

Rannóg Riaracháin (Bunbhrainse 3)
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Primary Administration Section 3,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Circular 0083/2008

To the Management Authorities of Primary Schools

Application for Part-Time Learning Support/Resource Teacher (LSRT) and Resource Teacher (RT) Grants 2008/2009

Dear Principal,

The Department is currently preparing for the payment of the first moiety of part-time teacher grants to relevant schools' bank accounts in November 2008. This payment will cover the 16 week period between September and December 2008. Further information will issue to schools at a later date in relation to payment arrangements for the remainder of the 2008/09 school year. In this regard please note that you will be advised separately of the arrangements that the Department is putting in place so that Part-Time teachers will be paid through the payroll operated by the Department rather than the current grant payment system operated by Boards of Management. In order to ensure that schools receive an accurate grant allocation for the period September to December, 2008, it is essential that the attached form, [Form LSRT 2 \(PT\)](#), is completed and returned **immediately, but no later than Friday 10th October 2008**. Failure to do so may result in a delay in payment.

Please note that a part-time teacher post should only be put in place when any spare capacity on fulltime LSRT and/or RT posts is fully utilised i.e. where all fulltime caseloads reach the maximum 25 hours.

Please complete a separate form for each part-time teacher employed in your school. If your school is the base for a shared part-time teacher post, please give the names and roll numbers of the other schools involved, together with the exact breakdown of the post between the schools. **Only the base school should complete and return the form in such cases.**

*Completed forms should be returned to: **Part-time LS/RT teachers, Primary Administration 3, Department of Education and Science, Cornamaddy, Athlone, Co Westmeath.***

Important note: If the number of hours on the part-time teacher's caseload increases or decreases during the course of the school year, please advise Primary Administration 3 in writing of the revised details. Please attach copy of SENO recommendation for confirmation.

For information, the current part-time hourly rates of pay with effect from 1st March 2008 are as follows:

Qualified teacher as determined by the Teaching Council of Ireland: €43.25 per hour
Unqualified teacher: €27.55 per hour

Hubert Loftus
Principal Officer
September 2008

Download Form [Form LSRT 2 \(PT\)](#) (File Format Word 45KB).