

Department of Education and Science,  
Post Primary Teachers Section,  
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An Roinn Oideachais agus Eolaíochta  
Rannóg Múinteoirí Iarbhuíochais  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarmhí,  
Tel: 090 6483600  
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Circular 0016/2008

**To: The Management Authorities of Secondary, Community and Comprehensive Schools and the Chief Executive Officers of Vocational Education Committees**

**Teacher Recruitment Policies at Post Primary Level.**

As outlined in previous Circular Letters the Minister of Education and Science directed by [Circular 0101/2006](#), [Circular 0102/2006](#) and [Circular 0103/2006](#) that school authorities and Vocational Education Committees ensure that their individual schools' policy on teacher recruitment have been revised, as appropriate in each sector, by reference to :

Section 7 A (b) of the Articles of Management of Community and Comprehensive schools  
The requirements of Memo V7 and  
Amended rule 1(4) of the Rules for the payment of Secondary Teachers,

and that:

***A candidate proposed for appointment to their teaching staff shall be registered in accordance with section 31 of the Teaching Council Act, 2001.***

Each candidate for appointment to a teaching post shall have qualifications, including teacher education, suited to the purpose of the post for which s/he is proposed.

Further information in relation to registration and recognition matters may be obtained from the Council's office at The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare.  
Telephone : 01 6517900. Email: [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)

Any offer of employment must be conditional on:-

- a. the production of a current Registration Certificate or confirmation of registration from the Teaching Council of Ireland<sup>1</sup>
- and
- b. the teacher being compliant with all other requirements of appointment in relation to probation and medical fitness etc.

The vetting of teaching staff shall be in accordance the terms of [Circular 0094/2006](#) and the Teaching Council cannot issue a certified statement of registration until the vetting process is complete.

Any communication with the Department in relation to the content of this letter should be addressed by

- email to: [PPTAppointments@education.gov.ie](mailto:PPTAppointments@education.gov.ie) or
- Fax to: 090 6484063.

You are requested to ensure that copies of this circular are provided to the appropriate representatives of parents and teachers for transmission to individual parents and teachers. This circular, and an Irish translation, can be accessed on the Department's website [www.education.ie](http://www.education.ie).

Anne Killian.  
Principal Officer  
March 2008.

<sup>1</sup> The Teaching Council has indicated that Confirmation of Registration will be issued to newly qualified teachers by 30 September annually where such teachers have applied for and met the requirements for registration by the preceding July.