



To: ACCS, ETBI, JMB, ASTI and TUI

Date: 20 August 2020

Re: Sequence for Filling Available Teacher Posts/Hours for the 2020/21 School Year – Post-Primary

In light of the need for increased staffing within post-primary schools in the 2020/21 school year to support a full re-opening in line with public health advice, schools and ETBs are reminded of the existing sequence for filling available teacher posts/hours as set out below.

In addition, the following new elements have been introduced for the 2020/21 school year to increase flexibility and the pool of supply:

- job-sharing teachers employed in the school may work additional hours (as recently notified in [Information Note TTC 005/2020](#));
- teachers on career break may be employed without the restrictions imposed in the Career Break Scheme as contained in Chapter 7 (Paragraph 8.1) of Circular 54/2019 (as recently notified in [Information Note TTC 007/2020](#));
- increased flexibility in relation to the employment of student teachers on placement in the school for hours outside of their placement requirements.

These are temporary measures for the 2020/21 school year in light of the exceptional circumstances and will be reviewed prior to the end of that school year.

Sequence for Filling Available Teacher Posts/Hours for the 2020/21 School Year:

The sequence for filling posts/hours will operate as follows, having regard to the curricular needs of the school and the qualifications required for the post:

1. The mandatory procedure and sequence for filling available teacher posts/hours set out in Circulars 0059/2016 and 0049/20 must be completed (apart from the step involving advertisement of posts). This requires that available hours be offered in the first instance to teachers employed in the school or (in the case of ETB schools) the Scheme who hold a part-time CID or a part-time fixed-term contract, in accordance with the provisions of the Circular.

2. Hours remaining after Step 1 could be offered to job-sharing teachers employed in the school who are willing to work additional hours.

Following the completion of Steps 1 and 2, any remaining hours will be advertised and filled through a formal recruitment process using the standard procedures and criteria for the filling of such hours. Such hours will be filled in the following sequence:

3. (a) In the first instance, through the employment of an appropriately qualified registered teacher who is not retired. This means a teacher who has qualifications suitable to the post and is registered

with the Teaching Council for the sector for which they are to be employed. This may include a teacher who is on career break from their teaching post.

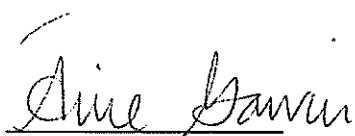
(b) Hours remaining after Step 3 (a) could be filled through the employment of a retired appropriately qualified registered teacher. This means a teacher who has qualifications suitable to the post and is registered with the Teaching Council for the sector for which they are to be employed.

(c) Hours remaining after Step 3 (b) could be filled through the employment of a registered teacher who is not appropriately qualified, giving preference wherever possible to one who is not retired. Remuneration will be at the unqualified rate of pay.

In the context of circular 31/2011, such hours could be filled by offering them to a PME protocol teacher who is registered with the Teaching Council and where the teacher is in the school undertaking school placement as part of their PME programme. In keeping with the Teaching Council protocol, this must not impact adversely on the teacher's professional development and achievement of their PME qualification. It is essential that engagement of these teachers adheres to the Teaching Council protocol, the school's policy on school placement and the Memorandum of Understanding agreed between the school and the higher education institution. As provided for at 3(c) above, remuneration will be at the unqualified rate of pay.

4. Hours remaining after the above steps have been exhausted may be filled through the employment of an unregistered person, in accordance with existing rules. Such individuals will be entitled to the unqualified rate of pay.

Yours sincerely,

pp 

Tara Carton
Principal Officer
External Staff Relations

Cc. ACCS, JMB, ASTI & TUI