



Circular 0015/2019

**To: The Managerial Authorities of Recognised Secondary,
Community and Comprehensive Schools
and the Chief Executives of Education and Training Boards**

**Scheme to Share Teachers between Recognised Post-Primary Schools for the
2019/2020 School Year**

1. Introduction

- 1.1 The purpose of this Circular is to inform managerial authorities and teachers of the introduction of a scheme to facilitate an arrangement whereby two schools can share a teacher to teach subjects in both schools.
- 1.2 The objectives of the Scheme are to assist schools in filling vacancies in high priority subjects and to enhance teaching hours for teachers in employment on less than full hours.

2. Definitions

For the purposes of the Teacher-Sharing Scheme the following terms have the meanings assigned to them here unless the context indicates otherwise:

Base School – school in which the teacher is employed.

Department – means The Department of Education and Skills.

Employer - means an Education and Training Board (ETB) for vocational schools/community colleges and a Board of Management/Manager in the case of voluntary secondary, community and comprehensive schools. The ETB or Board of Management/Manager may delegate as appropriate responsibility for matters set out in this Circular.

Host School – school that the teacher travels to teach in the teacher-sharing arrangement.

Recognised School – means a school which is recognised by the Minister for Education and Skills in accordance with Section 10 of the Education Act 1998.

Teacher – means a person registered with the Teaching Council employed in an approved teaching post in a recognised post primary school funded out of monies provided by the Oireachtas.

3. Basis of Scheme

3.1 The Scheme will operate on an initial basis for the school year 2019/20 with teacher-sharing arrangements under the scheme beginning in September 2019. The Scheme will be reviewed after the first year of operation.

4. Agreement of a Teacher-sharing Arrangement

4.1 A teacher-sharing arrangement may arise in two circumstances:

- (i) Where a teacher is already employed in the Base School and is assigned to the Host School for a defined number of hours per week; or
- (ii) Where part-time vacancies exist in two schools, the two vacancies may be filled using a teacher-sharing arrangement. In this case, the school with the vacancy of the higher number of hours will be deemed to be the Base School.

4.2 It is a matter for the Base School and Host School to identify and agree a teacher-sharing arrangement in the first instance.

4.3 The teacher-sharing arrangement will operate on a voluntary basis with the agreement of the teacher in question.

4.4 A proposed teacher-sharing arrangement must receive the sanction of the Department (and ETB where applicable) before it becomes operational.

5. Timetabling

5.1 It is a matter for the Base School and Host School to agree suitable timetabling arrangements. In doing so, the schools should ensure in as far as is possible that the teacher is not required to travel between the two schools on the same day. Class contact time must be maximised within the overall weekly maximum of 22 hours inclusive of professional time (or prorated as appropriate). The welfare and educational needs of the pupils shall take precedence over other considerations.

5.2 The Base School and Host School must be within a reasonable distance of each other in order to keep travel time to a minimum.

6. Travel Time and Travel Expenses

- 6.1 In recognition of the fact that a teacher-sharing arrangement may require additional travel on the part of the teacher, allowance will be made for necessary travel time up to a maximum of 1.5 hours per week.
- 6.2 Travel Time shall be reckoned as follows:
- a) Travel from the Base School to the Host School during the normal school day;
or
 - b) Travel to or from home to the Host School minus the time normally spent travelling to or from home to the Base School.
- 6.3 Travel time will be accounted for by a reduction of hours from the teacher's timetable in the Base School. The Base School will receive an additional allocation to replace this.
- 6.4 Travel expenses will be payable to the teacher under the normal rules – see [Circular 0009/2015](#).

7. Allocation of Hours to the Base School

- 7.1 Where a teacher is already employed in the Base School and is assigned to the Host School for a defined number of hours per week as set out in section 4.1(i) above, the Base School will receive an additional allocation equal to the hours which the teacher works in the Host School and necessary travel time (where applicable). This allocation can be used for a different subject according to the needs of the Base school. The teacher allocation for the Host School will be reduced accordingly.

Example 1:

A Physics teacher employed on a full-time basis by the Base School is assigned to the Host School for 7 hours per week under the scheme. The Base School will receive a teacher allocation of 7 hours per week, which can be used for other subjects.

Example 2:

An Irish teacher employed on a full-time basis by the Base School is assigned to the Host School for 5 hours per week under the scheme. Necessary travel time between the two schools amounts to 1 hour per week. The 1 hour travel time will be accounted for by a reduction of 1 hour in the teacher's time table in the Base School. The Base School will receive a teacher allocation of 6 hours per week, which can be used for other subjects.

- 7.2 Where part-time vacancies exist in two schools and the two vacancies are being filled using a teacher-sharing arrangement as set out in section 4.1(ii) above, the allocation to the Host School is reduced and an additional allocation is given to the

Base School in order to allow the Base School to pay the teacher. Additional allocation may be given to the Base School in respect of necessary travel time.

Example 3:

School A has a part-time Maths teacher vacancy for 12 hours. School B has a part-time Maths teacher vacancy for 5 hours. The schools wish to fill both vacancies using a teacher-sharing arrangement.

The 5 hours allocation in School B (Host School) is moved to School A (Base School). The allocation to School A (Base School) is therefore increased to 17 hours in order to allow School A to pay the teacher for the full 17 hours. The teacher is then assigned to School B (Host School) for 5 hours per week under the scheme.

8. Employment Provisions for Teacher Engaged in a Teacher-sharing Arrangement

- 8.1 The Base School remains the employer of the teacher for the duration of the teacher-sharing arrangement for all purposes, including any application for leave and the recording of such leave on the OLCS/relevant ETB system.
- 8.2 Where a teacher is engaged in a teacher-sharing arrangement, the teacher's additional hours obligations under public service agreements will be carried out on a pro-rata basis in each school. Attendance at parent-teacher meetings in each school should be prioritised in this regard. Schools will have to make and coordinate arrangements in terms of the scheduling of these meetings.
- 8.3 Teaching service in the Host School will be regarded as if it was carried out in the Base School for the purposes of salary, superannuation, seniority, CID entitlement and associated entitlements under circular letters [0024/2015](#), [0059/2016](#) and [0049/2017](#).
- 8.4 A teacher engaged in a teacher-sharing arrangement under this scheme may as per Circular letter [003/2018](#) apply for posts of responsibility in the Base School but is not eligible to apply for posts of responsibility in the Host School.
- 8.5 The teacher will agree to respect the ethos and comply with the relevant policies of both Schools.
- 8.6 All teachers engaged in the delivery of junior cycle will have an entitlement to professional time as per Circular letter [0079/2018](#).

9. Disciplinary Arrangements

- 9.1 Where a conduct or performance issue arises in the Host School, the Principal of the Host School may address this on an informal basis with the teacher concerned.

However, where a formal disciplinary process is considered necessary, it will be the responsibility of the Base School to operate the formal disciplinary process.

10. Vetting Arrangements

10.1 Host Schools must meet their statutory vetting obligations in accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 and relevant Department Circulars.

11. Duration of a Teacher-sharing Arrangement

11.1 The minimum period for which a teacher-sharing arrangement may be operated shall normally be one school year commencing on 1 September and ending the following 31 August.

11.2 As an exceptional matter, a teacher-sharing arrangement may be entered into during the year. In that case, the arrangement must continue to the end of the school year and all the provisions as set out in paragraph 8.3 above shall apply.

11.3 Should the scheme be extended, continuation of a teacher-sharing arrangement beyond the current school year will be subject to the agreement of the Base School and Host School. The sanction of the Department (and ETB where applicable) to the continuation of the teacher-sharing arrangement must be obtained on an annual basis.

11.4 The Department (and ETB where applicable) must be notified immediately of any changes that occur to the teacher-sharing arrangement during the school year.

12. Queries and Applications

12.1 Queries in relation to this scheme should be addressed to:

allocations@education.gov.ie

12.2 Applications for a teacher-sharing arrangement should be submitted to the Department using the form at Appendix A. Forms must be returned by 16 August 2019 to:

Teacher-Sharing Arrangement Applications,
Post Primary Teacher Allocations Section,
Department of Education & Skills,
Cornamaddy,
Athlone,
Co. Westmeath
N37 X659

For ETB schools, the form should be returned to the HR section of the relevant ETB in the first instance. Where the ETB approves the arrangement, the form should then be forwarded to the Department for sanction.

Tara Carton
Principal Officer
External Staff Relations

Paraic Joyce
Principal Officer
Teacher Allocations

25 February 2019

Appendix A

TEACHER-SHARING SCHEME - SCHOOL YEAR 2019/2020

This form must be returned by 16 August 2019 to:

Teacher-Sharing Arrangement Applications, Post Primary Teacher Allocations Section, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath N37 X659

For ETB schools, the form should be returned to the HR section of the relevant ETB in the first instance.

(a) Teacher Details

Name	PPSN	Payroll No.	Correspondence Address

(b) Base School and Host School Details

(i) Base School:

School Name	Roll Number	Phone Number	Correspondence Address

(ii) Host School:

School Name	Roll Number	Phone Number	Correspondence Address

(iii) Teacher's current teaching hours per week in Base School: _____(hours)

(iv) Proposed teaching hours per week in each school under teacher-sharing arrangement:

Base School: _____(hours)

Host School: _____(hours) *

** The teacher allocation for the Host School will be reduced accordingly.*

(c) Travel Time Claim

(i) Distance between Base School and Host School: _____ (km)

(ii) Distance between Teacher's Home Address and Base School: _____ (km)

(iii) Distance between Teacher's Home Address and Host School: _____ (km)

(iv) Amount of hours necessary travel time per week being claimed: _____hrs
(maximum of 1.5 hours per week)

(d) Base School Teaching Hours Allocation Claim

Total hours claimed by Base School under teacher-sharing arrangement:
_____ (hours)

(i.e. total of proposed teaching hours per week in the Host School plus necessary weekly travel time)

(e) Declarations by Base School and Host School (and ETB where applicable)

I confirm that the above information is correct and that I am in agreement with the proposed teacher-sharing arrangement for the school year 2019/20 as outlined above.

Name: _____ Signature: _____ Date: _____
Principal of the Base School

Name: _____ Signature: _____ Date: _____
Principal of the Host School

Name: _____ Signature: _____ Date: _____
(HR Manager of ETB where applicable)

(f) Declaration by Teacher

I confirm that the above information is correct and that I agree to engage in a teacher-sharing arrangement as outlined above for the school year 2019/20 on the terms contained in the scheme.

Name: _____ Signature: _____ Date: _____
Teacher involved in the Teacher-Sharing Scheme