise the key skills of observation, listening, questioning and empathy. These skills will play a vital role in your teaching over your entire career. | <ul style="list-style-type: none">● Embrace diversity and support all learners. Scaffold and structure the learning for the children so that they have equal opportunities to succeed. | <ul style="list-style-type: none">● Believe in your own strengths. |
| <ul style="list-style-type: none">● Learn to read the atmosphere of the classroom and to respond appropriately. | <ul style="list-style-type: none">● Greet pupils on arrival – small, informal conversations create a cooperative and positive atmosphere. When pupils leave in the evening, acknowledge their co-operation and contribution throughout the day. | <ul style="list-style-type: none">● Be fair, honest and consistent in your approach. |
| <ul style="list-style-type: none">● Prepare, organise and be ready to teach every day. | <ul style="list-style-type: none">● Model the key qualities you want to nurture in your class and, in particular, emphasise respect. | <ul style="list-style-type: none">● Realise the important role that you play in the lives of the children that you teach every day and the parents that you will work with throughout the year. |
| <ul style="list-style-type: none">● Explain classroom rules – demonstrate, model, teach and re-teach. For the younger classes, provide a visual representation of the rules. | <ul style="list-style-type: none">● Learn from mistakes and build on the learning experiences – reframe a problem as a challenge or an opportunity. | <ul style="list-style-type: none">● Familiarise yourself with school policies, e.g. child protection and school data protection policy. Keep sensitive reports/data locked away. |
| <ul style="list-style-type: none">● Make the classroom a class-home by welcoming, encouraging and stimulating through signage, displays of children's work, labels, photographs, seasonal displays and subject-dedicated areas. | | <ul style="list-style-type: none">● Recognise the importance of the social and emotional contexts in teaching and learning. |
| | | <ul style="list-style-type: none">● Practise self care. Keep a work-life balance. |



Post-qualification professional practice

To be eligible for appointment in a primary school, a teacher must be registered with the Teaching Council.

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.

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

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 (*DE 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 they have 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 **bit.ly/TCDroichead**.

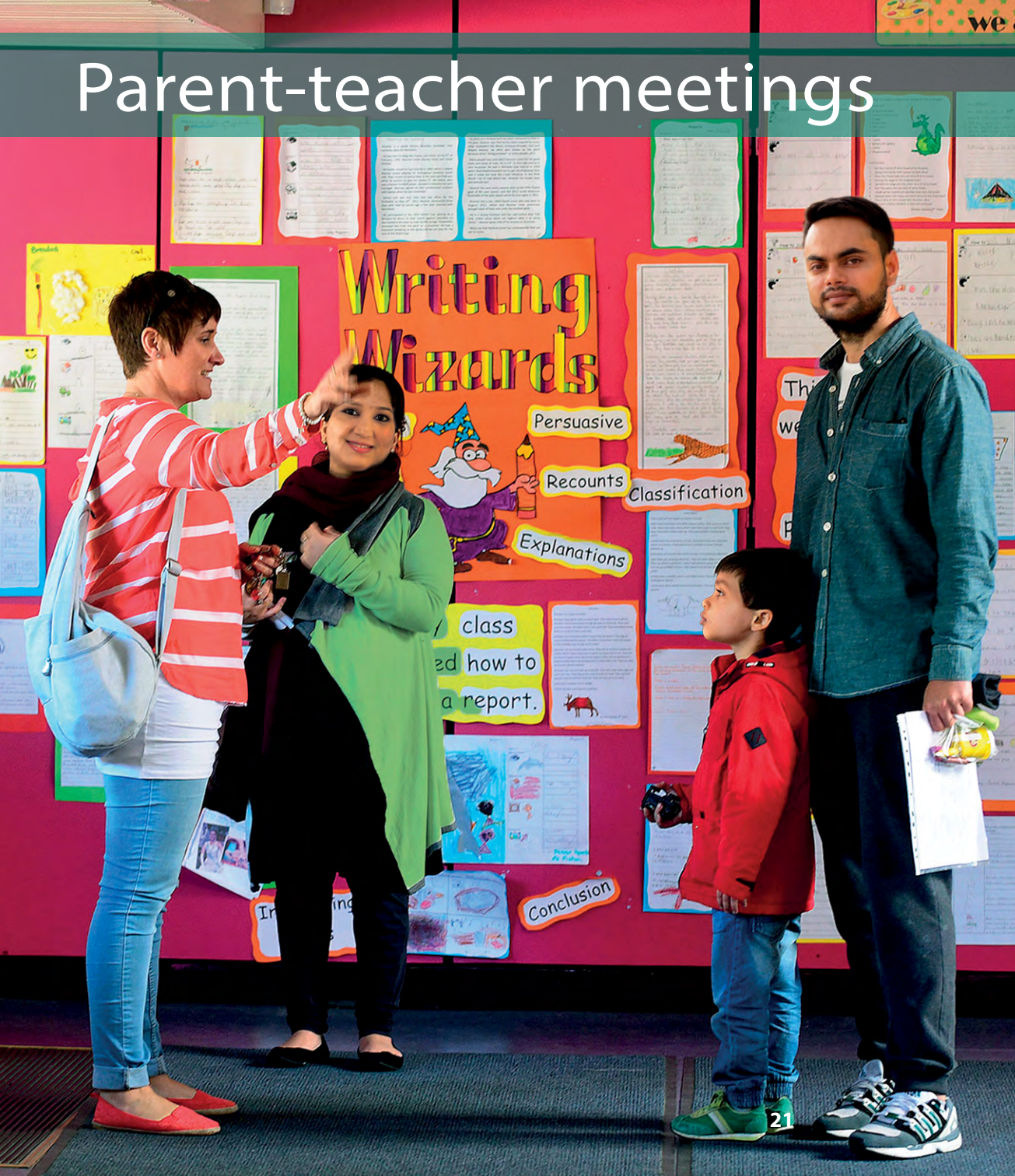
Contact details

Teachers applying to commence Droichead: telephone 1890 224 224 / 01 651 7900 or email **conditions@teachingcouncil.ie**.

Parent-teacher meetings

Preparing for formal parent-teacher meetings

- Find out when meetings are held in your school and the arrangements for same, usually these will be in November or February.
- 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 that 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 and have all information to hand. The parent/s may wish to also meet with the learning support teacher at another time.
- Know the name of the person/s coming to meet with you and their relationship to the child.
- Have times allocated to allow for an over-run 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.



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 input – 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 parent/s.

✓ 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.

✓ Do not get drawn into conversations about other children or other staff members – be professional at all times.

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

✓ Always thank the parent/s 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	01/10/2021	01/10/2022	Point on scale	01/10/2021	01/10/2022
	€	€		€	€
1	38,192	38,692	15	59,571	60,167
2	39,735	40,235	16	61,491	62,106
3	41,496	41,996	17	61,491	62,106
4*	42,300	42,800	18	61,491	62,106
5	43,432	43,932	19	64,139	64,780
6	44,799	45,299	20	64,139	64,780
7	46,334	46,834	21	64,139	64,780
8*	47,880	48,380	22	64,139	64,780
9	49,171	49,671	23	67,638	68,314
10	51,487	52,002	24	67,638	68,314
11	52,934	53,463	25	67,638	68,314
12*	54,664	55,211	26	67,638	68,314
13	56,386	56,950	27	71,503	72,218
14	58,121	58,702			

Notes

(i) *Under the terms of agreements (PSSA and Building Momentum) points 4, 8, and 12 are skipped for teachers on the 2011 entrant scale.

(ii) All entrants start on point 1.

(iii) The value of an honours degree allowance is incorporated into each point of the scale.

Information correct as of September 2022. Please note: figures are subject to change depending on the outcome of the vote on the draft pay agreement/Review of Building Momentum. Members should check the INTO website for updates.

Rates for substitute teachers

If a substitute teacher holds either a contract for more than forty school days or has worked for more than forty school days in the academic year, they are regarded as a 'non-casual substitute,' and will be paid a daily rate which reflects their point on the incremental salary scale.

Until a substitute teacher without a contract has worked forty school days in the academic year, they will be paid a casual daily rate, which is €192.83, plus €23.83 accrued holiday pay (per Circular 0017/2022).

All substitute teachers will receive their accrued holiday pay on three occasions during the year, prior to Christmas and Easter, and in July.

Method of Payment

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

Accordingly, teachers receive salary 26 times per year, normally on a Thursday. The Department 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 (OLCS) by their school. This in turn will generate payment for the relevant days through the Department 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 right-hand corner of your payslip.

As a newly qualified teacher, you will be starting on point 1 of the scale (€38,192 per annum at the time of publication).

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 right-hand corner of their payslip.

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

Department of Education and Skills
Payroll Division
Revenue
Address
City, Town/Village

PPSN: 123456789
Start Date: 17-MAY-16
End Date: 30-MAY-16
Issue Date: 02-JUN-16
Roll No.: 101

Payroll No.: 2
Employer Reg No.: 4000

A printed aggregate gross earnings indicates a deduction and a printed benefit a deduction indicates a benefit.
If in the tax code field indicates you are on emergency tax. You should contact your tax office to obtain a current tax certificate.

Gross Earnings	
BASIC PAY	1225.48
QUALIFICATION ALLOW	188.50
Total Earnings	1413.98

Deductions	
TAX	131.80
EMPLOYEES PR.S.I	38.56
1.2% SH & CH - PEN	21.21
UNIVERSAL SOCIAL CH	50.57
PENSION - RELATED DED	41.08
INTO	38.04
	13.35
Total Deductions	352.61

Net Pay	
Total Earnings	1413.98
Total Deductions	352.61
Net Pay	1061.34

CUMULATIVE	
Gross Pay YTD	1550.45
Tax Credit YTD	146.12
Out of Pocket YTD	14519.15
Tax YTD	1449.82
Pension auto-PRC YTD	1102.58
PRSI YTD	622.16
PRD YTD	451.83
USC YTD	556.34
LPT YTD	0.00

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.

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 of the Department of Education using the Payroll contact form: www.bit.ly/DEpayrollcontact.

Benefits and discounts

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

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 on the INTO website.

Win, win

Keep an eye on the competitions page within the 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.bit.ly/DETravelPass. The closing date for receipt of applications is usually the first working day of November. More details are available on the Department of Education website bit.ly/EdDept and on www.taxsaver.ie.

Cycle to Work Scheme

This scheme is available to permanent or fixed-term teachers and it allows an employer to purchase a new bicycle or e-bike and/or bicycle safety equipment once every four years on behalf of an employee. For pedelecs or ebikes and related safety equipment the limit is €1,500. For other bicycles and related safety equipment the limit is now €1,250. 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 bit.ly/RevenueCycleToWork. See *DE 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 is exclusively available to INTO members. Contact Cornmarket Group Financial Services Ltd at 01 470 8078 or visit 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

Need a loan?

Contact Comhar Linn at telephone 1850 277 377 or 01 873 1101 or email info@intocreditunion.ie and visit the website at www.comharlinnintocu.ie.



Money
matters

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 that span three or four lessons.
- Make a grid of your 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.



- 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 work-related 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.

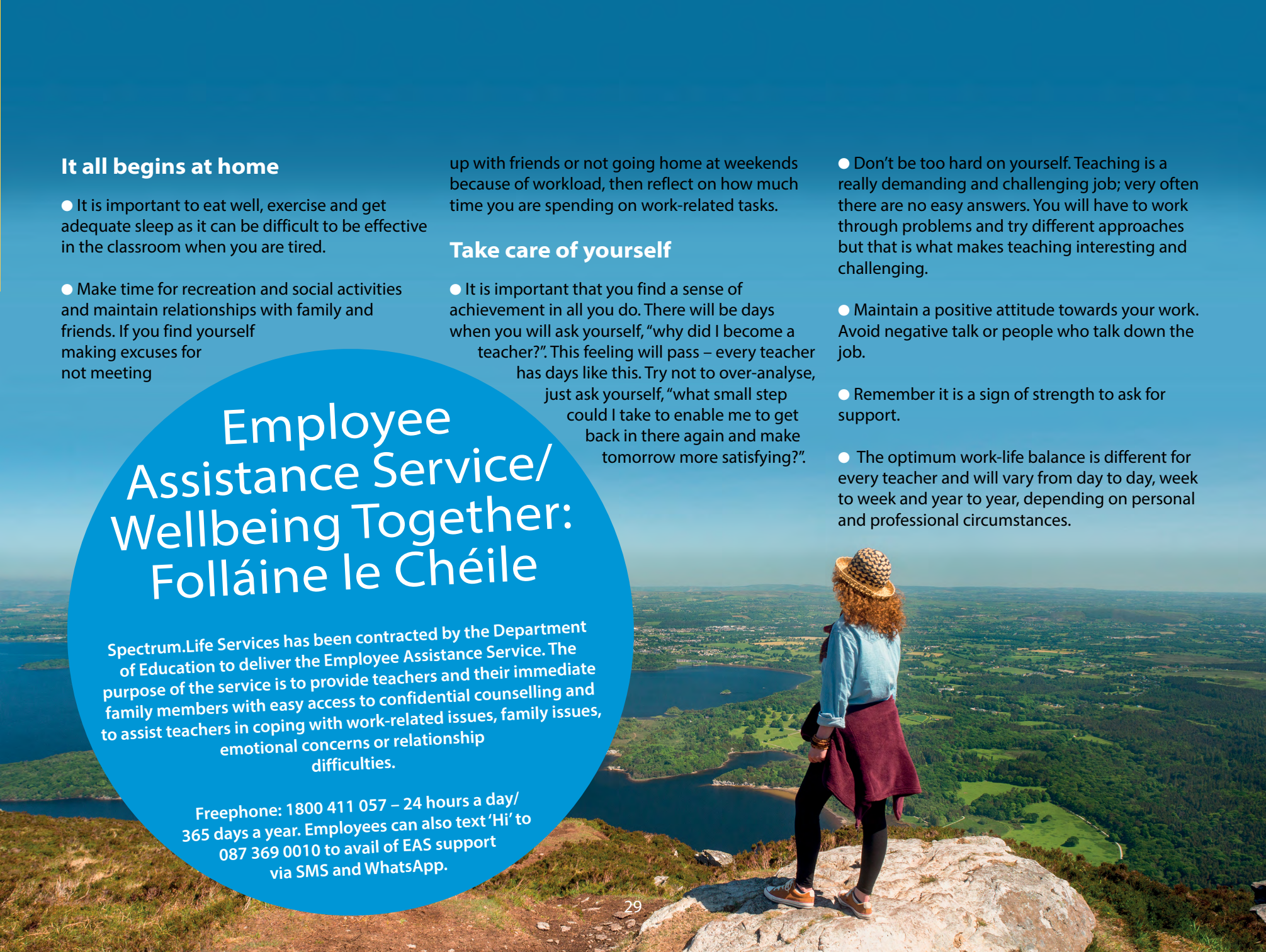
- Remember it is a sign of strength to ask for support.

- 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 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.



Leave provision for teachers

Leave	Purpose	Paid	Maximum period	Sub cover	Full details
Self-certified sick leave	Unable to work due to illness or attending medical appointment	Yes, subject to certain conditions	Three consecutive days, and not more than seven days in a rolling two-year period	No*	Circular 0054/2019 – Chapter 1
Certified sick leave	Unable to work due to illness or attending medical appointment	Yes, full-pay or half pay	Up to 183 days in a rolling four-year period, or 365 days for critical illness	Yes	Circular 0054/2019 – Chapter 1
Covid-19: Special leave with pay	Initial absence due to Covid-19 symptoms, or for self-isolation following a positive test	Yes	Up to seven consecutive days in any one instance	Yes	Circular 0038/2022
Family illness (including Force Majeure)	Urgent tending to a family member who is ill, including accompanying to hospital	Yes	5 school days in a school year for immediate family or 3 school days for near relative	From second day if taken consecutively	Circular 0032/2007 – See Section 1 and Appendix A
Family bereavement	Related to bereavement and/or attendance at ceremonies	Yes	5 consecutive days or 3 consecutive days (5 days for immediate family)	Yes	Circular 0032/2007 – See Section 1 and Appendix A
Marriage leave	Teacher's own wedding and days following	Yes	7 consecutive days (from day of marriage)	No	Circular 0032/2007 – Section 3
Graduation/Commissioning reception/other's marriage leave	Immediate family member graduating, entering Garda/Defence Force, entering religious order, marrying	Yes	1 school day	No	Circular 0032/2007 – Section 3
Court Leave – Family Law	Court proceedings re legal separation	Yes	1 school day	No	Circular 0032/2007 – Section 3
Maternity Leave	Birth and early care	Yes	26 consecutive weeks (and option of additional unpaid leave)	Yes	Circular 0054/2019 – Chapter 2
Adoptive Leave	To allow adopting teacher a period with placement of adopted child	Yes	24 consecutive weeks (and option of additional unpaid leave)	Yes	Circular 0054/2019 – Chapter 3
Paternity Leave	Caring responsibilities soon after the birth or placement of a child	Yes	2 consecutive weeks to be taken within 6 months of birth/placement	Yes	Circular 0054/2019 – Chapter 4
Parental Leave	Care of children under 13	No	26 weeks per child in blocks of 7 days	Yes	Circular 0054/2019 – Chapter 5
Parent's Leave	Leave during the first 2 years of a child's life, or in the case of adoption, within 2 years of placement of the child with the family	No**	7 weeks in minimum blocks of 7 days	Yes	Circular 0050/2022
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	Circular 0060/2018 and Circular 0054/2019 – Chapter 2 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	Circular 0054/2019 – Chapter 6
Job-sharing	Work flexibility for family or other reasons	Half pay	Unspecified	Fixed term teacher appointed	Circular 0054/2019 – Chapter 8
Extra personal vacation	Family or other reasons	Yes	5 school days, but linked to length of approved course attended	No	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	Circular 0054/2019 – Chapter 7
Unpaid leave	Compelling obligation requiring leave, granted at discretion of BOM	No	10 school days in one school year	Yes	Circular 0054/2019 – Chapter 11

Notes

1. The definitions of 'immediate family' and 'near relatives' are not consistent across leave categories. Members are advised to check the relevant circular when requesting leave. 2. Unpaid leave, and some categories of paid leave, will generally be granted subject to BOM or DE approval. 3. Authorised unpaid leave will not be considered a break a service and the teacher will resume service on the same terms and conditions. 4. Approval may be given for other brief absences.

*Exceptions:

1. A school with two or fewer mainstream teachers may employ a substitute for all self-certified sick leave or family illness leave.
2. If two or more teachers are out on these leaves on the same day, substitute cover is available from the second teacher on.

**You may qualify for a benefit from the Department of Social Protection.

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: bit.ly/HSEVoiceCareTips

HSE Voice Care:
bit.ly/HSEVoiceCare

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



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.

Online applications may also 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. 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)?

Teachers are normally required to complete probation within three years of registering with the Teaching Council. Information on PQPP is available on www.teachingcouncil.ie.

Who is my contract with?

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 DE 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)?

A teacher employed on a CID holds an employment status equal to that of a permanent teacher. In circumstances where a teacher has been continuously employed in the same school for a period of in excess of two years, 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 in the same school that were paid for by monies provided by the Oireachtas. 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 *DE Circular 0023/2015* and the FAQ published by the Department in February 2019.

What does a substitute or specified purpose 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 contracted or employed for more than 40 school days in the school year) are entitled to be paid at their personal rate and have the same terms and conditions 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 BOM/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, *DE 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 DE circulars; *DE Circular 0049/2018* for all schools other than those under the patronage of an ETB, where *DE 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/CID holding teachers who are surplus to requirements in their own school. Generally, the most junior permanent/CID holding 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).

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.

The logo for 'Teaching life' is positioned in the bottom right corner of the page. It features the words 'Teaching' and 'life' in a white, sans-serif font, stacked vertically. The background of the logo is a vertical rectangular area with a color gradient that transitions from a dark blue at the top to a lighter blue at the bottom.

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. pupil enrolment drops). 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 *DE 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?

Teachers may take up to three days of self-certified sick leave consecutively, subject to a maximum of seven days 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.

If you are absent on sick leave for more than three consecutive days, you should claim Illness Benefit from the DSP, and your DE salary will be reduced by the value of this benefit. You will get the forms to claim Illness Benefit – the IB1 and MED1 – from your GP. More information on self-certified and certified sick leave is available on www.into.ie.

Should I keep a record of my sick leave?

The INTO recommends, as good practice, that each teacher retains their own record of their 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?

Medmark is the Occupational Health Service provider contracted by the Department. *DE Circular 0054/2019* outlines MedMark's role. 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. Teachers are required to engage and cooperate with Medmark.

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?

You cannot earn EPV days in the summer you finish college, before taking up your first qualified appointment. After your first year, you may earn Extra Personal Vacation (EPV) days on foot of attending approved summer courses. More information is available in *DE Circular 0037/1997*. EPV days are always subject to approval by your employer, e.g. the board of management.

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 in 2020 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.

2019's production *Evita* won at AIMS for best visual, and runner-up for best actor and best chorus. The Teachers' Musical Society has won many other AIMS awards for their productions of *The Producers*, *Sweeney Todd*, *Michael Collins* – a Musical Drama, *All Shook Up* and *42nd Street*.

For more information:

Email: teachers.ms@gmail.com

Facebook: [@teachersmusical](https://www.facebook.com/teachersmusical)

Twitter: [@Teachers_MS](https://twitter.com/Teachers_MS)

Instagram: [teachersmusical](https://www.instagram.com/teachersmusical)



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



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

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