



Circular Letter 0012/2018

**To: The Managerial Authorities of Recognised Primary Schools
and
The Chief Executives of Education and Training Boards**

**SCHEME OF TEMPORARY RE-ASSIGNMENT
FOR
REGISTERED TEACHERS
IN
RECOGNISED PRIMARY SCHOOLS**

The Minister for Education and Skills directs you to implement the regulations and procedures regarding the Scheme for Temporary Re-assignment for registered teachers employed in an approved teaching post funded by monies provided by the Oireachtas.

The regulations and procedures are to be implemented by each employer with immediate effect and all teachers must adhere to the agreed terms of the attached Scheme of Temporary Re-assignment.

This Scheme replaces the Teacher Exchange Scheme from the commencement of the 2018/19 school year. Please ensure that copies of this circular are provided 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.

This Circular can be accessed on the Department's website under www.education.ie Home – Education Staff – Breaks/Leave – Temporary Re-assignment for Educational Purposes.

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Teacher/SNA Terms & Conditions
12 February 2018

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12 February 2018

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Definitions

For the purposes of the scheme the following terms have the meanings assigned to them here unless the context indicates otherwise:

Employer - means a Board of Management/Manager in the case of Primary Schools or the Education and Training Boards (ETBs) for Community National Schools. The Board of Management/Manager or Education Training Board may delegate as appropriate responsibility for matters set out in this circular.

School Year - as defined by the Minister for Education and Skills from time to time currently beginning on 1st September and ending on 31st August.

Teacher – means a person registered with the Teaching Council.

The Department – means The Department of Education and Skills (DES).

SCHEME OF TEMPORARY RE-ASSIGNMENT

1. Introduction

- 1.1 The purpose of this scheme is to facilitate an arrangement whereby eligible teachers, with the approval of their respective employer, may apply for temporary re-assignment to a different school for educational purposes.
- 1.2 A temporary re-assignment is an arrangement agreed between two teachers and two participating schools.
- 1.3 Educational purposes includes enabling teachers in primary schools to gain experience of teaching in different types of settings. For example, a teacher could seek a temporary re-assignment from:
- an urban school to a rural school or vice versa from a rural to an urban situation
 - a large school with a single class per teacher to a smaller school with multi-grade classes
 - a junior school, that is infants to second class to a senior school where they would teach third to sixth class
 - a single gender school to a mixed gender school
 - a mainstream school to a special school
 - a DEIS school to a non-DEIS school
 - a multi-medium school to a Gaelscoil/school in a Gaeltacht area and vice versa
- 1.4 The purpose of the scheme is to facilitate teachers to enhance their professional experience, enrich their knowledge and understanding of their professional work and to share their enhanced professional experiences with colleagues.
- 1.5 Participation in the scheme does not confer any right to a permanent/CID position in the school to which a teacher has been temporarily re-assigned.

2. Eligibility

- 2.1 A teacher may apply for a temporary re-assignment where he/she:
- a) is registered with the Teaching Council and
 - b) will have satisfactorily completed, at the end of the school year in which they are applying, 12 months of continuous service with the current employer.
- 2.2 Teachers who are on re-deployment panels are **not** eligible to participate in this scheme.

3. Duration of temporary re-assignment.

- 3.1 The minimum period of temporary re-assignment under this Scheme is one school year and the maximum is three school years. Requests for temporary re-assignment are subject to annual application and approval (see Application Procedures at 4 below).
- 3.2 A teacher may engage in one arrangement spread over three consecutive school years, or may wish to participate, at varying intervals, in separate arrangements, subject to the teacher not participating for more than three school years in total during their career.
- 3.3 On conclusion of the period of temporary re-assignment, the teachers must return to their original school. Where the maximum period has been exhausted (i.e three school years), no further re-assignment can be entered into.

4. Application Procedures

- 4.1 It is a matter for the teacher to find a colleague for the purposes of entering into a temporary re-assignment arrangement.
- 4.2 Teachers who wish to participate in this scheme are required to submit a completed "Application Form" (**Appendix A**) to their employer as early as possible, but no later than the 1st March prior to the commencement of the school year in which the temporary re-assignment is to commence.
- 4.3 Each school in the temporary re-assignment arrangement must complete an Application Form.
- 4.4 Applications must be made and approved on an annual basis.

5. Approval of applications by Employer

- 5.1 In considering applications for participation in the scheme, employers must take into account the benefits that would accrue to the school as a result. However, the welfare and educational needs of the pupils shall take precedence over all other considerations.
- 5.2 The temporary re-assignment arrangement must be agreed between both employers. It shall be open to an employer to interview a teacher who proposes to participate in the scheme.
- 5.3 The employer must process applications during the month of March. A decision will be conveyed in writing to both teachers by the respective Boards of Management/ETB before 1st April. The decision of the employer will be final.
- 5.4 Employer(s) must submit all approved applications to the Department/ETB before 10th April. Employer(s) will only be notified in writing by the Department if difficulties arise in relation to eligibility of applicants.

6. Status of the teachers on temporary re-assignment

- 6.1 The school in which the teacher is serving for the duration of the temporary re-assignment shall be deemed to be the teacher's employer for the period of the re-assignment and the teacher shall be required to sign a Form of Agreement with this employer. Applications for leave of absence, etc applicable for the school year following re-assignment must be made to the original employer.

7. Termination of temporary re-assignment arrangement

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

8. Position regarding posts of responsibility while teachers are on temporary re-assignment

- 8.1 A teacher applying for temporary re-assignment must relinquish his/her post of responsibility for the duration of the Scheme. The post of responsibility vacated by a teacher is subject to the terms as outlined in Department Circulars.
- 8.2 Teachers on temporary re-assignment may apply for posts of responsibilities arising in their original school but are not eligible to apply for posts in the school to which they have been re-assigned. If successful in obtaining a post in their former school an acting post of responsibility is appointed subject to the post still being warranted and subject to the terms as directed from time to time by Department Circulars.

9. Seniority

- 9.1 A teacher's seniority in his/her original school shall not be affected by participating in this Scheme. A teacher will not accrue any seniority in the school to which they are temporarily re-assigned.

10. Correspondence Address

- 10.1 The employer will address all necessary correspondence to the teacher at the email/home address last notified. No fault shall lie with the employer in the event that the teacher does not receive such correspondence.

11. Retention of Documentation

- 11.1. All documentation relating to this scheme must be retained by the employer with the relevant personnel records and in line with the school's data protection policy. These records may be selected for inspection by nominated Department officials.

12. Compliance

- 12.1 All teachers/employers must adhere to the regulations and procedures set out in this circular. Failure to abide with the regulations and procedures will be dealt with under the agreed disciplinary procedures.

13. Further Information

- 13.1 All queries should initially be brought to the attention of the employer who may wish to consult with their representative organisation, who may further wish to consult with the Department at the following email address: teachersna@education.gov.ie

Appendix A

APPLICATION FOR TEMPORARY RE-ASSIGNMENT FOR THE 2019/20 SCHOOL YEAR

(Separate application forms must be completed by each School)

PART 1 – TO BE COMPLETED BY THE TEACHER

TEACHER DETAILS

Name: _____ Teacher No: _____

Teaching Council Registration Number: _____

Address for Correspondence: _____

Email Address: _____ Contact Telephone No: _____

School Name _____ School Roll Number: _____

School Address _____

DETAILS OF TEMPORARY RE-ASSIGNMENT

Name and Address of school for temporary re-assignment

_____ Roll No.: _____

Name of Teacher with whom the temporary re-assignment is proposed _____

Educational purpose for the temporary re-assignment _____

DECLARATION

- I have read Circular 0012/2018 and confirm that this application is in accordance with the terms of the Circular.
- I accept that participation under this scheme does not confer any entitlement to permanency/CID in the school to which I wish to be temporarily re-assigned and I undertake to return to my original school at the end of the period of temporary re-assignment.
- I declare that the information which I have given in this application form is true and complete.

Signature of Teacher: _____ Date: _____

PART 2 – TO BE COMPLETED BY THE EMPLOYER

I certify that the application for temporary Re-Assignment of

(Insert name of teacher) _____ to

(Insert name of school) _____

- is in accordance with the terms of Circular 12/2018,
- that the temporary re-assignment has been approved
- that the temporary re-assignment is agreed with the Board of Management/ETB of (insert name of other school) _____, and
- that the teacher has been duly notified in writing.

Signature: _____ **Date:** _____
(Principal/Chairperson, ETB HR Dept, on behalf of Employer)

Contact Telephone No.: _____

Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to consider your application for this re-assignment. The personal data provided may be exchanged with the school to which you wish to be re-assigned. The privacy notice outlining further information in relation to this form can be found at [\[link\]](#). Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy are also available in hard copy from TeacherSNA Terms & Conditions, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659, upon request

Employers should return the completed form to:
Teachers' Terms and Conditions Section
Leave Administration Unit

**Department of Education and Skills
Cornamaddy
Athlone
Co Westmeath, N37 X659**

or to the relevant Education and Training Board, as appropriate.

(A copy of the completed form should be retained in the teacher's personnel file)