



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

Panel access for fixed-term (temporary), substitute and part-time teachers

1. Introduction

The purpose of this circular is to set out the arrangements for access to redeployment panels for the 2012/13 school year for eligible registered primary teachers in fixed-term (temporary), substitute and part-time positions in recognised primary schools.

These new arrangements come into effect from the start of the 2012/13 school year. They replace the existing 3 year and 5 year service requirements that currently apply in relation to access to the supplementary panel and the secondary and discrete subset of the main panel.

As a once-off transitional arrangement fixed-term teachers either currently on panels or who deferred their access to these panels for the current (2011/12) school year will be automatically deemed eligible for the relevant panel for the 2012/13 school year provided they apply to the Department on or before Friday 20 April 2012 to be placed on the panel again.

The panels set up in accordance with the arrangements set out in this circular will be used for appointments to full-time permanent teaching posts but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers.

2. Subsidiary main panel

Each main redeployment panel is created for permanent and CID holding teachers in order to ensure that vacancies in permanent and fixed-term posts are offered in the first instance to these teachers.

A secondary and discrete subsidiary of each main redeployment panel (hereafter referred to as the subsidiary main panel) will be created for eligible primary teachers in fixed-term, substitute and part-time posts who meet the relevant eligibility criteria outlined in [Appendix A](#) of this Circular.

The subsidiary main panel will be used for appointments by schools to remaining permanent full-time teaching posts that are not otherwise required to facilitate the redeployment of permanent and CID holding teachers on main panels.

3. **Supplementary panel**

Each supplementary redeployment panel will be created for eligible primary teachers in fixed-term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Appendix A of this Circular.

The supplementary panel will be used for appointments by schools to remaining permanent full-time teaching posts that are not otherwise required to facilitate the redeployment of teachers from the main panel or the subsidiary main panel.

4. **Application process for access to panels:**

- (i) Eligible fixed-term, substitute and part-time teachers who wish to apply for access to the relevant panels must complete the relevant application form as follows:
- Application form in [Appendix B](#) for full-time (fixed-term or substitute) teachers seeking access to the subsidiary main panel or the supplementary panel.
 - Application form in [Appendix C](#) for part-time teachers seeking access to the subsidiary main panel or the supplementary panel.

Completed forms (including a copy of the teacher's last payslip of 2011) must be returned to the Department on or before **Friday 20 April 2012** at the following address:

Primary Teachers Allocations Section
Department of Education and Skills
Cornamaddy,
Athlone
Co. Westmeath

It is important to note that no late applications will be considered for inclusion on these panels.

It is the Department's intention to notify you of the outcome of your application around late May, 2012.

- (ii) Teachers are required to self declare on their application that they meet the relevant eligibility requirements set out at Appendix A. Applications from teachers **must** be fully completed and accompanied by appropriate evidence in the form of a copy of the teacher's last payslip for the 2011 calendar year. Applicants who do not provide the required information (completed application form and copy of the teacher's last payslip for the 2011 calendar year) will not have their applications processed or be considered for inclusion on the panels.
- (iii) Once the salary detail submitted on the application form meets the eligibility requirements the teacher will be provisionally placed on the panel appropriate to his/her application. Further checks will, as appropriate, be carried out at appointment stage in respect of those teachers that are being appointed to

permanent posts from these panels. Schools and teachers should therefore note that this checking process may invalidate a proposed appointment.

- (iv) All teachers applying for access to redeployment panels must include their contact e-mail address so as to facilitate the more efficient operation of the panels. This e-mail address may be used by a primary school as the main point of contact with a teacher and failure by the teacher to respond to e-mail correspondence may lead to a teacher being removed from the panel.

5. **Review:**

The operation of these arrangements will be reviewed with the relevant education partners in late 2012 to determine what adjustment, if any, is required for subsequent school years.

6. **Queries:**

The main focus of the Department's Teacher Allocations Section is on the teacher allocation process for the 2012/13 school year and the operation of the main redeployment panels for permanent and CID holding teachers.

It therefore has very limited capacity to deal with individual queries in relation to this Circular.

Such queries will, as appropriate, be dealt with by e-mail only at the following e-mail address: **circular12_2012query@education.gov.ie**

Please note that the closing date of 20 April 2012 will not be extended in the event that a response to a query is not issued prior to that date.

Hubert Loftus,
Principal Officer

Teacher Allocation Section

March, 2012