



Information Note TC 0005/2023

**To: Managerial Authorities, Principal Teachers and Teaching Staff
in Primary Schools**

**Amendment to Circular 0044/2019 concerning the
RECRUITMENT/PROMOTION AND LEADERSHIP FOR REGISTERED
TEACHERS IN RECOGNISED PRIMARY SCHOOLS**

1. Introduction

- 1.1 Circular 0044/2019 sets out the arrangements for the Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools.

Circular 0044/2019 can be found at:

[gov.ie - Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools \(www.gov.ie\)](http://www.gov.ie)

- 1.2 The purpose of this information note is to amend the Circular as set out in Section 2 below.

2. Purpose of this Information Note

- 2.1 The purpose of this Information Note is to provide for the following amendments.
- 2.2 The existing text at Chapter 2.4(3) is removed and replaced with the following text:
- 4.3 “A substitute list shall be maintained by each employer of appropriately qualified teachers who have notified the employer that they are available for substitute teaching work. A separate substitute list of registered retired teachers should be maintained to cover instances where an appropriately qualified non retired teacher is not available for substitute work.



Two or more employers may establish and maintain a common substitute list, a copy of which should be kept by each employer. The school/ETB also has the option to make use of national services such as *Sub Seeker* but, where those services fail to produce a registered teacher who is not retired, the school/ETB must revert to the list. The school/ETB has, of course, the option of using the list in the first instance.

Where a school/ETB receives notification from an appropriately qualified teacher who is, or will within one month of notification become available for substitution work, the school/ETB must, within 7 school days, update the list and issue an acknowledgement to the teacher concerned.”

2.3 The existing text at Chapter 2.5(3) is removed and replaced with the following text:

5.3 “The school/ETB may also choose to make use of a dedicated online recruitment portal, such as educationposts.ie, for recruitment purposes. The use of such a portal is supported by the Department and is provided for in the Teacher Supply Action plan”.

2.4 The existing text at Chapter 4.7(2) is removed and replaced with the following text:

7.2 “The school/ETB may also choose to make use of a dedicated online recruitment portal, such as educationposts.ie, for recruitment purposes. The use of such a portal is supported by the Department and is provided for in the Teacher Supply Action plan”.

2.5 The amendments set out in this information note will take effect from the date of publication of this information note.



3. Circulation of Information Note

- 3.1 Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all teachers in your employment, including those on leave of absence.
- 3.2 The Information Note can be accessed on the Department's website at www.gov.ie.

James Walsh
Principal Officer
Teacher/SNA Terms and Conditions

21st June 2023