



Primary Circular 27/02

## DEPARTMENT OF EDUCATION AND SCIENCE PRIMARY BRANCH

TO: BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND ALL  
TEACHING STAFF IN PRIMARY SCHOOLS

### Allowance for the Mainstream Class Teacher in Two Teacher Schools

#### 1. Introduction

The Minister for Education and Science is pleased to advise that, following discussions at the Conciliation Council for teachers, the mainstream class teacher in two teacher schools is to be paid a **Special Duties Allowance** for the performance of specified duties.

#### 2. The Allowance

With effect from *1 January 2002* a mainstream class teacher in a two teacher school who carries out the specified duties as determined by the Board of Management of the school, may be paid a **Special Duties teacher allowance** subject to the conditions at (i) and (ii) following.

- (i) Payment of the allowance will be subject to the Board of Management agreeing the duties to be performed with the teacher and specifying the duties in writing. A copy of the duties should be retained in the school.
- (ii) Payment is also subject to the teacher satisfactorily performing the duties of the post.

A two teacher school, for the payment of the allowance, is defined as a school with a Principal and one mainstream class teacher (a school with a Principal and an ex-quota post only is not defined as a two teacher school for the purpose of this circular).

An allowance for acting as principal of a two teacher school is payable where the mainstream class teacher acts for a Principal teacher absent on approved leave for a period of eighteen weeks or more. No acting up allowance is payable to cover periods up to eighteen weeks duration.

#### 3. Duties of the Post

The duties of the post will be defined and determined by the Board of Management.

It should be noted however, that there are two specific duties which **must** be undertaken for the allowance to be payable:

- (i) to undertake the duties of the Principal teacher during any period that s/he is absent from the school. In the event that the mainstream class teacher is not prepared to undertake the duties of the Principal teacher his/her allowance shall be withdrawn.
- (ii) **to undertake the additional supervision duties, over and above those provided under the Supervision and Substitution Scheme, which are a necessary requirement of two teacher schools as specified by the Board of Management.**

#### **4. Arrangements for the Payment of the Allowance**

The Department will identify all two teacher schools. The Primary Payments Section of the Department will issue the relevant application form for the payment of the allowance to the Chairperson of the Board of Management. This form should be completed, signed and returned to the Primary Payments Section of the Department in Athlone. The allowance will not be paid until the form is returned.

In the event of the resignation, retire etc of the second teacher the Board of Management should notify the Department of the replacement teacher due the allowance using the form [POR1 Amend](#). This form is available on request from the Primary Payments Section of the Department in Athlone or on the Department or on the Department of Education and Education and Science website at <http://www.education.ie/>.

Copies of this Circular should be given to all members of the Board of Management of the school.

The Circular is also available on the Department of Education & Science website at <http://www.education.ie/>

You can access the Circular by entering the site, clicking on the heading "school staff" and then clicking on the heading "primary".

The Chairperson and Principal should retain all circulars for future reference.

Queries regarding the Circular may be E Mailed to [ppc@education.gov.ie](mailto:ppc@education.gov.ie)