

## FAQs to Circular 0058/2015

### **Redeployment arrangements for fixed term/temporary (this includes substitute) and part-time teachers through the Supplementary Panel**

November 2015

**This document is set out in FAQ format and is designed to assist Boards of Management, teachers and Panel Operators with the operation of the Supplementary Panels for the various bodies set out below i.e. Supplementary Panels to which fixed term/temporary (this includes substitute) and part-time teachers have been granted access.**

- Catholic Church (on diocesan basis)
- Church of Ireland (on diocesan/united diocesan basis)
- Each Religious Order has its own panel
- Educate Together (national panel)
- An Foras Pátrúnachta (national panel)
- Special National Panel \*\*

This document reflects the various revisions that have been made over recent years to the Supplementary Panel arrangements. It supersedes the Panel Booklet for Teachers that was last updated in 2005 and the FAQs published in November 2014.

The document is set out in four parts as follows:

- Part 1** Information for School Management
- Part 2** Information for Teachers
- Part 3** Information for Panel Operators (e.g. diocesan education secretary, etc.)
- Part 4** Guidance for Panel Officers in relation to redeployment of teachers on the Supplementary Redeployment Panel

The document should be read in conjunction with staffing arrangements for the 2016/17 school year when published, and [Circular 0058/2015, “Panel Access for fixed-term/temporary \(this includes substitute\) and part-time teachers to the Supplementary Redeployment Panel for the 2016/17 school year”](#).

Each of the FAQs and answers in this document should be read in the context that the core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent and CID holding teachers to other schools that have vacancies. The redeployment of all surplus permanent and CID holding teachers is key to the Department's ability to manage

within its payroll budget and ceiling on teacher numbers. Supplementary Panels will be circulated once the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher and will be used to fill remaining permanent vacancies (excluding Principal posts) that can be filled on or before 7 November 2016.

It is important to note that the allocation of all teaching posts to schools is contingent on schools complying with the redeployment arrangements. The Department will be monitoring compliance with these arrangements through information received through the operation of the payroll. **Schools that have not complied with the redeployment arrangements will not be permitted to fill permanent vacancies on a permanent basis.**

\*\* The Supplementary Special National Panel is being phased out and no new applications are being accepted. It will be used only for filling permanent teaching posts in special schools that are otherwise not required for the redeployment of surplus permanent teachers in the 2016/17 school year.

## Part 1

### Information for School Management on the Supplementary Panel

#### 1. What is the Supplementary Panel?

The Supplementary Panel is used for appointments to **full-time permanent** teaching posts (other than Principal teacher posts) but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers. The latest date for filling a permanent post on a permanent basis (and in accordance with the staffing arrangements circular for the 2016/17 school year) is Monday 7 November 2016. Thereafter, a permanent post may be filled only on a fixed term basis (and in accordance with the terms of the staffing circular for the 2016/17 school year) unless the appointee is a permanent or CID holding teacher from a redeployment panel.

Each Supplementary Panel is created for eligible teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Circular 0058/2015.

Teachers are placed on the Supplementary Panel on a provisional basis. Further checks are carried out, as appropriate, at appointment stage in respect of those teachers being appointed to permanent posts from the Supplementary Panel.

**Note:** Temporary and substitute positions cannot be filled from teachers on the Supplementary Panel. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools are free to fill these vacancies through normal processes. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

#### 2. When does the Supplementary Panel come into effect?

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools can be issued with the Supplementary Panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

#### 3. What types of vacancies can be offered to teachers placed on the Supplementary Panel?

Permanent teaching posts:

- that are not otherwise required to facilitate the redeployment of surplus permanent/CID holding teachers

and

- that can be filled on or before Monday 7 November 2016, other than the Principal teacher post.

**4. What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a school that operates through the medium of Irish?**

The purpose of this tick box is to assist the school led redeployment process for schools that operate through the medium of Irish. In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a school that operates through the medium of Irish. However, it is important to note that the Supplementary Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools, including those that operate through the medium of Irish. Specifically, all teachers on a redeployment panel may receive offers of appointment from Irish medium schools irrespective of whether or not they have ticked the box to indicate a particular interest in same.

**5. What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a special school which operates under the patronage of the applicant's panel operator?**

The purpose of this tick box is to assist the school led redeployment process for special schools which operates under the patronage of the applicant's panel operator (this does not extend to a special class in an ordinary school). In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a special school. However, it is important to note that the Supplementary Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools. Specifically, all teachers on a redeployment panel may receive offers of appointment from special schools under the patronage of the applicant's panel operator, whether or not they have ticked the box to indicate a particular interest in same.

**6. Are teachers on the Supplementary Panel entitled to be redeployed into Fixed Term vacancies?**

No. The Supplementary Panel is not used to fill fixed term positions in schools.

**7. How do I know when the Supplementary Panel is available?**

You should check with your Panel Operator (diocesan education secretary, etc.). The Department will post notification on its website as part of its regular Panel Updates. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

**8. What are the Board of Management's options for filling the permanent vacancy through the Supplementary Panel?**

The Board of Management has three options for filling the permanent vacancy:

1. The Board of Management can select a teacher from the Supplementary Panel, without an interview process.
2. Where there is more than one teacher on the Supplementary Panel, the Board of Management of the school with the vacancy can send a request by email inviting some or all of the teachers on the Supplementary Panel to interview. A teacher must respond to an invitation to interview within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.
3. Schools have the **option of using a website**, i.e. [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie), as a means of engaging with the Supplementary Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Supplementary Panel to express an interest in a permanent post that falls to be filled from that Supplementary Panel. Teachers can only respond to expressions of interest from within their own relevant panel area. Key requirements are:
  - Teachers to be given a period of 5 calendar days to express an interest in the post.
  - A school is required to select a teacher from the cohort of teachers that expressed interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Supplementary Panel (who had not responded with an expression of interest in the post). The filling of the post in this manner may be done with or without an interview process.
  - If no teachers on the relevant Supplementary Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days.
  - If at that stage there are still no teachers who have expressed interest in the post, the school can proceed to fill its permanent vacancy in the normal manner via the standard public advertisement.
  - In such a scenario, the school is required to state explicitly in the public advertisement the date that expressions of interest were sought, the date it was extended and confirmation that the school is now proceeding to fill the vacancy through open recruitment.
  - A teacher on the Supplementary Panel who does not express an interest in a post remains on the Supplementary Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Supplementary Panel. A teacher who is called to interview from the Supplementary Panel but is unsuccessful in securing the post remains on the Supplementary Panel.

Please see below text to be included in

- any advert to be placed by a school with a permanent teaching vacancy on [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie) seeking expressions of interest from teachers on the relevant supplementary redeployment panel, and
- any follow up advert by the school extending the timeframe of the initial advert seeking expressions of interest from teachers on the relevant supplementary panel by two calendar days, and
- any subsequent advertisement to fill the position through open recruitment.

**Template wording to be used by schools when seeking an expression of interest from teachers on the Supplementary Panel**

**Wording to be included in the first advertisement:**

The Board of Management wishes to invite expressions of interest in a permanent vacancy, with initial duties in \_\_\_\_\_ (*insert duties*) from teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*).

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 5 calendar days from the date of this advertisement.

**If no teacher(s) on the Supplementary Panel reply to the first advertisement, the wording to be included in the second advertisement is:**

The Board of Management, having initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of first advertisement*), hereby gives notice that it is extending the period of time within which an expression of interest may be submitted by a teacher on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*) by two calendar days.

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 2 calendar days from the date of this advertisement.

**The wording to be included in the open competition advertisement of the permanent vacancy, following the expiration of the closing date specified in the second advertisement seeking expressions of interest from teachers on the relevant Supplementary Panel:**

The Board of Management initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of the first advertisement seeking expressions of interest*) for teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*). The closing date for receipt of expressions of interest was the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the closing date for receipt of expressions of interest from the first advertisement*).

The closing date for submission of expressions of interest from teachers on the relevant Supplementary Panel was extended by advertisement on this website to the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the extended closing date from the second advertisement*).

The Board of Management is now proceeding to fill this permanent vacancy through open competition.

**9. When the Supplementary Panel is in operation do I have to make a formal offer of the permanent vacancy to a teacher on the Supplementary Panel?**

Yes. Once the BoM has decided to whom it will offer a post, the Board must formally offer the permanent vacancy to the teacher on the Supplementary Panel by issuing a “letter of offer” by email and seek the teacher’s response within three calendar days of the date of the letter. Proof of sending should be retained by the Board of Management. The “letter of offer” should state the offer is conditional on and subject to, amongst other things, confirmation of qualifications, continued registration with the Teaching Council, compliance with required vetting requirements, pre-employment medical screening, acceptance of the conditions of the letter of offer and any final checking by the Department of the eligibility of the teacher to be on the Supplementary Panel. Boards are advised to check with their Management Bodies in this regard.

**10. What happens if the teacher on the Supplementary Panel cannot be contacted or does not respond to my email offer of a post in my school?**

Each teacher on the Supplementary Panel has provided contact details to facilitate contact relating to his/her future employment. You should notify your Panel Operator (diocesan education secretary, etc.) and the Primary Teachers Allocation Section (email: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)) by email that the teacher has failed to respond to your offer. Copy this email to the teacher also.

If a teacher fails to accept an offer of a post within the required three calendar day time frame, s/he will forfeit her/his place on the Supplementary Panel. A teacher must respond to all offers, even if it is outside the 45 km distance.

**11. What happens when a teacher on the Supplementary Panel accepts the offer of a post in my school?**

Once written confirmation of the acceptance of the terms and conditions outlined in the letter of offer has been received by email, the Board of Management must notify the Panel Operator (diocesan education secretary, etc.) within the following 24 hour period. This notification by the Chairperson of the Board of Management to the Panel Operator (diocesan education secretary, etc.) can be done verbally but must, without any delay, also be confirmed by e-mail.

The teacher and the Principal must then immediately complete the Supplementary Panel Update Form ([Supplementary PUF](#)) to notify the Department in order that the teacher’s name will be removed from the Supplementary Panel.

The Principal/Chairperson of the BOM must also arrange for the Primary Teacher Appointment Form to be completed and forwarded to the Primary Teachers Payroll Section. (<http://www.education.ie/en/Education-Staff/Services/Appointment-Forms>)

**12. Is there a time limit by which I must have my permanent vacancy filled?**

The latest date for filling a permanent post on a permanent basis is **Monday 7 November 2016**. Thereafter a permanent post may be filled only on a fixed term basis unless the



appointee is a surplus permanent/CID holding teacher being appointed through **the Main Redeployment Panel arrangements**. These arrangements do not apply to Principal teaching posts.

**13. How will I keep up to date on whether the Supplementary Panel is still in operation?**

Keep in regular contact with your Panel Operator (diocesan education secretary, etc.). The Department will notify the school system through regular panel updates on its website. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

## **Part 2**

### **Information for Teachers on the Supplementary Panel**

#### **1. What is the Supplementary Panel?**

The Supplementary Panel is used for appointments to full-time permanent teaching posts (other than Principal teacher posts) but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers. The latest date for filling a permanent post on a permanent basis (and in accordance with staffing arrangements circular for the 2016/17 school year) is Monday 7 November 2016. Thereafter, a permanent post may be filled only on a fixed term basis (and in accordance with the terms of the staffing circular for the 2016/17 school year) unless the appointee is a permanent or CID holding teacher from a redeployment panel.

Each Supplementary Panel is created for eligible teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Circular 0058/2015. Teachers are placed on the Supplementary Panel on a provisional basis. Further checks are carried out, as appropriate, at appointment stage in respect of those teachers being appointed to permanent posts from the Supplementary Panel.

**Note:** Temporary and substitute positions cannot be filled from teachers on the Supplementary Panel. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools are free to fill these vacancies through normal processes. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

#### **2. When does the Supplementary Panel come into effect?**

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher, the relevant Panel Operators will be notified that schools can be issued with the Supplementary Panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various Panel Operators may also use their website to update schools on the progress of the panels.

#### **3. What type of vacancies will I be offered if I am on the Supplementary Panel?**

Permanent teaching posts, other than the Principal teacher post, in the relevant Panel Operator (diocesan education secretary, etc.) area that can be filled on or before Monday 7 November 2016, but only where those posts are not otherwise required to facilitate the redeployment of a surplus permanent/CID holding teacher.

#### **4. How will I know if a school has a vacancy to be filled through the Supplementary Panel?**

A Board of Management with a permanent vacancy to be filled through the Supplementary Panel can fill it in three ways:

1. The Board of Management can select a teacher from the Supplementary Panel, without an interview process.
2. Where there is more than one teacher on the Supplementary Panel, the Board of Management of the school with the vacancy can send a request by email inviting some or all of the teachers on the Supplementary Panel to interview. A teacher must respond to an invitation to interview within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.
3. Schools have the **option of using a website**, i.e. [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie), as a means of engaging with the Supplementary Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Supplementary Panel to express an interest in a permanent post that falls to be filled from that Supplementary Panel. Teachers should regularly check [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie) for advertisements of expressions of interest sought by schools in their own relevant panel area. Key requirements for this option are:
  - Teachers to be given a period of 5 calendar days to express an interest in the post. Teachers can only respond to expressions of interest within their own relevant panel area.
  - A school is required to select a teacher from the cohort of teachers that expressed interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Supplementary Panel (who had not responded with an expression of interest in the post). The filling of the post in this manner may be done with or without an interview process.
  - If no teachers on the relevant Supplementary Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days.
  - If at that stage there are still no teachers who have expressed interest in the post, the school can proceed to fill its permanent vacancy in the normal manner via the standard public advertisement.
  - In such a scenario, the school is required to state explicitly in the public advertisement the date that expressions of interest were sought, the date it was extended and confirmation that the school is now proceeding to fill the vacancy through open recruitment.
  - A teacher on the Supplementary Panel who does not express an interest in a post remains on the Supplementary Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Supplementary Panel. A teacher who is called to interview from the Supplementary Panel but is unsuccessful in securing the post remains on the Supplementary Panel.

Please see below text to be included in

- any advert to be placed by a school with a permanent teaching vacancy on [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie) seeking expressions of interest from teachers on the relevant supplementary redeployment panel, and
- any follow up advert by the school extending the timeframe of the initial advert seeking expressions of interest from teachers on the relevant supplementary panel by two calendar days, and
- any subsequent advertisement to fill the position through open recruitment.

**Template wording to be used by schools when seeking an expression of interest from teachers on the Supplementary Panel**

**Wording to be included in the first advertisement:**

The Board of Management wishes to invite expressions of interest in a permanent vacancy, with initial duties in \_\_\_\_\_ (*insert duties*) from teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*).

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 5 calendar days from the date of this advertisement.

**If no teacher(s) on the Supplementary Panel reply to the first advertisement, the wording to be included in the second advertisement is:**

The Board of Management, having initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of first advertisement*), hereby gives notice that it is extending the period of time within which an expression of interest may be submitted by a teacher on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*) by two calendar days.

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 2 calendar days from the date of this advertisement.

**The wording to be included in the open competition advertisement of the permanent vacancy, following the expiration of the closing date specified in the second advertisement seeking expressions of interest from teachers on the relevant Supplementary Panel:**

The Board of Management initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of the first advertisement seeking expressions of interest*) for teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*). The closing date for receipt of expressions of interest was the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the closing date for receipt of expressions of interest from the first advertisement*).

The closing date for submission of expressions of interest from teachers on the relevant Supplementary Panel was extended by advertisement on this website to the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the extended closing date from the second advertisement*).

The Board of Management is now proceeding to fill this permanent vacancy through open competition.

**5. How do I receive offers of posts?**

Once the Board of Management has decided it is going to offer a post to you, it will communicate an offer of its post to you and will issue you with a “letter of offer” by email. You must respond to the Board of Management within three calendar days of the date of offer indicating acceptance of the conditions as set out in the letter of offer. It is advisable to retain a record of your email response.

The offer of a post is conditional on, and subject to, amongst other things, confirmation of qualifications, continued registration with the Teaching Council, compliance with required vetting requirements, pre-employment medical screening, acceptance of the conditions of the letter of offer and any final checking by the Department of the eligibility of the teacher to be on the Supplementary Panel.

**6. Are teachers on the Supplementary Panel entitled to be redeployed into Fixed Term vacancies?**

No. The Supplementary Panel is not used to fill fixed term positions in schools.

**7. What is the effect of ticking the box to indicate that I have a particular interest in being redeployed to a school within my panel area that operates through the medium of Irish?**

The purpose of this is to assist the school led redeployment process for schools that operate through the medium of Irish. In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a school that operates through the medium of Irish. The arrangement is being expanded to also facilitate a teacher indicating no particular interest in being redeployed to a school that operates through the medium of Irish. However, it is important to note that the Supplementary Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools, including those that operate through the medium of Irish. Specifically, all teachers on a redeployment panel may receive offers of appointment from Irish medium schools irrespective of whether or not they have ticked the box to indicate a particular interest in same.

**8. What is the effect of a teacher ticking the box to indicate whether or not s/he has a particular interest in being redeployed to a special school which operates under the patronage of his/her panel operator?**

The purpose of this tick box is to assist the school led redeployment process for special schools which operates under the patronage of the applicant’s panel operator (this does not extend to a special class in an ordinary school). In the event that a Panel Officer is appointed to facilitate the redeployment of teachers from a panel, the Panel Officer can also take note of whether or not a teacher has expressed a particular interest in being redeployed to a special school. However, it is important to note that the Supplementary Panel redeployment arrangements set out in the other FAQs in this document apply in the same manner for all schools. Specifically, all teachers on a redeployment panel may receive offers of appointment from special schools under the patronage of the applicant’s

panel operator whether or not they have ticked the box to indicate a particular interest in same.

**9. Does my previous permanent service as a primary teacher count towards access to the Supplementary Panel?**

Only reckonable service since the last date of permanent service is counted for meeting the eligibility criteria for Supplementary Panel access. In order for you to be considered to meet the scale point eligibility criterion, you must have earned three increments since the last date of permanent service. Alternatively you must have earned two increments since your last date of permanent service and if you are now in your third year (since your last date of permanent service) you must be contracted to teach to the end of the 2015/16 school year.

**10. Can I count previous service as a post primary teacher, service for which I have had incremental credit awarded or unqualified service towards access to the Supplementary Panel?**

No, this service is not counted for meeting the eligibility criteria for Supplementary Panel access.

**11. What are the main undertakings I have to give when applying for access to the Supplementary Panel?**

You are required to self-declare on the Application Form of Circular 0058/2015 that you meet the relevant eligibility requirements set out at Part 2 of Circular 0058/2015.

*You must also give the following undertakings when applying to be placed on the Supplementary Panel:*

- agree that you have read Circular 0058/2015 and declare that you satisfy the eligibility criteria.
- agree to abide by the re-deployment arrangements which govern the operation of the Supplementary Redeployment Panel at primary level.
- understand and accept that any inaccurate or misleading information supplied by you in completing the application form will invalidate your application for access to the Supplementary Panel.
- understand that the information provided on the application form will be subject to verification by the Department before your name is passed onto the relevant patron for inclusion on the panel. Completion of the application form does not entitle you to panel rights and the final decision for admittance to a panel rests with the relevant patron.
- understand and agree that your contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate your redeployment.

- understand that where a school with a permanent vacancy engages with the Supplementary Panel by using a website to seek expressions of interest from teachers on the Supplementary Panel and you are interested in the vacancy, you must submit your expression of interest to the school within the required time frame. Understand that your place on the Supplementary Panel will not be affected if you opt not to submit an expression of interest to any school filling its vacancy through this process.
- accept that your name will be removed from the Supplementary Panel if:
  - you are not contactable using the details you have supplied
  - you fail to respond within three calendar days to any email request for interview by a school
  - you fail to respond within three calendar days to any email offer of a post from a school
  - you refuse to accept an email offer within the agreed distance limits
- you accept that if at any time you allow your Teaching Council registration to lapse, or if you are removed from the Register for any reason then you will be removed from the Supplementary Panel and that your employment will be terminated with the school to which you are redeployed with immediate effect.
- you accept that any appointment from the Supplementary Panel will be:
  - subject to medical screening
  - subject to confirmation of qualifications.
- you accept that any appointment arising from the panel will be subject to meeting the required vetting requirements.
- you accept that any appointment from the Supplementary Panel will be conditional on and subject to the terms and conditions set out in the/any letter of offer from the employing school/employer.
- you accept that any appointment arising from the Supplementary Panel will be subject to a checking process by the Department at appointment stage in relation to meeting the eligibility criteria and that this checking process may invalidate your proposed appointment.
- you undertake to notify the relevant Panel Operator and return the Supplementary PUF to the Department if you take up a post for the 2016/17 school year or if you decide to leave the panel for any reason. You understand that if you leave the panel for any reason you cannot be subsequently reinstated.

**Failure to comply with any of the above conditions will result in forfeiture of your Supplementary Panel access.**

## **12. Am I required to be contactable during the period that the panels are in operation?**

Yes, teachers on the Supplementary Panel are required to be contactable at all times at the e-mail address(es) and/or phone number(s) provided on the Supplementary Panel application form. It is vitally important that you are contactable at all times. You must check your email regularly. Failure to be contactable will mean that you will forfeit your



place on the Supplementary Panel and your name will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be re-instated onto the Supplementary Panel.

If you change your email address, telephone number or any contact details, you must notify this change to the Primary Teachers Allocation Section of the Department (email: [supplementarypanel@education.gov.ie](mailto:supplementarypanel@education.gov.ie)) **and** to the Panel Operator (diocesan education secretary, etc.) **immediately**.

In accordance with arrangements set out at No. 4 above, teachers on the Supplementary Panel should check websites, i.e. [educationposts.ie](http://educationposts.ie)/[staffroom.ie](http://staffroom.ie), regularly during the time in which the Supplementary Panel is in operation.

**13. Has a Board of Management the right to interview me when I am on the Supplementary Panel and must I respond to the invite?**

Once there is more than one teacher on the Supplementary Panel, a Board of Management has the right to interview you. Failure to respond to any invitation to interview within three calendar days and/or attend at an interview will mean you will forfeit your place on the Supplementary Panel and you will be removed from the Supplementary Panel. Note arrangements set out at No 4 above whereby a school may seek expressions of interest in its vacancy.

**14. Must I reply by email to every offer made to me even if it is outside the 45km distance?**

Yes, you must respond to any offer of a post within three calendar days of receipt of the offer but you may refuse the offer on the basis that the school is outside the 45km distance.

**15. Do I need to respond to an informal approach from a school, e.g. a school asking me to forward my CV?**

Yes. You should respond immediately to any email communication from a school. This informs the school of your current status and whether or not you are still available for redeployment.

**16. What happens if I am on the Supplementary Panel and I fail to respond within three calendar days of an offer being made to me by a Board of Management?**

Failure to respond to any such offer will mean you will forfeit your place on the Supplementary Panel and you will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be re-instated onto the Supplementary Panel.

**17. Must I accept the first post offered to me?**

Yes, you must accept the first post offered to you by any school within your Panel Operator's area once it is within the 45km distance of your base school. This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within your Supplementary Panel area. Failure to accept an offer of a post from any school

within the 45km distance will mean you will forfeit your place on the Supplementary Panel and your name will be removed from the Supplementary Panel.

**18. What happens if I refuse an offer and I am within the 45km distance?**

You will forfeit your place on the Supplementary Panel and your name will be removed from the Supplementary Panel. Teachers should note that they cannot subsequently be reinstated onto the Supplementary Panel.

**19. What happens if I accept a permanent post through the Supplementary Panel process?**

You must acknowledge, to the Board of Management, acceptance of the terms and conditions contained in the letter of offer. You must also notify the Panel Operator that you have accepted a post so that your name can be taken off the Supplementary Panel.

You and the Principal must then immediately complete the [Supplementary PUF](#) to notify the Department in order that your name will be removed from the Supplementary Panel.

The Principal/Chairperson of your new school must also arrange for the Primary Teacher Appointment Form to be completed and forwarded to the Primary Teachers Payroll Section. (<http://www.education.ie/en/Education-Staff/Services/Appointment-Forms>)

**20. When am I expected to take up duty in the new school?**

Your appointment will take effect from the start of the new school year. If you are redeployed after the start of the school year and before the first working day of November you will be required to take up duty in the new school without any delay.

**21. What happens if I accept a permanent post that is dependent on the required enrolment being achieved (e.g. developing post) and the post is subsequently suppressed as the required projected enrolment is not achieved?**

You will be placed back on the **Supplementary Panel**.

**22. What should I do if, separately from the Supplementary Panel, I accept a year-long fixed term post in any recognised school?**

If you accept a year-long fixed term post in any recognised school you must immediately notify your Panel Operator by email who will then remove your name from the Supplementary Panel for the 2016/17 school year. You and the Principal must then immediately complete the [Supplementary PUF](#) to notify the Department, in order that your name will be removed from the Supplementary Panel. Teachers who give up their place on the Supplementary Panel to take up a fixed-term position in a school for the 2016/17 school year will not automatically be placed on the Supplementary Panel for the 2017/18 school year. The onus will be on the teacher to re-apply for access to the Supplementary Panel through the published arrangements for the 2017/18 school year.

**23. If I am on the Special National Supplementary Panel what type of post will I be offered?**

Permanent teaching posts in a special school (where Irish is not a curricular requirement), other than the Principal teacher post, but only where the post is not otherwise required for the redeployment of a surplus permanent/CID holding teacher. If the special school with a permanent vacancy opts to use a website, i.e. [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie), as a means of engaging with the Supplementary Panel to seek expressions of interest in a permanent post that falls to be filled from the Supplementary Panel, it is up to you to express your interest in the vacancy to the school.

**24. Can I defer/postpone going on to the Supplementary Panel?**

No, it is not an option to defer going on to the Supplementary Panel.

**25. What happens if I decide to take a year out from teaching?**

If you separately opt to take a year out from teaching (to travel, etc.) you must immediately notify your Panel Operator by email who will then remove your name from the 2016/17 Supplementary Panel. You must then immediately complete the [Supplementary PUF](#) to notify the Department in order that your name will be removed from the Supplementary Panel.

Teachers who opt to take a year out of teaching (to travel, etc.) will not have automatic entitlement to the Supplementary Panel on their return to teaching. These teachers will have to **re-apply** for access to the relevant panel at the next available application period and meet the relevant criteria. Depending on how long the teacher is out of service, he/she may not be able to meet the earning threshold required for Supplementary Panel access in the year of his/her return. This is an important consideration for those teachers who are considering leaving the Supplementary Panel for the purposes of travelling abroad, etc.

**26. Will I receive salary whilst I am on the Supplementary Panel?**

A teacher on the Supplementary Panel has no entitlement to salary from the start of the new school year whilst s/he is awaiting the offer of a permanent post.

**27. Is there a time limit for when schools can fill permanent vacancies through the Supplementary Panel?**

The latest date for filling a permanent post on a permanent basis is **Monday 7 November 2016**. The Supplementary Panel will automatically cease at this stage. Teachers on the Supplementary Panel who fail to gain a permanent position by this date will not have automatic entitlement to a place on the Supplementary Panel for the following school year. These teachers will have to **re-apply** for a place on the relevant panel and meet the relevant criteria.

## Part 3

### Information for Panel Operators (diocesan education secretary, etc.)

#### 1. When can I expect to receive the Supplementary Panel?

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher the relevant Panel Operators will be supplied with the Supplementary Panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various Panel Operators may also use their websites to update schools on the progress of the panels.

#### 2. What is the process to be followed by a school with a permanent vacancy to be filled through the Supplementary Panel?

The Board of Management has three options for filling the permanent vacancy:

1. The Board of Management can select a teacher from the Supplementary Panel, without an interview process.
2. Where there is more than one teacher on the Supplementary Panel, the Board of Management of the school with the vacancy can send a request by email inviting some or all of the teachers on the Supplementary Panel to interview. A teacher must respond to an invitation to interview within three calendar days. The school is required to fill the post from the cohort of teachers called to interview.
3. Schools have the **option of using a website**, i.e. [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie), as a means of engaging with the Supplementary Redeployment Panel. This can be done by the school using the website as the means to invite teachers on the relevant Supplementary Panel to express an interest in a permanent post that falls to be filled from that Supplementary Panel. Teachers can only respond to expressions of interest from within their own relevant panel area. Key requirements are:
  - Teachers to be given a period of 5 calendar days to express an interest in the post.
  - A school is required to select a teacher from the cohort of teachers that expressed interest in the post. However, the school has the option of supplementing the list of teachers who express an interest in the post with other teacher(s) that are remaining on the Supplementary Panel (who had not responded with an expression of interest in the post). The filling of the post in this manner may be done with or without an interview process.
  - If no teachers on the relevant Supplementary Panel express an interest in the post, the school is required to extend the period of time for seeking expressions of interest by an additional 2 calendar days.

- If at that stage there are still no teachers who have expressed interest in the post, the school can proceed to fill its permanent vacancy in the normal manner via the standard public advertisement.
- In such a scenario, the school is required to state explicitly in the public advertisement the date that expressions of interest were sought, the date it was extended and confirmation that the school is now proceeding to fill the vacancy through open recruitment.
- A teacher on the Supplementary Panel who does not express an interest in a post remains on the Supplementary Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Supplementary Panel. A teacher who is called to interview from the Supplementary Panel but is unsuccessful in securing the post remains on the Supplementary Panel.

Please see below text to be included in

- any advert to be placed by a school with a permanent teaching vacancy on [educationposts.ie/staffroom.ie](http://educationposts.ie/staffroom.ie) seeking expressions of interest from teachers on the relevant supplementary redeployment panel, and
- any follow up advert by the school extending the timeframe of the initial advert seeking expressions of interest from teachers on the relevant supplementary panel by two calendar days, and
- any subsequent advertisement to fill the position through open recruitment.

**Template wording to be used by schools when seeking an expression of interest from teachers on the Supplementary Panel**

**Wording to be included in the first advertisement:**

The Board of Management wishes to invite expressions of interest in a permanent vacancy, with initial duties in \_\_\_\_\_ (*insert duties*) from teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*)

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 5 calendar days from the date of this advertisement.

**If no teacher(s) on the Supplementary Panel reply to the first advertisement, the wording to be included in the second advertisement is:**

The Board of Management, having initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of first advertisement*), hereby gives notice that it is extending the period of time within which an expression of interest may be submitted by a teacher on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*) by two calendar days.

An expression of interest should be forwarded to the Chairperson of the Board of Management at the following address \_\_\_\_\_ (*insert address*) by the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert closing date*), being 2 calendar days from the date of this advertisement.

**The wording to be included in the open competition advertisement of the permanent vacancy, following the expiration of the closing date specified in the second advertisement seeking expressions of interest from teachers on the relevant Supplementary Panel:**

The Board of Management initially advertised this permanent vacancy on this website on the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert date of the first advertisement seeking expressions of interest*) for teachers listed on the Supplementary Panel for the Diocese of \_\_\_\_\_ (*insert name of panel*) / An Foras Pátrúnachta \_\_\_\_\_ (*insert county*) / Educate Together \_\_\_\_\_ (*insert county*) (*delete as appropriate*). The closing date for receipt of expressions of interest was the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the closing date for receipt of expressions of interest from the first advertisement*).

The closing date for submission of expressions of interest from teachers on the relevant Supplementary Panel was extended by advertisement on this website to the \_\_\_\_ day of \_\_\_\_\_, 2016 (*insert the extended closing date from the second advertisement*).

The Board of Management is now proceeding to fill this permanent vacancy through open competition.

**3. How will I know that schools are offering their vacant posts to the teachers on the Supplementary Panel?**

As email acceptance of post(s) by teacher(s) on the Supplementary Panel are received by a Chairperson of a Board of Management s/he must, within the following 24 hour period, notify the Panel Operator. This notification by the Chairperson of the Board of Management to the Panel Operator can be done verbally but must, without any delay, also be confirmed by e-mail.

The teacher and the Principal must then immediately complete the [Supplementary PUF](#) to notify the Department in order that the teacher's name will be removed from the Supplementary Panel.

**4. Do I need to notify anyone that a vacancy has been filled?**

The Panel Operator shall keep the relevant personnel in the Primary Teachers Allocation Section in the Department informed on a regular basis of movement on the Supplementary Panel.

If the Supplementary Panel has cleared, the Panel Operator must notify the Department accordingly.

The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment process. Management Bodies and the various Panel Operators may also use their websites to update schools on the progress of the panels.

**5. What should I do if I have concerns about the progress being made on clearing the Supplementary Panel?**

You should contact the Primary Teachers Allocation Section immediately to discuss your concerns.

**6. Is there a time limit for when schools can fill permanent vacancies through the Supplementary Panel?**

The latest date for filling a permanent post on a permanent basis is **Monday 7 November 2016**. The Supplementary Panel will automatically cease at this stage. Teachers on the Supplementary Panel who fail to gain a permanent position by this date will not have automatic entitlement to a place on the Supplementary Panel for the following school year. These teachers will have to **re-apply** for a place on the relevant panel and meet the relevant criteria.

## Part 4

### **Guidance for Panel Officers in relation to redeployment of teachers on the Supplementary Redeployment Panel**

The following guidance will be provided to any Panel Officer that is appointed to facilitate the redeployment of a teacher from the Supplementary Panel.

**The School:** The process of identifying a school to facilitate the redeployment of a teacher on the Supplementary Panel will commence with the school of the same patronage with a permanent vacancy that is located nearest to the school in which the teacher was last employed. The Department's Geographic Information System (GIS) will be used to identify the nearest school. The school will be given an opportunity to complete Form PO16/17 which sets out the school's engagement with the redeployment process and this will be provided to the Panel Officer (assuming the school has completed the form).

**The Panel Officer** will firstly make telephone contact with the Panel Operator (diocesan education secretary etc.,) to introduce himself/herself as the Panel Officer and to give the Panel Operator an opportunity to provide the Panel Officer with any relevant information in relation to the redeployment of the remaining teachers on the Supplementary Redeployment Panel.

The next step for the Panel Officer is to make telephone contact with the Chairperson of the Board of Management (and, if possible, the School Principal) of the nearest school to the teacher on the Supplementary Panel (as provided by the Department). This gives the school an opportunity to provide the Panel Officer with any relevant information in relation to the filling of its vacancy through the redeployment of the teacher on the Supplementary Panel.

While the Panel Officer process commences with the nearest school with a permanent vacancy, the Panel Officer also has discretion not to redeploy the teacher to the nearest school if s/he considers that there are valid reasons not to do so.

The Panel Officer having considered all the information provided to him/her (including the above telephone contacts with the Patron and the school) will determine if the teacher on the Supplementary Panel should be redeployed to the nearest school.

If the Panel Officer determines that there are valid reasons for not redeploying the teacher to the nearest school then the above process will commence with the next nearest school with a permanent vacancy, etc., until the Panel Officer has identified the school for the redeployment of the teacher on the Supplementary Panel.

The decision of the Panel Officer will be communicated to the Patron, to the Department and to the relevant school and is binding on all parties.



## Form PO16/17

To be completed by the school and returned to the Department's Primary Teacher Allocations Section. This form will be forwarded to the Panel Officer.

**School Name:**

**Roll No:**

**School Address:**

**Chairperson Name:**

**Phone Number of Chairperson:**

**Email Address of Chairperson:**

**1. Written evidence of all vacancies notified to panel operator within the required time-frame?**

*Yes*

*No*

**2. Number of vacancies notified to panel operator:**

*Permanent*

*Fixed-term*

**Main Panel:**

**1. Number of offers made to permanent teachers on Main Panel in a timely manner for the 2016/17 school year:**

*Number of offers*

**2. Number of vacancies filled by redeployment of a permanent teacher from Main Panel:**

*Permanent*

*Fixed-term*

**3. Number of permanent vacancies in the school in the 2015/16 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:**

*Number of Permanent Vacancies*

*Number filled from Main Panel*

**4. Number of permanent vacancies in the school in the 2014/15 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel:**

*Number of Permanent Vacancies*

*Number filled from Main Panel*

**Supplementary Panel:**

**1. Number of offers made to teachers on Supplementary Panel in a timely manner for the 2016/17 school year:**

*Number of offers*

**2. Number of vacancies filled by redeployment of a teacher from Supplementary Panel:**

*Permanent*

**3. Number of permanent vacancies in the school in the 2015/16 school year and the number of these vacancies that were filled by a teacher from the Supplementary Panel:**

*Number of Permanent Vacancies*

*Number filled from Supplementary Panel*

**4. Number of permanent vacancies in the school in the 2014/15 school year and the number of these vacancies that were filled by a teacher from the Supplementary Panel:**

*Number of Permanent Vacancies*

*Number filled from Supplementary Panel*

**Additional information relevant to the filling of the vacancy for the 2016/17 school year should be set out below:**