



## Redeployment Arrangements at Post Primary Level for Permanent & CID Teachers

February 2019

**This document relates to the post primary redeployment schemes for teachers surplus to requirements:**

- in consequence of school closure
- other than in situations of school closure

The information contained in this document is also relevant to the:

- Redeployment scheme for teachers who acquired a CID as a result of covering for a teacher on career break or secondment – Part A, Paragraph 7 of **Circular 0024/2015 - *Implementation of the recommendations of the expert group on fixed-term and part-time employment in primary and second level education in Ireland***
- Redeployment scheme for teachers where a mismatch exists between a school's curricular needs and its staffing resources - Part D of **Circular 0024/2015**
- Pilot Voluntary Redeployment Scheme 2019

**Further information is available in:**

- [FAQs – Redeployment in accordance with Circular 0024/2015](#)
- [FAQs – Pilot Voluntary Redeployment Scheme](#)

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/CID teachers to other schools where vacancies exist. The redeployment of all surplus permanent/CID teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

This document reflects the various agreements that have been reached regarding the redeployment of post primary teachers.

The document is set out in sections as follows:

**Part 1**            **Information for School Management/Chief Executive of a school/ETB with teachers in excess of its staffing allocation**

*Section A        Background*

*Section B        Procedures for schools/ETBs with surplus permanent/CID teachers*

*Section C        Notification requirements for schools/ETBs with vacancies*

*Section D        Procedures for teachers applying for redeployment*

*Section E        Procedures for filling vacancies through redeployment schemes*

**Part 2**            **Information for Permanent/CID Teachers in a school/ETB with teachers in excess of its staffing allocation**

*Section A        Background*

*Section B        Procedures for schools/ETBs with surplus permanent/CID teachers*

*Section C        Procedures for teachers applying for redeployment*

*Section D        Procedures for filling vacancies through redeployment schemes*

This document should be read in conjunction with the staffing arrangements for post primary schools which are published annually on the Department's [website](#).

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 reviews information received in the operation of the teachers' payroll to monitor compliance with these arrangements. Schools that have not complied with the redeployment arrangements will not be permitted to fill vacancies.

It is an objective of the redeployment scheme that it will be finalised by 31 May each year.

## **Part 1**

### **Information for School Management/Chief Executive of a school/ETB with teachers in excess of its staffing allocation**

<b>Section A</b>	<b>Background</b>
<b>Section B</b>	<b>Procedures for schools/ETBs with surplus permanent/CID teachers</b>
<b>Section C</b>	<b>Notification requirements for schools/ETBs with vacancies</b>
<b>Section D</b>	<b>Procedures for permanent/CID teachers applying for redeployment in a school/ETB with teachers in excess of its staffing allocation</b>
<b>Section E</b>	<b>Procedures for filling vacancies through the redeployment schemes</b>

## **Part 1 Information for School Management/Chief Executive of a school/ETB with teachers in excess of its staffing allocation**

### **Section A Background**

#### **1. Why is there a redeployment process?**

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID teachers to schools where vacancies exist. The redeployment of all surplus permanent/CID teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

#### **2. How does the redeployment process operate?**

Two Directors of Redeployment are engaged by the Department to operate the redeployment process at post primary level.

Surplus permanent/CID teachers in a school/ETB nominated for redeployment and teachers in such schools/ETBs that apply for voluntary redeployment are redeployed by the Directors of Redeployment to schools where vacancies exist.

#### **3. When does the redeployment process happen?**

The redeployment process for post primary schools takes place during April and May. It is an objective of the scheme that it will be finalised by 31 May each year.

#### **4. Who is eligible to apply for redeployment under the Post Primary Redeployment Schemes?**

In order to be eligible for redeployment under the schemes, a teacher must be:

- a permanent /CID teacher in a Post Primary school
- qualified to teach in a Post Primary school
- currently registered with the Teaching Council

#### **5. Under what circumstances will a Post Primary teacher be redeployed?**

Post primary teachers will be redeployed on a compulsory or a voluntary basis.

Compulsory redeployment occurs in circumstances of:

- school closure
- a school/ETB with teachers in excess of its staffing allocation\*
- a school/ETB where a curricular mismatch exists in a subject and one or more teachers of this subject have acquired a CID under [Circular 0024/2015](#)
- a school/ETB where a teacher is returning from career break or secondment and a teacher has acquired a CID under [Circular 0024/2015](#)

Information regarding the redeployment schemes detailed in [Circular 0024/2015](#) is available in the [FAQs document - redeployment in accordance with Circular 0024/2015](#)

Voluntary redeployment can occur in a school/ETB where a compulsory redeployment situation exists (a voluntary applicant may, subject to certain conditions, be redeployed instead of a compulsory nominee) \*.

\* Where a school/ETB has teacher(s) in excess of its allocation or where a teacher who acquired a CID under the terms of Circular 0024/2015 is subject to the redeployment process, a teacher/s must be nominated for compulsory redeployment even where a voluntary applicant exists in the school. The Directors of Redeployment will, in the first instance, endeavour to assign the voluntary applicant(s) to a suitable vacancy. If a suitable vacancy does not exist, or if the voluntary applicant declines an offer of redeployment, the Directors of Redeployment will then proceed to assign the compulsorily nominated teacher to a suitable vacancy.

Separately, the Department determines annually if a Pilot Voluntary Redeployment Scheme is required in specific regions. Information regarding the Pilot Voluntary Redeployment scheme is available in the [FAQs document - Pilot Voluntary Redeployment Scheme](#)

## **6. What types of vacancies are suitable for a teacher being redeployed?**

All permanent and fixed term vacancies are considered to be suitable for redeployment of teachers.

## Section B      Procedures for Schools/ETBs with Surplus Permanent/CID Teachers

### 1. How do I know if there is a surplus permanent/CID teacher in my school/ETB?

Each year a school/ETB can determine, from the staffing schedule, its allocation for the school year. If a school/ETB has more teachers than is permitted by its allocation, it has a teacher(s) surplus to the requirements of the school/ETB.

### 2. What happens if there is a surplus permanent/CID teacher(s) in my school/ETB?

Where there is a surplus permanent/CID teacher in a school/ETB, the school/ETB must nominate a teacher for redeployment. In such cases, it is also open to permanent/CID teachers in the school/ETB to apply for voluntary redeployment. A voluntary applicant may, subject to certain conditions, be redeployed instead of a compulsory nominee.

### 3. Where redeployment is compulsory, how is a teacher selected for nomination for redeployment?

Where there is a surplus permanent/CID teacher in a school/ETB, the school/ETB will consider, **based on its curricular audit**, if its curricular needs would be met if the most junior teacher were to be redeployed. If so, this teacher will be nominated by the school management/Chief Executive for redeployment to another school.

If the school/ETB cannot meet its curricular needs without the most junior teacher, the positions of the second and subsequent most junior teachers will be considered until a nominee is identified whose redeployment can be managed by the school/ETB within existing resources.

The Board of Management/Chief Executive must arrange for the nominated teacher to complete the relevant form – [Form RD1](#) – **Application from a permanent/CID teacher for redeployment in accordance with the post primary redeployment schemes** and have it returned to the Department by the date specified each year in the Department's published staffing arrangements.

### 4. Is there an appeal process for a teacher who has been nominated for redeployment?

Where a teacher is nominated for compulsory redeployment from a school/ETB with teachers in excess of its staffing allocation or as a result of a subject mismatch in the school, it is open to the teacher to appeal this decision if s/he considers that the process and procedures set out in the redeployment agreement were not complied

with. The teacher must complete a [Form RD10](#) - ***Appeal against nomination for redeployment*** and have it certified by the Board of Management/Chief Executive and returned to the Department by the date specified each year in the Department's published staffing arrangements. This form is provided to the Directors of Redeployment who will adjudicate on the appeal.

There is no appeal process in the case of a teacher who, having qualified for a CID as a result of covering for a teacher absent on career break or secondment, has been nominated for redeployment because the absent teacher is returning to the school/ETB in the next year.

**5. The school/ETB has a teacher with a CID for less than 22 hours. Can this teacher be nominated for compulsory redeployment?**

A teacher who has a CID for less than fulltime hours may be nominated for redeployment where the redeployment of this teacher will facilitate the school/ETB in operating within its staffing allocation and curricular requirements. Any offer of redeployment will be based on the hours of the teacher's current CID.

**6. The school/ETB has a teacher with a CID for less than 22 hours. Can this teacher apply for voluntary redeployment?**

A teacher who has a CID for less than fulltime hours may apply for voluntary redeployment. Any offer of redeployment will be based on the hours of the teacher's current CID.

**7. The school/ETB has a permanent teacher who is job sharing. Can this teacher be nominated for redeployment or apply for voluntary redeployment?**

Yes. A teacher who is job sharing may be nominated for redeployment or may apply for voluntary redeployment.

Job sharing arrangements are approved annually by schools/ETBs.

The teacher will be redeployed into a post with the equivalent of his/her contract hours prior to the commencement of the job sharing arrangement.

The teacher must apply to the receiving school/ETB if s/he wishes to job share in the next school year. It is a matter for the receiving school/ETB to decide on a request for job sharing.

**8. Can a school Principal apply for voluntary redeployment?**

No. The only circumstance in which a school Principal may be redeployed is in the event of school closure. In such cases, s/he is redeployed into a teaching post.

**9. Can a Deputy Principal apply for voluntary redeployment?**

No. The only circumstance in which a Deputy Principal may be redeployed is in the event of school closure. In such cases, s/he is redeployed into a teaching post.

**10. When will the teacher be redeployed out of my school?**

The objective of the redeployment arrangements is that teachers are formally redeployed from a school on August 31 each year.

**11. How many teachers will be redeployed into a school?**

Generally, one teacher will be redeployed into a school in each individual year. In some circumstances, the Directors of Redeployment may assign two teachers to a school. However, no more than two teachers will be assigned to a school in any year.

**12. A teacher is a Post of Responsibility holder in the current school. If s/he is redeployed, does s/he retain their Post of Responsibility in the new school?**

Yes. Post-holders will retain their posts of responsibility allowance on redeployment and will be required to carry out in-school management duties in the receiving school in line with the needs of that school.

**13. Where a teacher with a Post of Responsibility (POR) is redeployed, does the redeployment of this teacher impact on the receiving school's allocation of Posts of Responsibility?**

Where a teacher with a POR is redeployed, if the redeployment of this teacher results in the number of PORs in the school exceeding the entitlement, the school may retain the excess POR but no further POR may be awarded until the number has reduced below the school's entitlement.

In the case of a school closure, where a teacher with a POR is redeployed, this POR will not impact on the receiving school's POR entitlement for a period of seven years.

- 14. A teacher is in receipt of an allowance which is specific to his/her post in the current school. If s/he is redeployed, will s/he retain this allowance?**

Where a teacher in receipt of an allowance specific to his/her post in the current school is redeployed, please refer to [Circular 0008/2013](#) for information regarding continued entitlement to this allowance.

## Section C Notification requirements for schools/ETBs with vacancies

### 1. What does my school/ETB do if it has a vacancy?

When the school/ETB receives its annual staffing schedule, the Chief Executive/Principal/ Secretary of the Board of Management is obliged to notify the Department on **Form CC 19-20** of all impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done by **the date specified in the Department's published staffing arrangements**.

The Department will notify the Directors of Redeployment of all vacancies.

The Chief Executive/Principal/ Secretary of the Board of Management is also obliged to notify the Directors of Redeployment of all vacancies arising in any other way **after the date specified in the Department's published staffing arrangements**, such as retirement of a teacher, sanction of a career break or job sharing application, etc. The Chief Executive/Principal/ Secretary of the Board of Management must complete and submit Part B Section 4 of Form CC 19-20 to the Department within 5 working days of the vacancy becoming known to school management.

The Department monitors compliance with this process. Schools/ETBs that do not comply with the notification of vacancy requirements will not be permitted to fill vacancies.

### 2. Can I fill the vacancy once I have notified it to the Directors of Redeployment?

No. A vacancy may not be filled until after the redeployment processes are finalised. The allocation of teaching posts to schools/ETBs is contingent on schools/ETBs complying with the redeployment arrangements in place.

Boards of Management/Chief Executives are not permitted to commence a recruitment process to fill a permanent or fixed term teaching vacancy in any other manner until the Directors of Redeployment are satisfied that the vacant positions are not required for the redeployment of a permanent/CID holding teacher.

## **Section D Procedures for permanent/CID teachers applying for redeployment in a school/ETB with teachers in excess of its staffing allocation**

### **1. How does a teacher apply for redeployment?**

A teacher nominated by the school/ETB for redeployment and/or a teacher applying for voluntary redeployment is required to complete the relevant form - [Form RD1](#) – **Application from a permanent/CID teacher for redeployment in accordance with the post primary redeployment.** The form requires certification by the school management. Where a teacher is employed in an ETB school the form must be certified by the CE.

Applications received in the Department will be acknowledged by email within 5 working days.

The completed Form RD1 submitted by the teacher will be provided to the receiving school/ETB after the redeployment has been confirmed.

### **2. Can a teacher request a location to which s/he will be redeployed?**

Yes. Teachers may list all locations to which they would prefer to be redeployed. The Directors of Redeployment will endeavour to assign teachers into the most suitable vacancy available in these locations.

### **3. What is the maximum distance of the location to which a teacher may be redeployed?**

In the case of compulsory redeployment, the Directors of Redeployment may assign a teacher to a school within a maximum radius of 50 kilometres from his/her existing school or, where the teacher so requests, from his/her place of residence. It is also open to a nominated teacher to opt to be redeployed to a location outside of the 50 kilometre radius.

In the case of voluntary redeployment, there is no limit to the distance of the location to which a teacher may apply to be redeployed.

**4. Is a teacher required to be registered with the Teaching Council to be considered for redeployment?**

All serving teachers are required to be registered with the Teaching Council. It is the responsibility of each individual teacher to ensure that his/her registration with the Teaching Council is correct and up to date.

Applicants for redeployment are required to provide evidence of their current registration with the Teaching Council to confirm the subjects for which they are registered and that their registration is up to date.

**5. A teacher is currently teaching some subjects for which s/he is not registered with the Teaching Council. Can s/he be redeployed to teach these subjects?**

No. A teacher may only be redeployed to a vacancy with subjects for which they are qualified to teach and for which they are registered with the Teaching Council.

**6. Can a teacher be redeployed if s/he is absent on approved leave, e.g. career break, maternity leave?**

In the case of compulsory redeployment, a teacher on approved leave of absence will be nominated for redeployment if s/he is the most junior teacher whose redeployment can be managed from within the school/ETB's existing resources.

A teacher on approved leave of absence may apply for voluntary redeployment.

## **Section E Procedure for filling vacancies through the redeployment schemes**

### **1. When does the redeployment process take place?**

The Department publishes on its website the staffing arrangements for all post primary schools early in the calendar year for the next school year. Each school/ETB is also notified of its staffing schedule at this time and schools/ETBs that have teachers in excess of their allocation are requested to nominate a teacher(s) for redeployment.

Applications and nominations for redeployment are submitted to the Department early in March each year. Notification of redeployment placements are made in April and May each year.

### **2. Who are the Directors of Redeployment?**

The Directors of Redeployment are independent people engaged by the Department to operate the redeployment schemes in post primary schools. They will have a detailed knowledge of the staffing arrangements in post primary schools.

### **3. Do applicants for redeployment have access to the list of schools with vacancies?**

Vacancies notified by schools to the Department are provided to the Directors of Redeployment to facilitate the identification of suitable vacancies for redeployment of teachers. This information is retained in the Department and is not made available to other schools or to applicants for redeployment.

### **4. Does the receiving school have access to a teacher's application for redeployment?**

In the case of a compulsory redeployment, when a teacher is notified of the vacancy to which s/he is to be redeployed, the Principal/Chief Executive of the receiving school/ETB is provided with a copy of the teacher's application.

In the case of a voluntary redeployment, a copy of the teacher's application is forwarded to the receiving school/ETB after the teacher has accepted the offer of redeployment.

**5. If a teacher is redeployed, does s/he retain their Permanent/CID status in the new school?**

In order to be eligible for redeployment, a teacher must hold a Permanent/CID status in his/her current school. This status will remain unchanged in the receiving school.

**6. Will a teacher be redeployed to a school in the same sector as his/her current school, i.e. from one voluntary secondary school to another?**

The Directors of Redeployment will, in the first instance and where practicable, assign a teacher to a suitable vacancy within the same sector as the current school. Where this is not possible, the Directors of Redeployment will assign the teacher into a suitable vacancy in either of the other sectors.

**7. A teacher is a Post of Responsibility holder in the current school. If s/he is redeployed, does s/he retain their Post of Responsibility in the new school?**

Yes. Post-holders will retain their posts of responsibility allowance on redeployment and will be required to carry out in-school management duties in the receiving school in line with the needs of that school.

**8. Where a teacher with a Post of Responsibility (POR) is redeployed, does the redeployment of this teacher impact on the receiving school's allocation of Posts of Responsibility?**

Where a teacher with a POR is redeployed, if the redeployment of this teacher results in the number of PORs in the school exceeding the entitlement, the school may retain the excess POR but no further POR may be awarded until the number has reduced below the school's entitlement.

In the case of a school closure, where a teacher with a POR is redeployed, this POR will not impact on the receiving school's POR entitlement for a period of seven years.

**9. A teacher is in receipt of an allowance which is specific to his/her post in the current school. If s/he is redeployed, will s/he retain this allowance?**

Where a teacher in receipt of an allowance specific to his/her post in the current school is redeployed, please refer to [Circular 0008/2013](#) for information regarding continued entitlement to this allowance.

**10. If a teacher is redeployed, does s/he retain their seniority placing in the new school?**

Redeployed teachers will transfer reckonable teaching service for promotion purposes, in accordance with Paragraph 15 of the [Redeployment Scheme for Post Primary Qualified Teachers Surplus to Requirements in consequence of school closure](#) and with Paragraph 21 of the [Redeployment scheme for teachers surplus to requirements other than in situations of school closure](#)

**11. If a teacher is redeployed in one school year, can s/he be redeployed again in a subsequent school year?**

The redeployment schemes operate independently each year. In any year, a teacher may be nominated for compulsory redeployment if his/her school/ETB has teachers in excess of its staffing allocation. A teacher may also apply for voluntary redeployment, if s/he satisfies the criteria.

**12. How will a teacher be notified of the Director's decision on his/her application?**

The Department will notify teachers of the decision of the Directors of Redeployment by email. The school/ETB to which the teacher will be redeployed will also be notified by email of the Director's decision.

**13. What time period does a teacher have to consider an offer of voluntary redeployment?**

The applicant will have 48 hours to accept or decline an offer of voluntary redeployment.

**14. If a teacher fails to accept/declines an offer of voluntary redeployment, will s/he receive another offer?**

If a teacher declines an offer of voluntary redeployment or fails to accept an offer within the specified timeframe, no further offer will issue in that year and s/he will remain in the current school.

**15. What happens when a teacher accepts redeployment into a post in my school/ETB?**

Once the Directors of Redeployment receive written confirmation from a teacher of his/her acceptance of the proposed redeployment, the receiving school/ETB will be informed by email.

Where a teacher is redeployed in to a Secondary or C&C school, the receiving school must submit the Post Primary Teacher appointment form immediately to the Post Primary Teachers Payroll Section of the Department.

Where a teacher is redeployed in to an ETB, the receiving ETB must obtain the relevant payroll information from the teacher's previous employer, ie the Department's Payroll area or another ETB.

**16. If an application for redeployment is successful, can the teacher apply for a career break?**

A redeployed teacher may apply to the receiving school/ETB for a career break in the next school year.

It is a matter for the Board of Management/Chief Executive of the receiving school/ETB to decide if a career break may be granted to a teacher redeployed in to the school.

**17. Is Garda vetting required for a teacher appointed to a school/ETB under the redeployment schemes?**

All persons being appointed to a teaching position, including in the case of redeployment, must meet the vetting requirements outlined in published Garda Vetting arrangements.

**18. Is there an appeals process available if an application for voluntary redeployment is not successful?**

No, there is no appeals process. The Directors of Redeployment are engaged by the Department to operate the redeployment process at post primary level. The decision of the Directors is final.

**19. If a teacher is redeployed into my school/ETB, is there an appeals process available if the redeployment is not successful?**

Under the redeployment arrangements, a redeployed teacher must remain in the receiving school/ETB for a minimum of 1 school year. A redeployed teacher or a receiving school/ETB may seek a review of a redeployment decision by the Directors of Redeployment. The teacher must submit the request for a review through their relevant teacher union. The school/ETB must submit the request for a review through the relevant school management body. All reviews must be submitted in writing to the Directors of Redeployment by 31 March of the year after redeployment took place.

The Directors of Redeployment may decide to confirm the original redeployment or to provide for a revised redeployment within the terms of the scheme. The decision of the Directors is final and there is no further recourse to seek a review of the redeployment.

## **Part 2**

### **Information for Permanent/CID Teachers in a school/ETB with teachers in excess of its staffing allocation**

<b>Section A</b>	<b>Background</b>
<b>Section B</b>	<b>Procedures for schools/ETBs with surplus permanent/CID teachers</b>
<b>Section C</b>	<b>Procedures for permanent/CID teachers applying for redeployment in a school/ETB with teachers in excess of its staffing allocation</b>
<b>Section D</b>	<b>Procedures for filling vacancies through redeployment schemes</b>

## **Part 2 Information for Permanent/CID Teachers in a school/ETB with teachers in excess of its staffing allocation**

### **Section A Background**

#### **1. Why is there a redeployment process?**

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID teachers to schools where vacancies exist. The redeployment of all surplus permanent/CID teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers.

#### **2. How does the redeployment process operate?**

Directors of Redeployment are engaged by the Department to operate the redeployment process at post primary level.

Surplus permanent/CID teachers in a school/ETB nominated for redeployment and teachers in such schools that apply for voluntary redeployment are redeployed by the Directors of Redeployment to schools/ETBs where vacancies exist.

#### **3. When does the redeployment process happen?**

The redeployment process for post primary schools takes place during April and May. It is an objective of the scheme that it will be finalised by 31 May each year.

#### **4. Who is eligible to apply for redeployment under the Post Primary Redeployment Schemes?**

In order to be eligible for redeployment under the schemes, a teacher must be:

- a permanent /CID teacher in a Post Primary school
- qualified to teach in a Post Primary school
- currently registered with the Teaching Council

## 5. Under what circumstances will a Post Primary teacher be redeployed?

Post Primary teachers will be redeployed on a compulsory or a voluntary basis.

Compulsory redeployment occurs in circumstances of:

- school closure
- a school/ETB with teachers in excess of its staffing allocation\*
- a school/ETB where a curricular mismatch exists in a subject and one or more teachers of this subject have acquired a CID under Circular 0024/2015
- a school/ETB where a teacher is returning from career break or secondment and a teacher has acquired a CID under **Circular** 0024/2015

Information regarding the redeployment schemes detailed in Circular 0024/2015 is available in the [FAQs document - redeployment in accordance with Circular 0024/2015](#)

Voluntary redeployment can occur in a school/ETB where a compulsory redeployment situation exists (a voluntary applicant may, subject to certain conditions, be redeployed instead of a compulsory nominee) \*.

\* Where a school/ETB has teacher(s) in excess of its allocation or where a teacher who acquired a CID under the terms of Circular 0024/2015 is subject to the redeployment process, a teacher/s must be nominated for compulsory redeployment even where a voluntary applicant exists in the school. The Directors of Redeployment will, in the first instance, endeavour to assign the voluntary applicant(s) to a suitable vacancy. If a suitable vacancy does not exist, or if the voluntary applicant declines an offer of redeployment, the Directors of Redeployment will then proceed to assign the compulsorily nominated teacher to a suitable vacancy.

Separately, the Department determines annually if a Pilot Voluntary Redeployment Scheme is required in specific regions. Information regarding the Pilot Voluntary Redeployment scheme is available in the [FAQs document - Pilot Voluntary Redeployment Scheme](#)

## 6. What types of vacancies are suitable for a teacher being redeployed?

All vacancies are considered to be suitable for redeployment of teachers.

## **Section B            Procedures for a school/ETB with teachers in excess of its staffing allocation**

### **1. How do I know if there is a surplus permanent/CID teacher in my school/ETB?**

Each year a school/ETB can determine, from the staffing schedule, its allocation for the school year. If a school/ETB has more teachers than is permitted by its staffing allocation, it has a teacher(s) surplus to the requirements of the school.

### **2. What happens if there is a surplus permanent/CID teacher(s) in my school/ETB?**

Where there is a surplus permanent/CID teacher in a school/ETB, the school/ETB must nominate a teacher for redeployment. In such cases, it is also open to permanent/CID teachers in the school/ETB to apply for voluntary redeployment. A voluntary applicant may, subject to certain conditions, be redeployed instead of a compulsory nominee.

### **3. Where redeployment is compulsory, how is a teacher selected for nomination for redeployment?**

In the first instance, the school/ETB will consider, **based on its curricular audit**, if its curricular needs would be met if the most junior teacher were to be redeployed. If so, this teacher will be nominated by the school management/Chief Executive for redeployment to another school.

If the school/ETB cannot meet its curricular needs without the most junior teacher, the positions of the second and subsequent most junior teachers will be considered until a nominee is identified whose redeployment can be managed by the school/ETB within existing resources.

The nominated teacher must complete the [\*\*Form RD1 – Application from a permanent/CID teacher for redeployment in accordance with the post primary redeployment\*\*](#) and have it signed by the Principal before returning it to the Department by the date specified each year in the Department’s published staffing arrangements.

### **4. Is there an appeal process for a teacher who has been nominated for redeployment?**

Where a teacher is nominated for compulsory redeployment from a school/ETB with teachers in excess of its staffing allocation, it is open to the teacher to appeal this decision if s/he considers that the process and procedures set out in the redeployment agreement were not complied with. The teacher must complete a [\*\*Form RD10 - Appeal against nomination for redeployment\*\*](#) and have it certified by the Board of Management/Chief Executive and returned to the Department by the date specified each year in the Department’s published staffing arrangements. This form is provided to the Directors of Redeployment who will adjudicate on the appeal.

There is no appeal process in the case of a teacher who has qualified for a CID as a result of covering for a teacher absent on career break or secondment and the absent teacher is returning to the school/ETB in the next year.

**5. I have a CID for less than 22 hours. If my school/ETB has surplus permanent/CID teachers can I be nominated for compulsory redeployment?**

A teacher who has a CID for less than fulltime hours may be nominated for redeployment where the redeployment of this teacher will facilitate the school/ETB in operating within its staffing allocation and curricular requirements. Any offer of redeployment will be based on the hours of the teacher's current CID.

**6. I have a CID for less than 22 hours. If my school/ETB has surplus permanent/CID teachers, can I apply for voluntary redeployment?**

A teacher who has a CID for less than fulltime hours may apply for voluntary redeployment. Any offer of redeployment will be based on the hours of the teacher's current CID.

**7. I am a permanent/CID teacher who is job sharing. Can I be nominated for redeployment or apply for voluntary redeployment?**

Yes. A permanent/CID teacher who is job sharing in a school/ETB with surplus permanent/CID teachers may be nominated for redeployment or may apply for voluntary redeployment.

The teacher will be redeployed into a post with the equivalent of his/her contract hours prior to the commencement of the job sharing arrangement.

The teacher must apply to the receiving school/ETB if s/he wishes to job share in the next school year. It is a matter for the receiving school/ETB to decide on a request for job sharing.

**8. I am a school Principal. Can I apply for voluntary redeployment?**

No. The only circumstance in which a school Principal may be redeployed is in the event of school closure. In such cases, s/he is redeployed into a teaching post.

**9. I am a Deputy Principal. Can I apply for voluntary redeployment?**

No. The only circumstance in which a Deputy Principal may be redeployed is in the event of school closure. In such cases, s/he is redeployed into a teaching post.

**10. When will the surplus teacher be redeployed out of the school?**

The objective of the redeployment arrangements is that teachers are formally redeployed from a school on August 31 each year.

## **Section C Procedures for permanent/CID teachers applying for redeployment in a school/ETB with teachers in excess of its staffing allocation**

### **1. How do I apply for redeployment?**

A teacher in a school/ETB which has teachers in excess of its staffing allocation who is nominated for or applying for voluntary redeployment is required to complete [Form RD1 – Application from a permanent/CID teacher for redeployment in accordance with the post primary redeployment](#). The form requires certification by the school management. Where a teacher is employed by an ETB school the form must be certified by the CE.

Applications received in the Department will be acknowledged by email within 5 working days.

The completed Form RD1 submitted by the teacher will be provided to the receiving school/ETB after the redeployment has been confirmed.

### **2. Can I request a location to which I will be redeployed?**

Yes. You may list all locations to which you would like to be redeployed. The Directors of Redeployment will assign teachers into the most suitable vacancy available in these locations.

### **3. What is the maximum distance of the location to which I may be redeployed?**

In the case of compulsory redeployment, the Directors of Redeployment may assign a teacher to a school within a maximum radius of 50 kilometres from his/her existing school or, where the teacher so requests, from his/her place of residence. It is also open to a teacher nominated for compulsory redeployment to opt to be redeployed to a location outside of the 50 kilometre radius.

In the case of voluntary redeployment, there is no limit to the distance of the location to which a teacher may apply to be redeployed.

### **4. Am I required to be registered with the Teaching Council to be considered for redeployment?**

All serving teachers are required to be registered with the Teaching Council. It is the responsibility of each individual teacher to ensure that his/her registration with the Teaching Council is correct and up to date.

Applicants for redeployment are required to provide evidence of their current registration with the Teaching Council to confirm the subjects for which they are registered and that their registration is up to date.

**5. I am currently teaching some subjects for which I am not registered with the Teaching Council. Can I be redeployed to teach these subjects?**

No. You may only be redeployed to a vacancy with the subjects for which you are qualified to teach and for which you are registered with the Teaching Council.

**6. Can I be redeployed if I am absent on approved leave, e.g. career break, maternity leave?**

In the case of compulsory redeployment, a teacher on approved leave of absence will be nominated for redeployment if s/he is the most junior teacher whose redeployment can be managed from within the school/ETB's existing resources.

A teacher on approved leave of absence from a school/ETB with teachers in excess of its staffing allocation may apply for voluntary redeployment.

## **Section D Procedure for filling vacancies through the redeployment schemes**

### **1. When does the redeployment process take place?**

The Department publishes on its website the staffing arrangements for all post primary schools early in the calendar year for the next school year. Each school/ETB is also notified of its staffing schedule at this time and schools/ETBs which have teachers in excess of their allocation are requested to nominate a teacher(s) for redeployment.

Applications and nominations for redeployment are submitted to the Department early in March each year. It is an objective of the scheme that it will be finalised by 31 May each year.

### **2. Who are the Directors of Redeployment?**

The Directors of Redeployment are independent people engaged by the Department to operate the redeployment schemes in post primary schools. They will have a detailed knowledge of the staffing arrangements in post primary schools.

### **3. I am applying for redeployment. Do I have access to the list of schools with vacancies?**

Vacancies notified by schools/ETBs to the Department are provided to the Directors of Redeployment to facilitate the identification of suitable vacancies for redeployment of teachers. This information is retained in the Department and is not made available to other schools or to applicants for redeployment.

### **4. Does the receiving school/ETB have access to my application for redeployment?**

In the case of a compulsory redeployment, when a teacher is informed of the vacancy to which s/he is to be redeployed, the Principal/Chief Executive of the receiving school/ETB is provided with a copy of the teacher's application.

In the case of a voluntary redeployment, a copy of the teacher's application is forwarded to the receiving school/ETB after the teacher has accepted the offer of redeployment.

**5. If I am redeployed, do I retain my Permanent/CID status in the new school?**

In order to be eligible for redeployment, a teacher must hold a Permanent/CID status in his/her current school. This status will remain unchanged in the receiving school.

**6. Will I be redeployed to a school in the same sector as my current school, i.e. from one voluntary secondary school to another?**

The Directors of Redeployment will, in the first instance and where practicable, assign a teacher to a suitable vacancy within the same sector as the current school. Where this is not possible, the Directors of Redeployment will assign the teacher into a suitable vacancy in either of the other sectors.

**7. I am a Post of Responsibility holder in my current school. If I am redeployed, do I retain my Post of Responsibility in the new school?**

Yes. Post-holders will retain their posts of responsibility allowance on redeployment and will be required to carry out in-school management duties in the receiving school in line with the needs of that school.

**8. I am in receipt of an allowance which is specific to my post in my current school. If I am redeployed, do I retain this allowance?**

Where a teacher in receipt of an allowance specific to his/her post in the current school is redeployed, please refer to **Circular 0008/2013** for information regarding continued entitlement to this allowance.

**9. If I am redeployed, do I retain my seniority placing in the new school?**

Redeployed teachers will transfer reckonable teaching service for promotion purposes, in accordance with Paragraph 15 of the *Redeployment Scheme for Post Primary Qualified Teachers Surplus to Requirements in consequence of school closure* and in Paragraph 21 of the *Redeployment scheme for teachers surplus to requirements other than in situations of school closure*.

**10. If I am redeployed in one school year, can I be redeployed again in a subsequent school year?**

The redeployment schemes operate independently each year. In any year, a teacher may be nominated for compulsory redeployment if his/her school/ETB has teachers in

excess of its allocation. A teacher may also apply for voluntary redeployment, if s/he satisfies the criteria.

**11. How will I be notified of the Director's decision on my application?**

The Department will notify teachers of the decision of the Directors of Redeployment by email. The school/ETB to which the teacher will be redeployed will also be notified by email of the Director's decision.

**12. What time period do I have to consider an offer of voluntary redeployment?**

You will have 48 hours to accept or decline an offer of voluntary redeployment from the Directors of Redeployment.

**13. If I fail to accept/decline an offer of voluntary redeployment, will I receive another offer?**

If you decline an offer of voluntary redeployment or fail to accept an offer within the specified timeframe, no further offer will issue in that year and you will remain in the current school.

**14. What happens when I accept redeployment in to a school?**

Once the Directors of Redeployment receive written confirmation from you of your acceptance of the proposed redeployment, the receiving school/ETB will be informed by email. When it is confirmed to you that the receiving school/ETB has been notified, you may contact the Principal/Chief Executive of the receiving school/ETB to make the necessary arrangements to become a member of the school/ETB staff in the next school year.

**15. Can I apply in the school/ETB to which I am being redeployed for a career break?**

A redeployed teacher may apply to the receiving school/ETB for a career break in the next school year. It is a matter for the Board of Management/Chief Executive of the receiving school/ETB to decide if a career break may be granted to a teacher redeployed in to the school.

**16. Is Garda vetting required for a teacher appointed to a school/ETB under the redeployment schemes?**

All persons being appointed to a teaching position, including in the case of redeployment, must meet the vetting requirements outlined in published Garda Vetting arrangements.

**17. Is there an appeals process available if my application for voluntary redeployment is not successful?**

No, there is no appeals process. The Directors of Redeployment are engaged by the Department to operate the redeployment process at post primary level. The Directors decision is final.

**18. If I am redeployed, is there an appeals process available if the redeployment is not successful?**

Under the redeployment arrangements, a redeployed teacher must remain in the receiving school/ETB for a minimum of 1 school year. A redeployed teacher or a receiving school/ETB may seek a review of a redeployment decision by the Directors of Redeployment. The teacher must submit the review through their relevant teacher union. The school/ETB must submit the review through the relevant school management body. All reviews must be submitted to the Directors of Redeployment in by 31 March of the year after redeployment took place.

The Directors of Redeployment may decide to confirm the original redeployment or to provide for a revised redeployment within the terms of the scheme. The decision of the Directors is final and there is no further recourse to seek a review of the redeployment.