



**Circular 0008/2013**

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community and Comprehensive Schools  
and  
The Chief Executive Officers of Vocational Education Committees**

**Budget 2012 – Public Service-Wide Review of Allowances and Premium Payments**

**Teachers**

**Introduction**

1. Circular 3/2012 withdrew sanction to pay certain allowances to new beneficiaries with effect from 1 February 2012, pending the outcome of a public service wide review of allowances and premium payments. This Circular is the outcome of that review as it applies to Teachers, as decided by the Government. This Circular supersedes Circular 3/2012 (as it applies to Teachers) and Circular 70/2011. The outcome of the review as it applies to Non-Teaching Staff will be notified in a separate Circular letter.

**New Salary Scale and Hourly/ Daily Rates for appropriately qualified and registered New Appointee Teachers with effect from 1 February 2012**

2. Qualification allowances were abolished with effect from 1 February 2012. The effect of this is that except for the limited exemption set out in paragraph 12 below, no such allowances may be paid to an individual for the first time after that date.
3. In the case of persons not eligible for the payment of qualification allowances in consequence of paragraph 2 above, the salary scale and hourly/daily rates at Appendix 1, sections 1 and 2 will apply from the time that the person is appropriately qualified and registered.
4. All teachers who are first appointed on or after 1 February 2012 to a teaching position in an Oireachtas funded post for which they are appropriately qualified and registered will start on the first point of the post-1 February 2012 incremental salary scale. However, incremental credit may continue to apply for relevant recognised service (e.g. recognised teaching service in another EU Member State). Similarly, those who leave teaching will be able to reckon such previous relevant service on re-entry, subject to paragraph 5 below.

### **Teachers in receipt of a public service pension who return to teaching**

5. Any retired teacher who returns to teaching on or after 1 February 2012 will commence at the first point of the post-1 February 2012 incremental salary scale. The allowances listed in Appendix 2 will not be payable. No incremental credit for service prior to 1 February 2012 will be payable.

### **Unqualified rate of pay**

6. The annual, hourly and daily rates at Appendix 1, section 3 shall apply to-
  - (i) an unqualified person, or
  - (ii) an unregistered person in a teaching post regardless of qualifications held, or
  - (iii) a registered teacher who is not appropriately qualified for the position to which s/he is appointed and

who is appointed to a teaching position in an Oireachtas funded post on or after 1 February 2012.

### **Withdrawal of sanction for payment of allowances to new beneficiary teachers**

7. Sanction for payment to new beneficiaries of the allowances listed at Appendix 2 is withdrawn from 1 February 2012 as a result of the Government decision. A new beneficiary is defined as an individual who was not eligible for receipt of the allowance in question prior to 1 February 2012. The position in regard to qualification allowances is stated at paragraph 12 below.
8. Secondment Allowances - payment of secondment allowances to new beneficiaries continues to be suspended, pending the outcome of a further review of secondment allowances.

### **Sanction to pay allowances to new beneficiary teachers**

9. Sanction for payment to new beneficiaries of the allowances listed at Appendix 3 of this Circular has been granted. Payment will commence with effect from 1 February 2012 or from the date on which the individual became eligible for receipt of the allowance in question, whichever is the later.

### **Sanction to pay allowances to new beneficiary teachers, subject to modification/review**

10. Assistant Principal allowance

Sanction is granted for payment to new beneficiaries of Assistant Principal allowance and equivalent (i.e. Director of Adult Education, Programme Coordinator at AP level and Supervising Teacher and Deputy Supervising Teacher in a Prison Education Unit), subject to a VEC or school having received specific written approval from this Department's Teacher Allocation Section to fill such posts under current alleviation arrangements and where the appointment was made prior to 1 December 2012. Where a VEC or school has received such approval and the post remains to be filled, the VEC or school should contact Allocations section.

11. VTOS Director and Assistant Director

Sanction is granted for payment to new beneficiaries of the VTOS Director and VTOS Assistant Director allowance where the appointment was made prior to 1 December 2012. Where a VEC intends to appoint a VTOS Director or Assistant Director after that date, they should contact the Further Education section of this Department.

### **Qualification Allowances**

12. In the case of persons **first employed in a qualified (and for appointments after September 2010, registered) capacity in a teaching position in an Oireachtas funded post on or before 4 December 2011** qualification allowances are payable in respect of qualifications acquired on or before 4 December 2011. No allowances are payable should the individual acquire a further qualification regardless of the purpose of the qualification or the date of commencement of the course of study. The sole exception to this general position arises where as at 5 December 2011, a teacher in employment on that date and eligible for receipt of a qualification allowance in respect of the post they held on that date, was actively undertaking a course of further study leading to an additional qualification, provided that the teacher does not cease to be a registered student on that course before its completion. Such individuals may apply to the Department/VEC as appropriate for a derogation from the general position within 3 months of the date of receipt of the award.

13. Persons **first employed in a teaching position in an Oireachtas funded post between 5 December 2011 and 31 January 2012** (inclusive) will be dealt with in accordance with the terms of the Government decision which imposed a cap on qualification allowances at a combined maximum value equivalent to that of an honours undergraduate degree. Where a teacher on first appointment is eligible for payment of an allowance below that equivalent to honours primary degree level he or she will, in common with existing teachers, not be paid any additional allowance should he or she acquire a further qualification.

14. Persons who are **employed in a teaching position in an unqualified capacity and who become eligible for the qualified rate of pay on or after 1<sup>st</sup> February 2012** will be placed on the payscales as outlined at Appendix 1, paragraphs (1) and (2) from the date on which they were appropriately qualified and registered. No allowances will be payable regardless of qualified status in another sector. Incremental credit may be payable for qualified service in another sector i.e. primary/secondary, community and comprehensive/ VEC.

### **Unclaimed Qualification Allowances**

15. Where a teacher has an entitlement to a qualification allowance prior to 05 December 2011 and has failed to claim this allowance, an application should be made for the allowance within a period of 3 months from the date of this circular.
16. For further information on entitlements to qualification allowances, see Appendices 4-7 to this Circular. It should be noted that these appendices do not apply in the case of teachers employed on a casual basis.

### **Allowances for existing holders**

17. Subject to paragraph 18 below, any person in receipt of an allowance on 31 January 2012 will continue to be paid that allowance.
18. Where a teacher held one of the following allowances on 31 January 2012, the teacher will lose his/her entitlement to that allowance if he/she ceases that job role on or after 1 February 2012:
  - (a) Gaeltacht allowance
  - (b) Teaching through Irish allowance
  - (c) Island allowance
  - (d) Allowance payable to Principals of schools offering a part-time Adult Education Programme
  - (e) Allowances payable to Principals who act as Secretary of Board of Management
  - (f) Allowance payable to Principals of 5 Community Schools for management role in sports complexes
  - (g) Allowance payable to teachers of apprentices in Dun Laoghaire and Co. Cork VECs
  - (h) July Provision Scheme Preparatory work
  - (i) Diploma in Special Education/Diploma for Teachers in a specific disability category
  - (j) Honorarium
  - (k) Visiting Teachers Allowance
  - (l) Secure Unit Allowance/ Disturbed Adolescent Allowance
  - (m) July provision scheme management (Overseer allowance)
19. In respect of the allowances listed at Paragraph 18 (a) to (i), a teacher cannot gain or regain entitlement to the allowance on or after 1 February 2012, as these allowances are withdrawn for new beneficiaries with effect from that date.
20. In respect of the allowances listed at Paragraph 18 (j) to (m), a teacher may gain or regain entitlement to the allowance on or after 1 February 2012 if he/she moves into a job role for which that allowance is payable.

21. Where a teacher is redeployed under the agreed redeployment scheme, this will not be regarded as a cessation for the purposes of this Circular.

### **Diploma in Special Education (SEN)**

22. The allowance for holders of the Diploma in Special Education/Diploma for Teachers in a specific disability category is payable where the teacher holds an eligible post on or before 31 January 2012 and has completed or was actively undertaking a relevant course of study in accordance with Paragraph 12 above. Teachers not already in receipt of the SEN allowance must apply within the time limits for qualifications allowances.
23. Eligibility for payment of the allowance will cease where the teacher ceases to carry out the duties associated with, or moves from, that job role, *unless* a teacher who, having been in receipt of this allowance for 4 years in their Special Educational Needs (SEN) role, is compulsorily re-assigned by the school authority from a SEN role to another role within the school OR who is compulsorily redeployed to another school may be entitled to retain the allowance where the school authority certifies that the teacher is continuing to contribute to Special Educational Needs (SEN) activities within their school.

### **Acting Up/ Higher Duty Allowances**

24. The arrangements will be notified in a separate Circular letter.

### **Supervision & Substitution Allowance**

25. The arrangements will be notified in a separate Circular letter.

### **Circulation**

26. Please ensure that copies of this Circular are provided to the Board of Management/Vocational Education Committee and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
27. This Circular can be accessed on the Department's website under <http://www.education.ie>.

Dalton Tattan  
Teachers/SNAs Terms & Conditions Unit  
25th January 2013

P. Maloney  
Payroll Unit  
25th January 2013

## Appendix 1

### **1. Salary Scale for Appropriately Qualified and Registered New Appointee Teachers with effect from 1 February 2012:**

<b>Point</b>	
1	€ 30,702
2	€ 32,198
3	€ 33,168
4	€ 34,136
5	€ 36,576
6	€ 37,795
7	€ 39,251
8	€ 40,700
9	€ 42,160
10	€ 43,380
11	€ 44,996
12	€ 44,996
13	€ 44,996
14	€ 47,225
15	€ 47,225
16	€ 47,225
17	€ 47,225
18	€ 50,170
19	€ 50,170
20	€ 50,170
21	€ 50,170
22	€ 53,423

### **2. Hourly rates and daily rates of pay for part-time and substitute appropriately qualified and registered new appointee Teachers with effect from 1 February 2012:**

Daily rate primary (casual qualified)	€ 159.62
Hourly rate primary (qualified)	€ 31.92
Hourly rate post-primary (casual qualified)	€ 38.87

**3. Unqualified rate of pay with effect from 1 February 2012:**

Annual rate post-primary (unqualified)	€ 27,814
Hourly rate post-primary (unqualified)	€ 36.76
Annual rate primary (unqualified)	€ 24,619
Daily rate primary (unqualified)	€ 115.12
Hourly rate primary (unqualified part-time)	€ 2691
Hourly rate primary (unqualified substitute)	€ 23.02

## Appendix 2

### **Allowances for which sanction for payment to new beneficiary teachers is withdrawn**

#### **(a) Qualification allowances:**

- Higher Diploma in Education/ PGDE (pass)
- Higher Diploma in Education/ PGDE (honours)
- Primary Degree (pass)
- Primary Degree (honours)
- Master's Degree (pass)
- Master's Degree (honours)
- Doctorate Degree
- Ard Teastas Gaeilge

#### **(b) Other/ Job Role Allowances:**

- Diploma in Special Ed/ Diploma for Teachers of Deaf, Blind or Mentally and Physically Handicapped Children
- Gaeltacht allowance
- Teaching through Irish allowance
- Island allowance
- Allowance payable to Principals of schools offering a part-time Adult Education Programme
- Allowances payable to Principals who act as secretary of Board of Management
- Allowance payable to Principals of 5 Community Schools for management role in sports complexes
- Allowance payable to teachers of apprentices in Dun Laoghaire and Co. Cork VECs
- July Provision Scheme Preparatory work



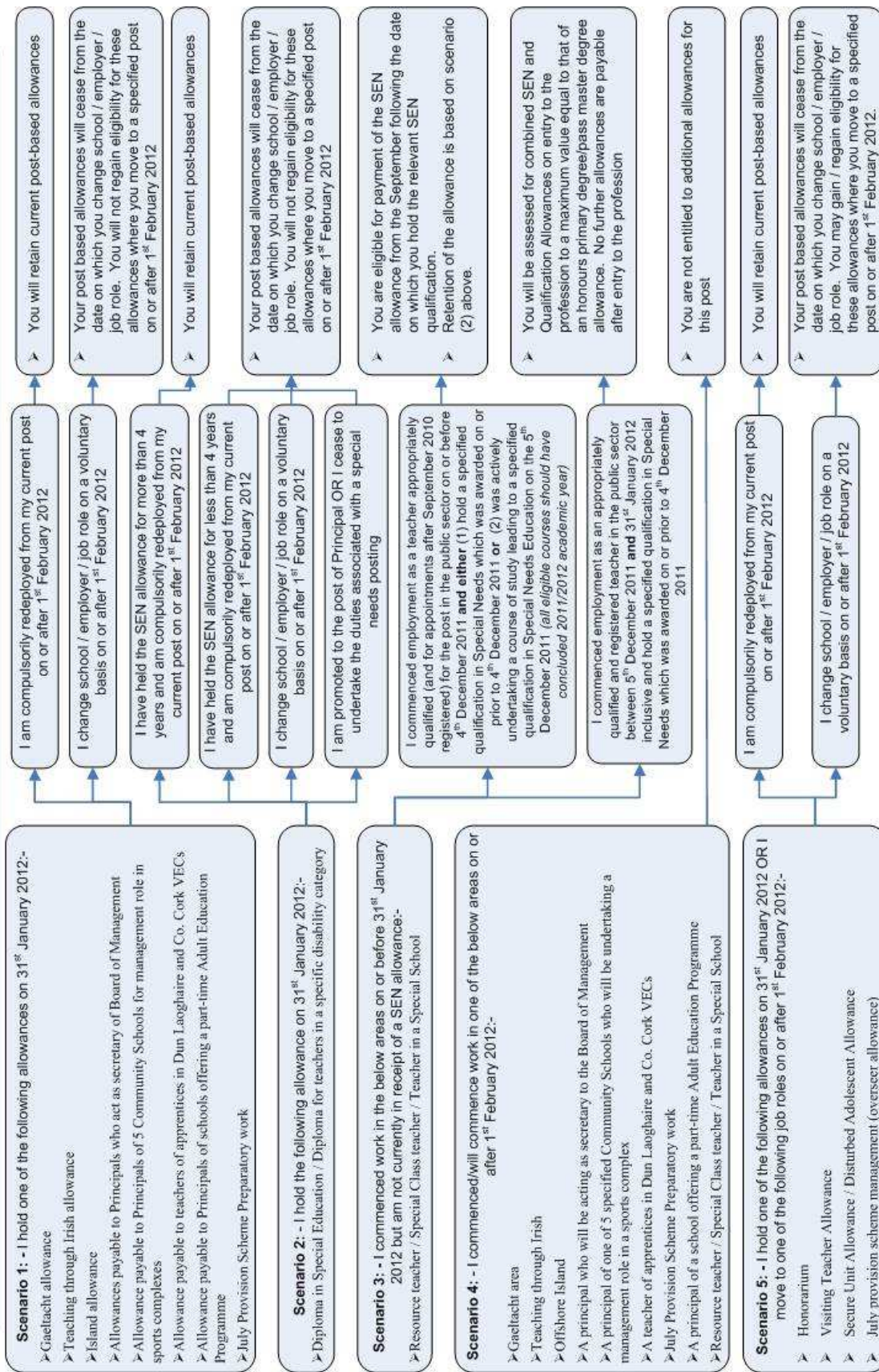
### **Appendix 3**

#### **Allowances sanctioned for payment to new beneficiary teachers**

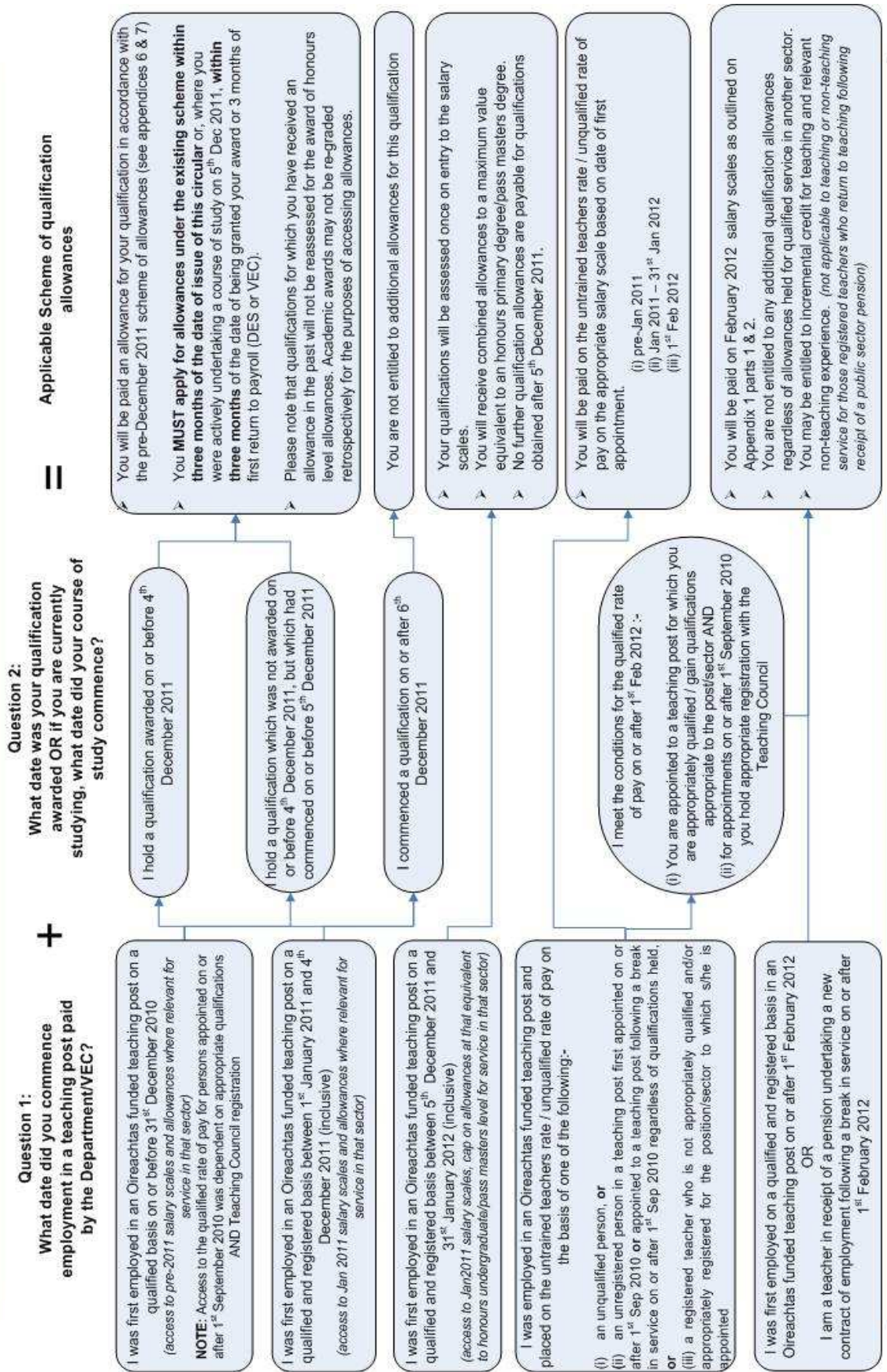
- Principal
- Deputy Principal
- Honorarium
- Visiting Teachers Allowance
- Secure Unit Allowance/ Disturbed Adolescent Allowance
- Allowance for teachers with 35 years service
- July provision scheme management (Overseer allowance)

## Appendix 4

### Job Role Allowances at Primary and Post Primary level

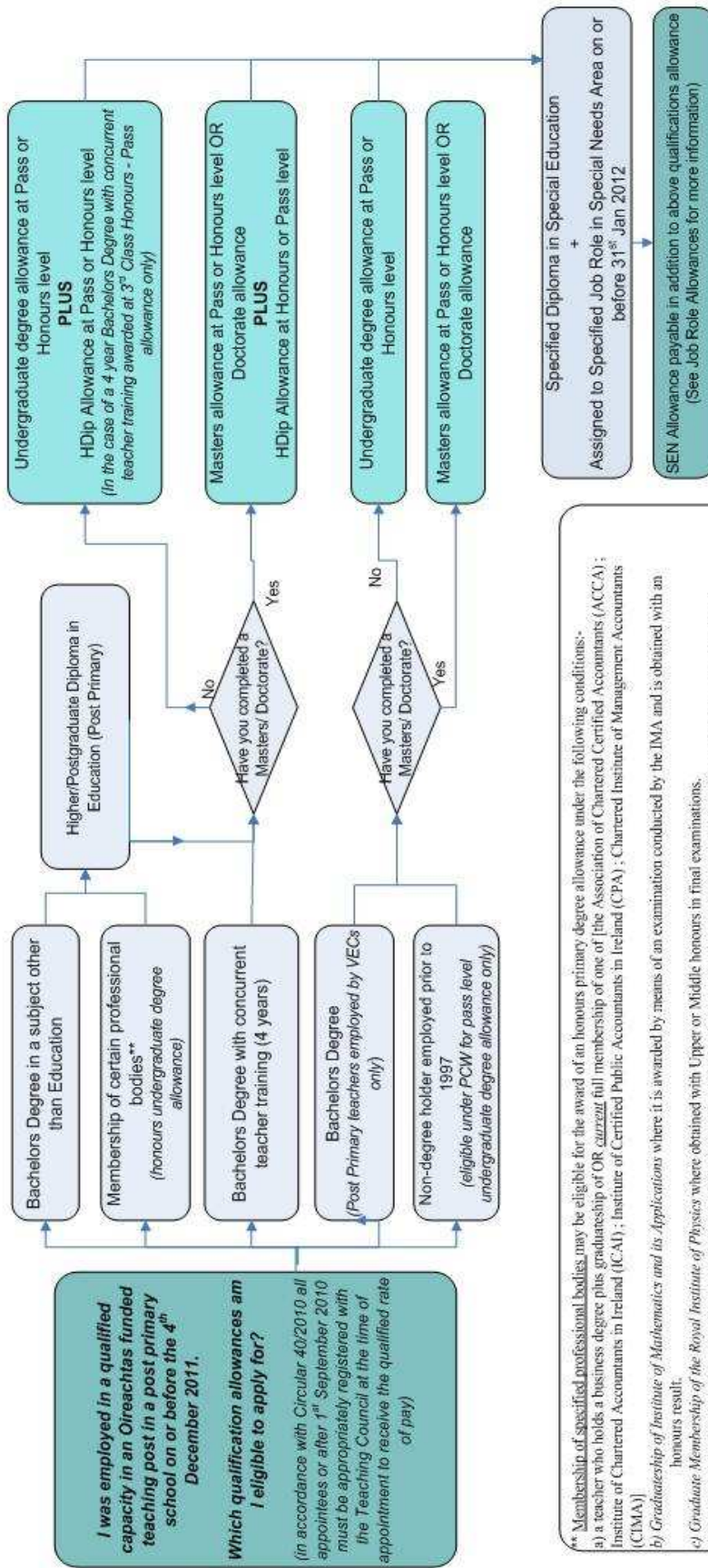


## Qualification Allowances at Primary and Post Primary level – Applicable Schemes



## Appendix 6

### Qualification Allowances for teachers employed at Post Primary level on or before 4<sup>th</sup> December 2011 Guide for persons employed in a qualified (and for teachers appointed after 1 September 2010, registered) capacity in an Oireachtas funded teaching post on or before 4 December 2011 and who hold a relevant qualification on 4 December 2011 or were actively undertaking a course of further study on 5 December 2011.



\*\* Membership of specified professional bodies may be eligible for the award of an honours primary degree allowance under the following conditions:-

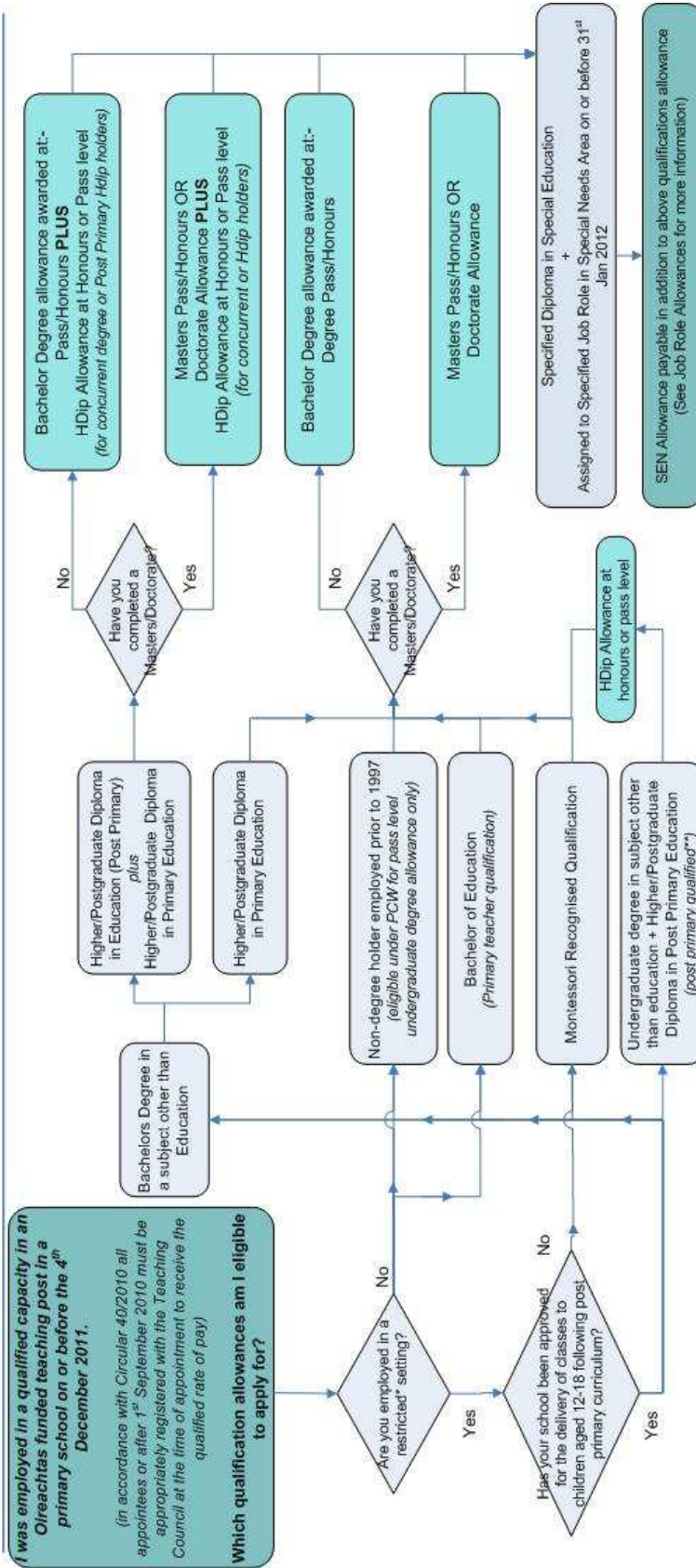
- a) a teacher who holds a business degree plus graduation OR current full membership of one of [the Association of Chartered Certified Accountants (ACCA); Institute of Chartered Accountants in Ireland (ICAI); Institute of Certified Public Accountants in Ireland (ICPA); Chartered Institute of Management Accountants (CIMA)]
- b) *Graduateship of Institute of Mathematics and its Applications* where it is awarded by means of an examination conducted by the IMA and is obtained with an honours result;
- c) *Graduate Membership of the Royal Institute of Physics* where obtained with Upper or Middle honours in final examinations.
- d) *Graduate Membership of the Royal Institute (Society) of Chemistry* where obtained as a result of a pass in Part II of the Institute's Graduate Examinations;
- e) a teacher who already holds an acceptable primary degree and passes the *Graduate examinations of the Institute of Biology*.

- The above is designed as a **general guide to allowances only**. The level of allowance payable will depend on the date of, and the results obtained in, the academic award as certified by the awarding body.
- Non-award of the honours level allowance may be appealed to the Qualification Allowances Appeal Committee within 4 weeks of the decision to refuse the higher level allowance. Details of the appeals process will be made available with the refusal decision.
- You **MUST** apply for allowances under the existing scheme within three months of the date of this Circular or, where you were actively undertaking a course of study on 5<sup>th</sup> Dec 2011, within three months of the date of being granted your award. Application forms are available on [www.education.ie](http://www.education.ie)
- Please note that qualifications for which you have received an allowance in the past will not be reassessed for the award of honours level allowances. Academic awards may not be re-graded retrospectively for the purposes of accessing allowances.

# Appendix 7

## Qualification Allowances for teachers employed at Primary level

Guide for persons employed in a qualified (and for teachers appointed after 1 September 2010, registered) capacity in an Oireachtas funded teaching posts on or before 4 December 2011 and who hold a relevant qualification on 4 December 2011 or were actively undertaking a course of further study on 5 December 2011.



\* A 'Restricted' setting is a school or class for pupils with Severe and Profound General Learning Disabilities; Mild General Learning Disabilities; Moderate General Learning Disabilities; pupils who are Profoundly Deaf; pupils with Hearing Impairments; pupils with Emotional or Severe Emotional Disturbance; pupils with Multiple Disabilities; pupils with Specific Speech and Language Disorders; and pupils with Autism or Autistic Spectrum Disorders.  
 \*\* Where such a teacher is employed on a Substitute basis the maximum degree allowance payable is the Bachelor Degree Allowance Pass/Honours.

- The above is designed as a **general guide to allowances only**. The level of allowance payable will depend on the date of, and the results obtained in, the academic award as certified by the awarding body.
- You **MUST** apply for allowances under the existing scheme before **30 April 2013** or, where you were actively undertaking a course of study on 5<sup>th</sup> Dec 2011, **within three months** of the date of being granted your award. Application forms are available on [www.education.ie](http://www.education.ie)
- Please note that qualifications for which you have received an allowance in the past will not be reassessed for the award of honours level allowances. Academic awards may not be re-graded retrospectively for the purposes of accessing allowances.