

From College to Classroom

New Members' Guide



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann



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John Boyle
General Secretary

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, 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?



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Supportive Staff



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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 0.756% 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.

INTO structure explained

Congress

The INTO is governed by Annual Congress, held during 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 during term time.

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.

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.

Branches

A branch committee, elected at the branch AGM, directs the business of the branch between meetings. Branch officers, elected at the branch AGM, are: cathaoirleach, leas-chathaoirleach, branch secretary and branch organiser.

Each branch holds an AGM, in December or January. Branches hold at least one other meeting annually. Members are asked to attend meetings as they happen. This is where members debate the issues facing their membership and where they vote on matters. Delegates to Congress are elected at branch AGMs.

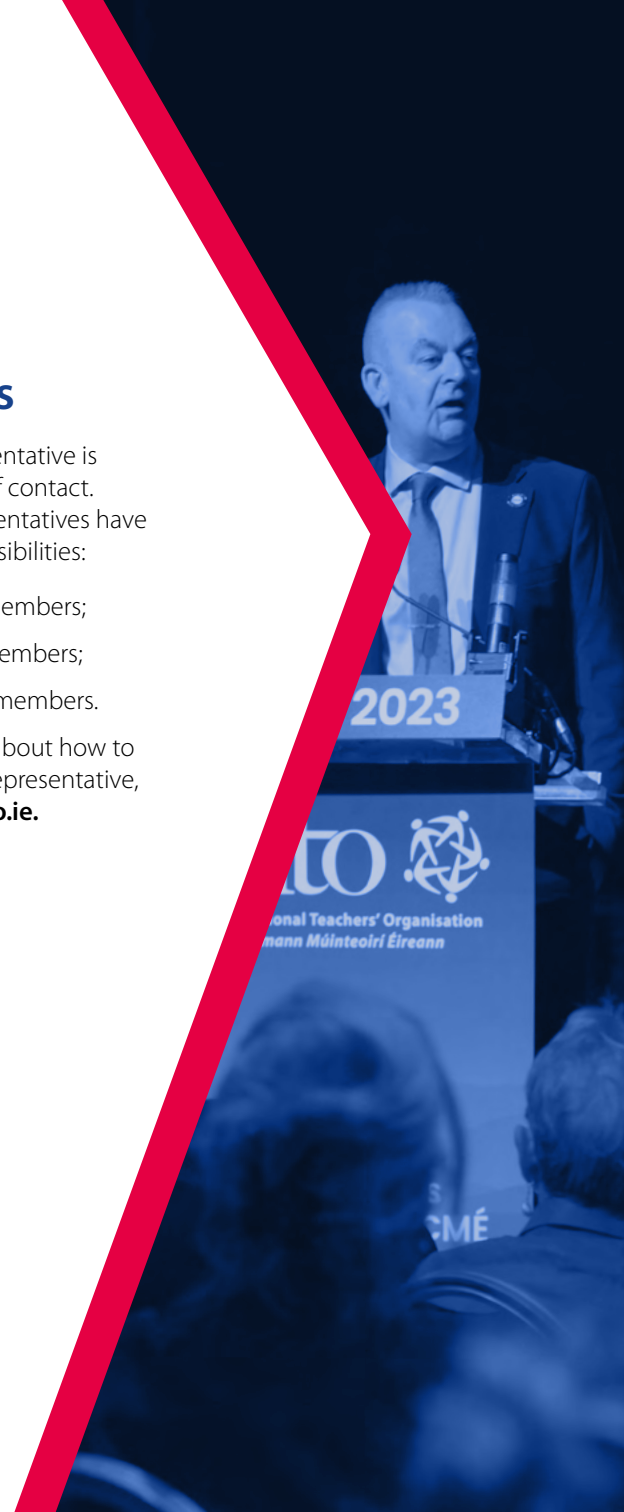
For details of your branch please log onto the INTO portal.

Staff reps

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.

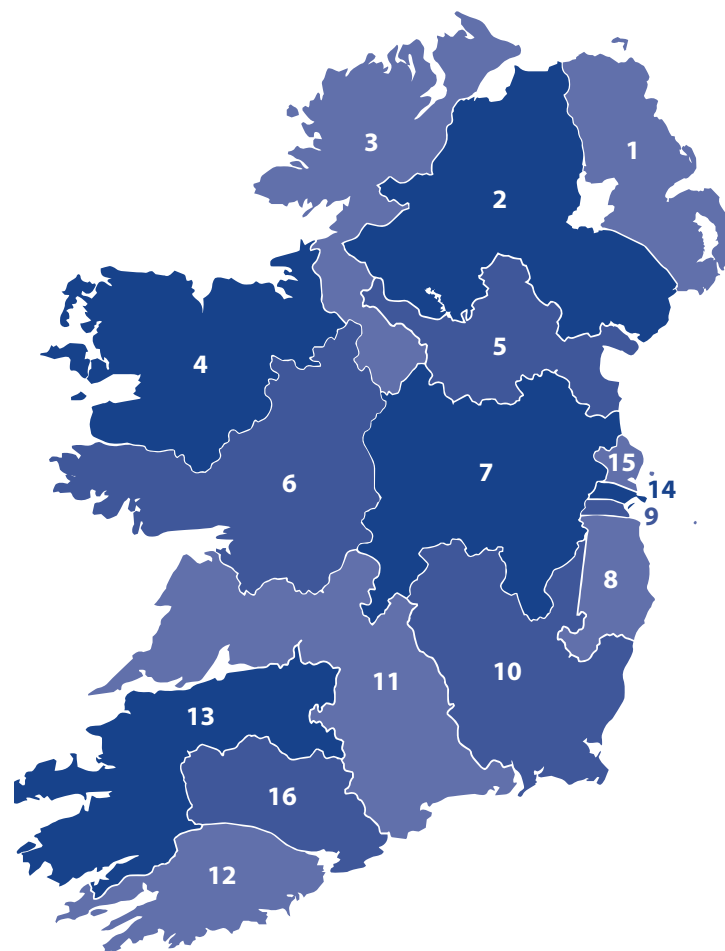
For information about how to become a staff representative, contact tut@into.ie.



Districts and representatives

Which district are you in?

- | | | |
|-------------------------------------------------------|------------------------------------------------|-------------------------------------------|
| 1. Antrim, North Down, South Derry | 6. Galway, Roscommon | 11. Clare, Tipperary, Waterford |
| 2. Armagh, Fermanagh, North Derry, South Down, Tyrone | 7. Longford, Kildare, Offaly, Meath, Westmeath | 12. South Cork |
| 3. Donegal, Leitrim | 8. Parts of South Dublin, Wicklow | 13. Kerry, Limerick |
| 4. Mayo, Sligo | 9. South Dublin City, West County Dublin | 14. North Dublin City |
| 5. Cavan, Louth, Monaghan, parts of Meath | 10. Carlow, Kilkenny, Laois, Wexford | 15. North County Dublin, parts of Kildare |
| | | 16. North Cork |



Representatives



10 reasons to be part of the INTO



#1 Advice, support & legal backing

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



#2 Have your voice heard

The INTO, from the ground up, organises on democratic principles. Our representative 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 (e.g. Youth Conference, Equality Conference, Special Education Conference).



#3 Pay and conditions

The INTO holds a negotiating licence as a trade union and works for improvements in teachers' salaries and conditions of service. Over the years, the INTO has won greater job security for fixed-term teachers, brought about reductions in class sizes, negotiated pay equalisation 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!



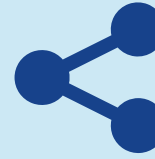
#6 Financial benefits

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 additional voluntary contributions (AVC), car insurance schemes and a money-saving discount card, Membership Plus.



#7 Successful campaigns

Member campaigns such as *Building for a Brighter Future for every Child* and *Invest for the Best* 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.



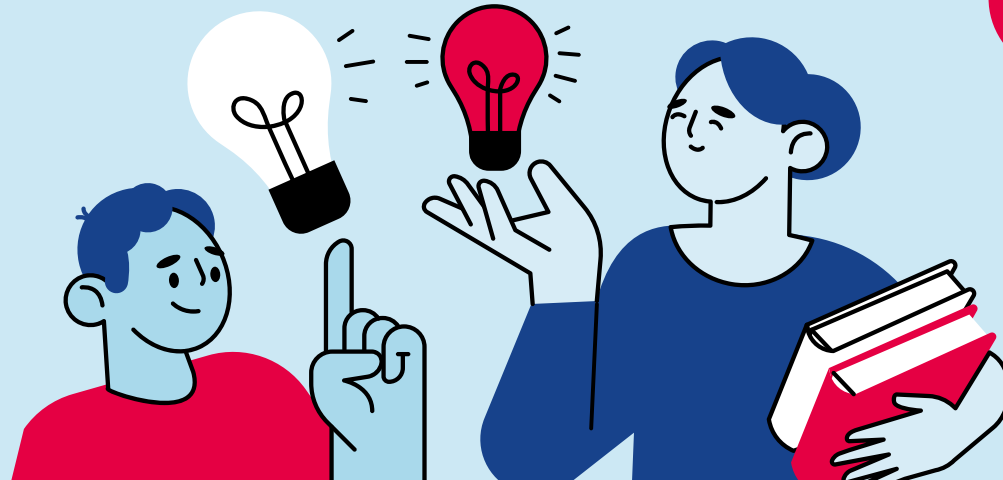
#9 Supporting you as a professional

The INTO is a progressive organisation that supports members through: continuing professional development (CPD) programmes including seminars and webinars, *Teaching Matters* in *InTouch* magazine, the *Irish Teachers' Journal*, annual education conference and provision of study bursaries. The INTO leads on education issues through representatives on bodies such as the National Council for Curriculum and Assessment (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*. For more information, visit our website.



#10 Up-to-date information

You have access to reliable and accurate information via the INTO website, weekly e-newsletters, *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 members' portal.



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 our 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.



Meetings

Go to your branch meetings – check dates with your staff representative. You can also check the events calendar on the INTO website.

Webinars

The INTO runs webinars and training for members throughout the academic year. Our summer courses are particularly popular with members and are Department approved for EPV days.



Events

The INTO website, e-newsletter and social media accounts keep members informed when events are being run.

INTO events include:

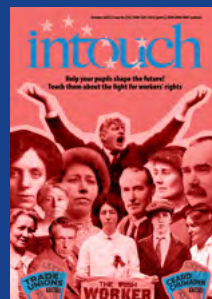
- Annual Congress
- Education Conference
- Equality Conference
- Northern Conference
- Principals' and Deputy Principals' Conference
- Special Education Conference
- Youth Conference



Social media

Follow the INTO on social media:

- **X (Twitter)**
@INTOnews
- **Facebook**
INTOnews
- **Instagram**
@INTO_news



Information

InTouch magazine is posted to schools during term time. If you do not receive your copy, check with your staff rep. *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.



Something happening in your branch or school? Send a photo to editor@into.ie.

INTO website

Information

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

- Your entitlements to leave;
- Salary and allowances;
- Pension scheme estimator and advice;
- DE circulars and updates.

Register

Make sure to register for access to member-only content and advice on the INTO website at www.into.ie/join/login.

Members only

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*.
- Find out about your local INTO events in the events calendar.

- Get information about the *Teachers' Car Insurance Scheme* in the *Benefits & Discounts* section.
- Learn about our latest initiatives in our dedicated *Campaigns* section.

If you encounter any issues, email membershipproi@into.ie or call 01 804 7713.



INTO portal

Login

Visit www.into.ie and find the 'Login' button at the top right of the page.

- Click 'Login' if you are already registered or 'Join' to set up an account
- Enter your username/email address and password, click 'Login'
- You will now see the dashboard
- Need help? Please email portal@into.ie.

Dashboard

This is the screen you will see when you log in to the portal.

Once you log in, you can:

- Access your membership profile and update your details;
- Log a query for the Queryline;
- Find contact information for your INTO branch.

Questions?

The fastest way to get an answer to a question is to visit the INTO website at www.into.ie.

Queryline

Members also have the option to contact the INTO Queryline by emailing, info@into.ie or calling 01 8047700. The Queryline is operational from 9am to 5pm, Monday to Friday. Members can also log a query via the portal on the INTO website.

All queries are logged by our reception staff, who will need to verify that you are an INTO member. When sending your query, it is essential you include an identifier such as your payroll number or date of birth and a brief outline of your query. Your query is then assigned to a member of our staff with the relevant expertise to deal with the specifics of your enquiry.

INTO staff reps

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 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 mid-day on Saturdays.

Head Office

into.ie • info@into.ie • 01 804 7700

Our people

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



Our location

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

INTO Leave Estimator

Get instant answers to common queries about your leave entitlements with the *INTO Leave Estimator* at bit.ly/INTOLeaveEstimator.

This handy tool features calculators for sick leave and maternity leave, and

comprehensive FAQs for other leave entitlements such as brief absences, job share, career break, parental and adoptive leave.

The *INTO Leave Estimator* is formatted for desktop and mobile devices and is updated as changes to terms and conditions arise. The estimator also contains links to Department of Education

circulars, resources and INTO information, including videos.

It is accessible through the home page of into.ie and in the *Help & Advice* section of the website. Members will need their password.

Please see **page 31** for more information.





2

The new job

Applying for a teaching job?

Ten 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. If you are concerned that procedures have not been adhered to, or that you have been discriminated against, contact the INTO.

Checklist

A useful checklist as you enter the teaching profession

Useful websites

- **Department of Education**
www.education.gov.ie
- **The Teaching Council**
www.teachingcouncil.ie
- **Education centres**
www.ateci.ie
- **Induction**
www.teacherinduction.ie
- **INTO**
www.into.ie



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 16.



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 21.



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.

Teacher contracts

What types of employment may I be offered?

A teacher may be appointed to or engaged by a school on a full-time, part-time or casual basis.

How may I be offered a position?

An offer of any employment in a school may be made and/or accepted either orally or in writing.

What conditions may attach to a contract offered to me?

Appointments to teaching positions are subject to contract. The employment contract for teaching positions is typically subject to certain conditions:

- Vetting;
- Registration with the Teaching Council;
- 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, in order to meet relevant statutory obligations. These requirements may be set out in the advertisement.

What will be set out in the contract?

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.

- the full names of the employer and the employee;
- the address of the employer;
- 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;
- the rate or method of calculation of the employee's pay;
- 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 in the contract, relevant circulars or the *Rules for National Schools*.

Employer vs paymaster?

The school board of management (BOM) or Education and Training Board (ETB) is the employer for teachers. In schools where teacher posts are funded by the Oireachtas, the Department of

Education is the paymaster, but the BOM/ETB remains the employer. In private schools, where teacher salary is paid by the school as opposed to the department, the school is both employer and paymaster.

What other information should I be provided with?

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 (the five points above) of their contract within two months of starting the employment.

What are the T&Cs of my employment?

In school where teachers are paid by the DE, teachers' terms and conditions are ordinarily set out in circulars issued to schools and available on **education.gov.ie**. Please also see **into.ie** which has comprehensive information on teachers' T&Cs. Make sure you receive written information on the terms and conditions of your job.

Are all contracts exactly the same?

There can often be some variances between the written contracts used by different schools. Particular schools may include T&Cs relating to

confidentiality, intellectual property, and internet/email policies for example. However, the core points will likely be similar as previously explained.

Contract vs appointment form – are they the same?

It is important to note that the *Appointment/Re-Appointment Form for Primary Teachers* is not considered an employment contract and is specifically for department payroll purposes.

Check twice – sign once!

Prior to signing such any contract or form, you should read and understand the conditions contained within the contract or form. Teachers concerned about signing a contract should contact the INTO Head Office or their district representative.

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

Redeployment panels

What are they?

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/contract of indefinite duration (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 enrolment).

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.

Main panel

The function of the main panel is to facilitate the redeployment of all surplus permanent/CID holding teachers to schools that have vacancies. Vacancies arising in schools must be offered, in the first instance, to these teachers.

Supplementary panel

The supplementary panel is used to make appointments to full-time, permanent jobs. Where these jobs are not otherwise needed to facilitate the redeployment of surplus permanent or CID-holding teachers through the main panel.

The supplementary panel is intended to give teachers who have a minimum service threshold priority access to jobs in their diocese, within a 45km radius of their current school.

It does not guarantee teachers a permanent position, and the supplementary panel will not clear in every diocese or region.

In order to be eligible for the supplementary panel, a teacher must have moved up at least three incremental points for their substitute or fixed-term service by the end of the December when they apply. If they have only moved up two incremental points, they must hold a contract to the end of the school year in which they apply.

The service in question doesn't have to be continuous, so if a teacher is only working sporadically, it could take four to six years to earn the necessary increments.

Part-time, fixed-term service will count toward your incremental progression, and your supplementary panel rights.

New entrant EAL hours count toward your incremental progression, and if you have only moved up two salary scale points and require a contract to the end of the school year in order to be eligible for the panel, a contract for new entrant EAL hours is sufficient.

Your current point on the incremental scale is printed on the top right-hand corner of your payslip.

Only non-permanent service, paid by the Department of Education, will count toward supplementary panel rights. Incremental credit for service abroad, in private schools, or relevant non-teaching experience will not be counted.

Neither will increments earned for previous permanent service. A teacher must also meet the earnings criteria in the given year when applying for the supplementary panel.

Vetting

It is a requirement under the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016* (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 is 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 at **vetting.garda.ie**.





3

Your first year

Useful guidelines

- Work on **building positive relationships** with your colleagues, your pupils and their families.
- Practise the key skills of **observation, listening, questioning and empathy**. These skills will play a vital role in your teaching over your entire career.
- Learn to **read the atmosphere** of the classroom and 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, provide a visual representation of the rules.
- **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.
- 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 have equal opportunities to succeed.
- **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.
- Model the key qualities you want 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.
- **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** 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

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 (ITE) 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 their 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*.

The INTO is seeking an extension to the scheme enabling NQTs who qualified outside the State to complete their induction in Ireland. See **bit.ly/TeachingCouncilReg** for more details on the scheme.



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, provided they will be in the same role in excess of the 60 day requirement. Droichead may be completed in exceptional circumstances in other roles but, 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 **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 a 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 national induction programme for teachers (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 their 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 the parent(s) 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.

TeacherConnect

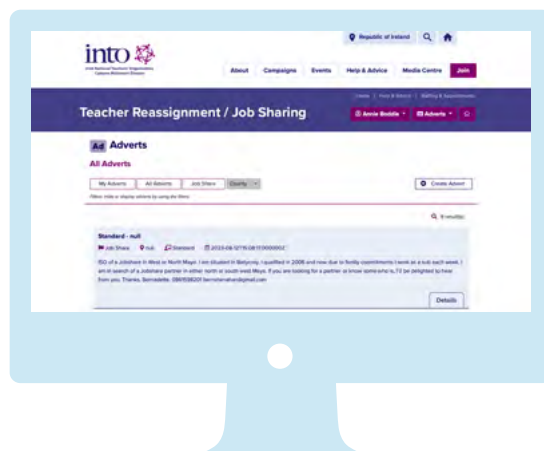
On the TeacherConnect portal, teachers can connect with colleagues for job sharing and temporary teacher reassignment.

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

Teachers are paid by the Department of Education, fortnightly on a Thursday.

Depending on the nature of your contract, you may receive a daily substitute rate or a fortnightly salary. In a temporary or permanent contract, your fortnightly salary can be worked out by dividing the value of your point on the salary scale by 26.09 (i.e. your full annual salary, divided by exact the number of pay periods in a year).

Substitute teachers will have their hours recorded on the Online Claims System (OLCS) each week by their school. The DE operates a PayPath facility, through which teachers' salaries are paid directly into their nominated account.

Your payslip

Payslips are divided into two columns. Earnings appear on the left-hand side while deductions such as tax, PRSI and pension are on the right-hand side. Your incremental point is recorded on the top right-hand corner of your payslip.

The roll number of the school in which you are employed will be listed on your payslip. Substitute teachers who are being paid for work in multiple schools in the same pay period, should show the roll number of each school on their payslip.

In addition, your payslip will contain your employer's registration number, your employee payroll number and your Personal Public Service (PPS) number, a unique reference number used for tax purposes. Your payslip will also state the period for which you are being paid, e.g., fortnightly.

4

Money matters



More information in relation to salary can be found on the INTO website bit.ly/INTOSalaryadvice or at revenue.ie.

For queries in relation to your pay, contact the Payroll Division of the Department of Education using the 'payroll contact form' at bit.ly/DEpayrollcontact or email primtch_payroll@education.gov.ie making sure to quote your payroll number and PPS number.

Salary scales

As a newly qualified teacher, you will be starting on point 1 of the scale. You will move up one increment for each year of permanent or temporary service, or for every 182 days of substitute service. It's important to keep an eye on your salary scale point during the course of your career - mistakes can happen, resulting in over or underpayments of salary. Teachers on the post-2010 salary scale skip points 4, 8 and 12. You can see the latest salary scales at bit.ly/PayScales.

Electronic payslips

E-payslips are now available through the Digital Postbox Service, which provides secure access to government communications. Registration will require a verified MyGovID. Teachers who do not opt in to this service will continue to receive their payslip by post.

Substitute teachers

If a substitute teacher holds either a contract for, or has worked for more than 40 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 40 school days in the academic year, they will be paid a casual daily rate, which is €204.17 plus €25.30 accrued holiday pay (rising to €207.78 plus €25.68 in October 2023) as per *Circular 0007/2023*.

All substitute teachers will receive their accrued holiday pay three times during the year: Christmas, Easter, and in July.

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 PPS number, if you do not already have one. You should also register on the Jobs and Pensions Service via *MyAccount* on 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 claim flat-rate expenses of €518. In addition teachers may also claim a tax credit of €65 for your Teaching Council Registration Fee. These tax credits are a form of tax relief and will reduce your tax bill for the year.

What is deducted from my salary?

Income tax

This is 'Pay As You Earn' (PAYE) income tax paid by you to Revenue. Tax credits reduce the amount of tax you pay. You should check that you are in receipt of all your tax credits.

Employee PRSI

Pay Related Social Insurance (PRSI) contributions go to the Social Insurance Fund (SIF), which helps to pay for social welfare benefits. There are a range of benefits available for Class A contributors including optical, dental and illness benefit.

Universal Social Charge (USC)

This is a tax on income. It is payable if your total gross income exceeds €13,000 per year. Further information on the USC is available at bit.ly/revenueUSC.

Adj. Single Pen. Sc.

Your pension contribution is shown as two deductions. The first deduction is calculated as 3.5% of net pensionable

remuneration. Net pensionable remuneration is a teacher's gross salary minus twice the value of the state pension.

Single Pens. Sch 2

This second deduction is calculated as 3% of a teacher's gross salary. This deduction incorporates the spouses and children's pension. You can find out more about the Single Pension Scheme at bit.ly/singlepensionscheme.

Additional Superannuation Contribution (ASC)

This is applied to all members of public service pension schemes. ASC only applies to gross pensionable remuneration and not taxable income. The rates are contained in *DES Circular 0072/2019* - bit.ly/DECircular72-2019.

INTO membership subscription

INTO membership subscription is 0.756% of your salary.

Pension

All teachers pay into a pension. This provides for a lump sum and pension on retirement. There are three schemes in operation for teachers. Each has different terms and conditions. New-entrant teachers are on the Single Public Pension Scheme.

How is my pension calculated?

The Single Public Service Pension Scheme is a defined benefit scheme. It is not based on investments in the stock market, it is based on your career average salary. The INTO in conjunction with our insurance broker Cornmarket has developed an online *Single Public Service Pension Estimator* to guide members in assessing their potential retirement benefits: bit.ly/INTOPensionEstimator.

Pension statements

The Single Public Service Pension Scheme legislation provides that an *Annual Benefit Statement* is issued to members of the scheme.

The statement details:

- Personal information including the date you joined the scheme;
- A summary and breakdown of all contributions made, and amounts earned towards your lump sum and pension.
- Benefits payable in the event of your death in service.


These statements are important as they illustrate how much you have paid into the scheme and the benefits you have accrued to date. This will help you to make decisions on additional pension provisions.

Can I top-up/make additional provisions for my pension in the single scheme?

Yes, there are currently two options should you wish to top up/add to your pension:

- Purchase of Additional Retirement Benefit (PARB);
- Additional Voluntary Contribution (AVC).

You can find more information, including a copy of your *Scheme Information Booklet*, in the members' area of the Single Public Service Scheme website at bit.ly/SPSMembersArea. *DES Circular 0007/2013* outlines the details of the scheme. On the INTO website, you can also access a recording of a webinar which was held on the Single Public Service Pension Scheme - bit.ly/SingleScheme.



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, CID, 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 bit.ly/DETravelPass.

The closing date for receipt of applications is usually the first working day in 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 e-bikes 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 *Circular 0056/2020* for more information.

Teachers can avail of both of these schemes as they are not mutually exclusive.

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 and ensure you have registered your card by going to **membershipplus.ie/teachers**.

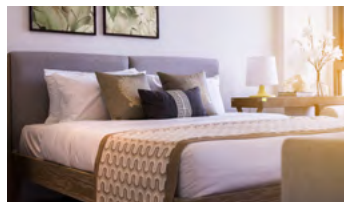


Financial schemes

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

- Comhar Linn INTO Credit Union;
- Cornmarket financial services;
- INTO/AIB Visa card;
- Irish Tax and Accounting Solutions;
- Home insurance;
- Mortgage advisory services.

Full details of all of these INTO approved arrangements are available on the INTO website.



Member competitions

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.



Interested in salary protection?

The salary protection scheme for members of the INTO provides you with a replacement income of up to 75% of your annual salary* if you're ill or injured and can't work. It helps give financial security and peace of mind, so you can focus on what matters.

Over 19,000 members protect their salary through the *INTO Salary Protection Scheme*. Isn't it time you applied to join too? Call Cornmarket on 01 470 8078 or visit **bit.ly/CornmarketSalaryProtection**.

*Up to 75% less any other income to which you may be entitled e.g. half pay, ill health early retirement pension, temporary rehabilitation remuneration, state illness benefit or invalidity pension, after you have exhausted the deferred period of the Scheme. Other terms, conditions and exclusions apply Cornmarket Group Financial Services Ltd. is regulated by the Central Bank of Ireland.



Buying a home or considering switching mortgage?

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

Exclusive offers for INTO members include:

- Free consultation;
- Reduced legal fees of €995 plus VAT and outlays for all mortgages;
- EDUC Mortgages will cover the cost of your valuation with the bank;
- No fees charged;
- Same interest rate as you receive from the lenders directly.

Visit **educmortgages.ie** for more information.



Need a loan?

Comhar Linn offer a wide range of loan types that are flexible and tailored to suit your needs. With our loans you can choose to have your loan repayments deducted at source from your salary. Apply online today with a decision made within 24 hours and funds issued within 48 hours.

Contact Comhar Linn at 01 873 1101 or email **info@intocreditunion.ie** and visit the website at **comharlinnintocu.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.



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.



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.



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.



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.



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 and have been offered a viable contract for their third year, may have an entitlement to a 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 *DES Circular 0023/2015* and the FAQ published by the Department in February 2019.



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

The board of management (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, *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 department circulars; *DES Circular 0049/2018* for all schools other than those under the patronage of an ETB, where *DES Circular 0048/2018* and *0050/2018* apply.

The board or ETB, as appropriate also approve applications for career breaks, secondments and job-sharing.



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 (OLCS) 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.



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 *DES Circular 0044/2019*, BOMs/ETBs are required to publish the list of seniority of teachers in the staff room each September.



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.



The answers to many more FAQs are available on the INTO website. Details for logging a query with the INTO Queryline can also be found on page 10.

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 bit.ly/INTOSickLeave.



What is MedMark?

Medmark is the occupational health service provider contracted by the Department. *DES 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, a new pension scheme, which is applicable to new entrants across the entire public service commenced. This is 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 Extra Personal Vacation (EPV) days in the summer you finish college, before taking up your first qualified appointment. After your first year, you may earn 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.



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.



I am teaching in a non-DE school. What are my entitlements?

Some non DE funded schools may follow circulars and guidelines issued by the DE while others may have their own provision in place in relation to salary, leave, pension etc.





5

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 positives!
- 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.



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.

Contact details

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.

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.





INTO Leave Estimator

Members with queries about their leave entitlements can check our online information service, the INTO Leave Estimator, available via into.ie/help-advice/leave-of-absence.

The *INTO Leave Estimator* features calculators for sick leave and maternity leave, and answers to FAQs covering other forms of leave and related entitlements such as parental, adoptive and parents' leave, COVID-19-related leave, brief absences, job share, career break and more.

The estimator is in an easy-to-read format for desktop and mobile devices, and has replaced the INTO Leave app. Member log-in is required to use the *INTO Leave Estimator*.

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 to 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



6 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.

Pre-recorded professional development webinars on topics ranging from SEN to EAL and classroom planning are available at: **bit.ly/INTOwebinars** (login required).

Find out more on the INTO website: **bit.ly/INTOCPD**, or email **learninghelpdesk@into.ie**.

Equality at the INTO

The INTO has a long legacy of promoting and encouraging the principles of equality, diversity and inclusion within the teaching profession. The Legal, Industrial Relations and Equality Section in collaboration with the INTO Equality Officer and the Equality Committee oversees actions and projects to help achieve this aim. For more information on the current priorities please visit the INTO equality hub: **bit.ly/INTOEqualityHub**.

INTO grants for educational research

The INTO offers an annual educational research bursary scheme for members. Up to six bursaries are awarded, €3,000 for doctorate level and €1,500 for masters level/other. The scheme opens after Congress each year with a closing date in late September

Bursaries are open to all INTO members, North and South. Any project which has been approved as a research endeavour by a recognised third-level institute will be considered.

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 Goals (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.

More information is available on **www.into.ie**.

The INTO Global Solidarity Network

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



THE GLOBAL GOALS

The INTO Solidarity Fund

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

The Global Citizenship School

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



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Body and soul

Club na Múinteoirí

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 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 clubnamuinteoiri.com.



Teachers' Musical Society

The Teachers' Musical Society (TMS) is made up of primary and secondary teachers. Over time, the group has grown into one of the leading musical societies in Ireland.

TMS prides itself on providing a space for musical-loving teachers to get together and enjoy the buzz of performing.

They stage a full musical production every spring and hold auditions in October. They also hold other events throughout the year such as karaoke bingo, open mic nights, carol singing, one act plays and dance workshops.

The Teachers' Musical Society has won numerous awards at the *Waterford International Festival of Light Opera* and the Association of Irish Musical Societies (AIMS). They staged

a production of *Urinetown The Musical* in March 2023 and were nominated for three AIMS awards, winning two of these, including a best ensemble award.

They celebrated their 20th anniversary in 2020 with a wonderful performance of *Sister Act*. This production was nominated for four AIMS awards: best female singer, best actress in a supporting role, best chorus and best technical.

Their next production is *The Hunchback of Notre Dame* which will take place in March 2024 on DCU's St Patrick's Campus.



Follow their social media accounts for sneak peaks at rehearsals, and more information about auditions and events.

- **Email**
teachers.ms@gmail.com
- **Facebook**
teachersmusical
- **Instagram**
@teachersmusical
- **TikTok**
@teachersmusicalsociety





LGBT+ 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.

Email
lgbt@into.ie

Facebook
INTOLGBTTeachersGroup

X (Twitter)
@intolgbt

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. *Belong To* 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.





Irish National Teachers' Organisation
Cumann Múinteoirí Éireann



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