



Redeployment Arrangements at Primary Level for Surplus Permanent & CID Holding Teachers

February 2018

This document relates only to the main redeployment panels set out below i.e. Main Panels on which surplus permanent/CID holding teachers can be placed.

- 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 Main Panel

This document is set out in FAQ format and is designed to assist school management, teachers and Panel Operators with the operation of the redeployment process at primary level. Additional FAQs will be added as required.

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

This document reflects the various revisions that have been made over recent years to the redeployment panel arrangements.

The document is set out in sections as follows:

Section 1 – General Information

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Section 3 – Application Process for the Main Redeployment Panel

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The document should be read in conjunction with Circular 0010/2018 – Staffing Arrangements in Primary Schools for the 2018/19 school year.

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.

The main redeployment panels will be published in March 2018. The timeframe for the school led process for the redeployment of surplus permanent/CID holding teachers will be advised at that stage. Throughout the redeployment process the Department will be liaising closely with

Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done during the school led process, after which Panel Officers will be appointed. The Panel Officer process will commence with the school of the same patronage that has a vacancy that is located nearest to the school with the surplus teacher.

Section 1 – General Information

1.1 Why is there a redeployment process?

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

1.2 What is the Main Panel?

Each Main Panel is a list, confined to surplus full-time permanent/CID holding teachers. Vacancies arising in schools must be offered, in the first instance, to these teachers.

1.3 When will the Main Redeployment Panel be available?

The Department expects to have the Main Panels available by the end of March 2018. Schools will be notified through the OLCS, the Department website and the website of the various Panel Operators/management bodies that the panels have issued.

1.4 How does the redeployment process operate?

Surplus permanent/CID holding teachers are redeployed to schools with vacancies through the following Main Panels

- 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 (national panel operated by the Department)

The redeployment arrangements also include provision for surplus permanent/CID holding teachers without access to a redeployment panel.

1.5 What types of vacancies can be offered to surplus permanent/CID holding teachers?

Teaching vacancies must be offered to permanent/CID holding teachers on a Main Panel in the following order of priority:

- a) Permanent vacancies within the panel area (e.g. diocese)

- b) Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius of their former school within their existing panel area.

Section 2 – Establishing Panel Rights

2.1 How does a school know if there is a surplus permanent/CID holding teacher in the school?

Each year a school can determine, from Appendix A and Appendix C of the Staffing Circular, its allocations for the school year. If a school has more teachers in the school than permitted by its allocation, a teacher(s) is/are surplus to the requirements of the school.

The Principal/Chairperson will notify the most junior permanent/CID holding teacher that s/he cannot be retained in the school and that s/he should complete and return the Main Panel Application Form to the Department by 23rd February 2018.

2.2 Can the most junior surplus permanent/CID holding teacher in the school be replaced on the Main Redeployment Panel?

In exceptional circumstances the most junior permanent/CID holding teacher may seek the approval of the Board of Management to be replaced on the panel by an alternative permanent/CID holding teacher in the same school.

If the most junior permanent/CID holding teacher seeks to be replaced on the panel, any other permanent/CID holding teacher interested in going on the panel must communicate his/her position to the Chairperson within *5 working days* of the issuing of the staffing schedule.

If more than one permanent/CID holding teacher applies to be placed on the panel in place of the most junior permanent/CID holding teacher, the BOM will consider all applications. The BOM will decide whether to accept the application of the most junior permanent/CID teacher to be replaced on the panel by any other permanent/CID holding teacher. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which of the applicant permanent/CID holding teachers is to replace the most junior permanent/CID holding teacher.

The chosen teacher must apply to the Patron for permission to go on to the Panel in place of the most junior permanent/CID holding teacher in the school.

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace the most junior permanent/CID holding teacher on the Main Redeployment Panel.

2.3 Can the Principal teacher opt to be placed on the Main Redeployment Panel?

No. The only circumstance in which a Principal teacher is placed on the redeployment panel is in the event of school closure. When a decision is made by a patron to close a school the Principal teacher should complete the Main Panel Application Form and submit it to the Department's Primary Teacher Allocations Section.

2.4 What happens if the most junior permanent/CID holding teacher is not eligible for the Main Redeployment Panel?

The Principal must notify the teacher immediately. The teacher should complete Part 1 of the Main Panel Application Form, leaving panel name at Part 1 blank. Parts 3 and 4 must be completed by the Chairperson of the Board of Management and forwarded to the Department's Primary Teacher Allocations Section.

2.5 What happens to the surplus permanent/CID teacher in a school if the school does not have access to a redeployment panel?

The permanent/CID holding teacher should make an application to the other Panel Operators in the area for access to their panels. This application must include proof of the teacher's eligibility for placement on the panel, i.e. proof of qualifications, probation and registration with the Teaching Council etc., as well as complying with any requirements that the Patron may have.

If successful, s/he should complete the Main Panel Application Form and submit it to the Department's Primary Teacher Allocations Section. This should be accompanied with a copy of confirmation from the Panel Operator of acceptance of the teacher to that panel. The Panel Operator has sole discretion as to whether to accept your application onto their panel.

If unsuccessful in attaining access to another panel, s/he should complete the Main Panel Application Form indicating this fact, leaving Name of Panel at Part 1 blank and submit it to the Department's Primary Teacher Allocations Section who will be in contact with the teacher regarding his/her redeployment.

2.6 What happens if a school is losing a special class post or a post filled by a teacher holding full registration with the Teaching Council under Route 4/Regulation 3/Montessori & Other or under Section 31(2) and 31(3) (Montessori & Other) but is not the most junior permanent/CID holding teacher in the school?

If the teacher can be redeployed elsewhere in the school, i.e. the school has another special class and/or Special Education Teacher (S.E.T.) post which s/he is qualified to teach, s/he may be placed in that post and the most junior permanent/CID holding teacher in the school is placed on the Main Panel or Special National Main Panel, as appropriate, depending on qualifications.

If all of the special class posts/S.E.T. posts in the school are held by teachers with the above registration and one of these posts is withdrawn, then the most junior of the teachers in these posts, if eligible, is placed on the Special National Main Panel.

If there is just one special class/S.E.T. post in the school and it is being withdrawn and the teacher in the post holds the above registration the teacher, if eligible, is placed on the Special National Main Panel.

2.7 I am a full-time CID holder. May I opt to be placed on the Main Redeployment Panel if there is a post available in my school?

No. You remain in your school while there is a post, either permanent or fixed-term, available in your school for the full school year.

2.8 I am a part-time CID holder and the configuration of the Special Education posts in my school has changed for the 2018/19 school year. How will I be redeployed?

If the school wish to combine the part-time allocation into a full-time S.E.T. cluster post with that school as the base school, the part-time CID holder may take up the full-time S.E.T. cluster post.

2.9 I am a surplus permanent/CID holding teacher, fully registered with the Teaching Council under Route 1/Regulation 2/Primary and I am fully qualified for the primary sector. Which panel applies to me?

The Main Redeployment Panel.

2.10 I am a fully qualified and probated surplus permanent/CID holding teacher. I hold full registration with the Teaching Council under Route 4/Regulation 3/Montessori and Other/Section 31(2) and 31(3) Montessori & Other. Which panel applies to me?

The Special National Main Redeployment Panel.

2.11 I am a surplus permanent/CID holding teacher in a special school. I am post primary qualified. Which panel applies to me?

You will be redeployed, if eligible, through the post primary redeployment scheme unless there is a vacancy in certain special schools for which you are qualified and to which you can be redeployed. You should contact the Department's Primary Teacher Allocations Section on this issue.

Section 3 – Application Process for the Main Redeployment Panel

3.1 How can the most junior permanent/CID holding teacher access the Main Panel?

If you are the most junior permanent/CID holding teacher that is surplus in the school you should arrange to complete the Main Panel Application Form (Appendix E of Circular 0010/2018). Parts 3 (if relevant) and 4 of the form must be signed by the Chairperson.

This form should be submitted to the Department's Primary Teacher Allocations Section as soon as possible and in any event on or before 23rd February 2018. It is advised that the teacher retain proof of postage.

Failure to send in the form will result in delays in the teacher being placed on the panel. The Department is not responsible for any loss as a result of such failure.

3.2 What are the main undertakings a teacher gives when applying for access to the panel?

Teachers must give the following undertakings when applying to be placed on the Main Panel:

- understand that the information provided on your application will be subject to verification by the Department before your name is passed to the relevant Patron for inclusion on the panel. Accordingly, you understand that completion of your application does not automatically confer panel access and the final decision to admit you to a panel rests with the relevant Patron.
- you are satisfied that you are the most junior eligible permanent teacher/CID holder in the school / you have volunteered to exchange panel rights with the most junior eligible permanent teacher in the school with the consent of the school Patron
- you agree to abide by the redeployment arrangements which govern the operation of the main redeployment panel at primary level.
- you 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.
- you accept that your name will be removed from the Panel if:
 - you are not contactable using the details provided on your application form
 - you fail to respond within three calendar days to any request for interview by a school including any such requests by email
 - you fail to respond within three calendar days to any offer of a post from a school including any such offer by email
 - you refuse to accept an offer of a post which is 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, you will be removed from the Panel and/or your employment will be terminated with the school to which you are redeployed with immediate effect.
- you accept that any appointment arising from this panel will be subject to the required vetting requirements.
- you accept that any appointment arising from this panel will be subject to medical screening, where appropriate.
- you undertake to notify the relevant Panel Operator and submit a completed Panel Update Form (PUF) to the Primary Teacher Allocations Section of the Department when you accept a post for the 2018/19 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.
- you accept that any appointment from the 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.
- **Failure to comply with any of the above conditions will result in forfeiture of your panel access**

3.3 What is the effect of a teacher ticking the box on the Main Panel Application Form to indicate that s/he has 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 re-deployed to a school that operates through the medium of Irish. However, it is important to note that the 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.

3.4 What is the effect of a teacher ticking the box on the Main Panel Application Form 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 Main 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.

3.5 What happens when a teacher sends his/her Main Panel application form to the Department?

The Department will compile a list of teachers who are eligible to have their names placed on the Main Panel. This list is then circulated to the relevant Panel Operators (diocesan education secretary etc.). The final decision to admit a teacher to a panel rests with the Patron.

A Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels both to teachers on the panel, schools with vacancies and the Department.

The Department may publish and update this information on its website.

3.6 How will the most junior permanent/CID holding teacher know if s/he has been placed on the Main Redeployment Panel?

The teacher will receive an email notification from the Department's Primary Teacher Allocations Section of the outcome of the application for redeployment.

Section 4 - Deferring Main Panel Access

4.1 **Can the most junior permanent/CID holding teacher defer/postpone going on to the Main Redeployment Panel?**

Deferring panel access to the Main Redeployment Panel means postponing your redeployment.

In order to defer his/her panel access, the teacher must first submit the Main Panel Application Form to the Department and have been approved for placement on the Main Panel.

Teachers can defer their panel access to the Main Redeployment Panel in the following circumstances only:

- a) To take up a temporary position in his/her own school. The temporary position must be for a minimum period of one school year, i.e. replacing a teacher on career break, secondment, replacing two teachers who have entered into a job sharing arrangement etc.
- b) To go on a career break or secondment
- c) To avail of a job-sharing arrangement

The maximum period for which a teacher can defer his/her panel access for any of the above arrangements is 5 school years.

4.2 **Can a teacher defer main panel access on medical grounds?**

No. Deferral from the main panel on medical grounds is not permitted.

4.3 **When does a teacher need to notify the Department that s/he intends to defer his/her main panel access?**

If the teacher has applied to the Main Redeployment Panel and s/he intends to defer, s/he must notify the Department as soon as possible, but in any event prior to the publication of the panels at the end of March.

The teacher must complete the Panel Update Form and forward it to the Department's Primary Teacher Allocations Section. Teachers are advised to retain proof of postage. The Panel Operator must also be notified when the Panel Update Form is being submitted.

4.4 **If, as a surplus permanent/CID holding teacher, I defer my panel access to the Main Panel to take up a fixed term position for the duration of a full school year, to take a career break, to job-share, or to avail of a secondment arrangement and subsequently a permanent post arises in my school, should this post be offered to me?**

Yes, you are automatically reinstated to the permanent post provided you are the most senior teacher from your school who has deferred her/his access to or has an exemption

from the Main Panel. If you do not accept the post you will lose your Main Panel access. You must complete the Panel Update Form with details of the post you have been offered and forward it to the Department's Primary Teacher Allocations Section.

4.5 If I am the teacher to be re-instated to the permanent post, do I need to return to my school?

No, you will not need to return to your school until the end of your leave of absence.

Section 5 - Exemption from the Main Redeployment Panel

5.1 Are there any exemptions from the Main Redeployment Panel?

Yes, on grounds of maternity/adoption which are applied to surplus permanent/CID holding teachers on the Main Redeployment Panel.

Teachers may be exempt from the redeployment panel in the case of maternity for a period of 6 months prior to the birth of their baby and up to the end of their maternity leave, either paid or unpaid. The expectant due date must be forwarded with the application for exemption. In the case of adoption teachers may be exempt from the redeployment panel up to the end of adoptive leave.

Teachers seeking exemption must apply for the exemption **within 5 days** of placement on the redeployment panel. It is not an option to seek an exemption at a later date. The teacher will remain on the panel for the period of exemption. Schools will be advised of the exemption.

During the period of exemption the teacher will remain in his/her former school pending his/her redeployment. The teacher cannot be allocated a mainstream class. The teacher must act as replacement teacher for absences of other teachers in the school. The Department will not pay the cost of a replacement teacher for the period of maternity/adoptive leave.

If a permanent post arises in the teacher's school during the exemption period, the exempted teacher is automatically reinstated to the permanent post providing she is the most senior permanent/CID holding teacher who has an exemption from the panel.

If a permanent post arises in another school during the period of exemption, the Board of Management may offer the post to the teacher but it is not obliged to do so. Likewise the teacher is not obliged to accept the offer. Refusal of such an offer will not cause the teacher to forfeit her panel access.

The Department will put arrangements in place to ensure that a teacher in a school with a maternity/adoption exemption is utilised to the greatest extent possible to minimise overall salary costs for the Department.

5.2 How do teachers apply for an exemption?

Teachers must complete the Panel Update Form and forward it to the Department's Primary Teacher Allocations Section within 5 days of their placement on the redeployment panel. It is advised that teachers retain proof of postage.

5.3 Can a teacher claim an exemption from the Main Redeployment Panel on grounds of parental leave?

No.

Section 6 – Operation of the Main Redeployment Panel

6.1 Vacancies in Primary Schools

6.1.1 What does a school do if it has a vacancy?

When the annual staffing schedule is published on the Department website, the Chairperson of the Board of Management is obliged to notify, by email, the relevant Panel Operator (diocesan education secretary, etc.) of any impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done by **23rd February 2018**.

All permanent vacancies, specified purpose vacancies and fixed term vacancies that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year must be notified to the Panel Operator.

The Chairperson is also obliged to notify the relevant Panel Operator (diocesan education secretary etc.) of such vacancies arising in any other way, such as retirement of a teacher, teachers re-locating etc. This must be done within 5 working days of the vacancy becoming known to the Chairperson or the School Principal. The Department will be monitoring compliance with this process.

6.1.2 Is it necessary for schools to notify Panel Operators of specified purpose/fixed term vacancies that are for a full school year or were sanctioned on or before the first working day of November and are for the duration of the remainder of the school year?

Yes. This vacancy should be notified to the Panel Operator within 5 days of the vacancy becoming known to the Chairperson of the BOM/Principal of the school. It can only be filled in the first instance if there is a permanent/CID holding teacher from the school on the main redeployment panel who wishes to defer his/her panel rights and take up the fixed term post for the 2018/19 school year. Otherwise it must be made available, if required, to be filled by any other permanent/CID holding teacher on the main redeployment panel.

6.1.3 Can a school fill its vacancy once it has notified the vacancy to the Panel Operator (diocesan education secretary etc.)?

No. The school must wait until the main redeployment panels issue and then fill the vacancy from the relevant Main Panel. The allocation of teaching posts to schools is contingent on schools complying with the redeployment arrangements in place.

Boards of Management are not permitted to commence a recruitment process to fill a permanent or fixed term teaching vacancy in any other manner until the Department is satisfied that the vacant positions are not required for the redeployment of any remaining permanent/CID holding teachers on a Main Panel.

See Question 6.2.4 for information relating to the process for a school if there is a permanent vacancy in the school with effect from 1 September 2018 and there is a teacher in the school awarded a CID for the 2018/19 school year under the terms of [Circular 0023/2015](#) (Ward Report).

The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent/CID holding teachers are redeployed into vacancies. The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent/CID holding teachers.

6.1.4 Can a school fill a specified purpose/fixed term vacancy that is for a full school year or was sanctioned on or before the first working day of November and is for the duration of the remainder of the school year once it has been notified to the Panel Operator?

No, schools cannot fill a specified purpose/fixed term vacancy until the Department is satisfied that it is not required for the redeployment of any permanent/CID holding teacher. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

6.1.5 What happens if a school has a vacancy but it does not have access to a redeployment panel?

Schools that do not have access to a redeployment panel must, within the same timeframes as outlined at 6.1.1 above, notify all their permanent, specified purpose and fixed term vacancies that are for a full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie.

6.2 Types of Vacancies

6.2.1 Which panel do schools use to fill their vacancy?

Vacancies to be filled through the redeployment process must be offered as set out in the tables below to permanent/CID holding teachers on the Main Panels.

Primary Schools

| Post type | Panel applicable |
|---|------------------------------|
| Special Education Teacher posts that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special education teacher position | Special National Main Panel* |
| Special class posts where Irish is not a requirement and that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special class position | Special National Main Panel* |
| Special class posts where Irish is a requirement and that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special class position | Main Panel |
| All other posts except Principal teacher | Main Panel |

Special Schools where Irish is a requirement

| Post type | Panel applicable |
|---------------------------------------|------------------|
| All vacancies (except Principal post) | Main Panel |

Special Schools where Irish is not a requirement

| Post type | Panel applicable |
|---------------------------------------|------------------------------|
| All vacancies (except Principal post) | Special National Main Panel* |

*In the event that the Special National Main Panel is clear or the vacancy is turned down on grounds of distance, you should fill it from the relevant Main Panel.

The existing arrangements whereby schools can fill a special education teacher/ special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

6.2.2 How should Special Education Teacher and special class post vacancies be filled?

Schools with vacancies in special education teacher and special class settings can, in the first instance, seek to fill these vacancies from the existing permanent teachers in the school. The resultant mainstream vacancy should then be filled from the relevant Main Panel. The vacancy should be notified to the Panel Operator.

If the vacancy remains in the special education teacher post or special class:

- Where Irish is a requirement, the post is filled through the relevant Main Panel.
- Where Irish is not a requirement, the post is filled through the Special National Main Panel.

Primary schools with special education teacher and/or special class vacancies that are to be filled through the Special National Main Panel are required to notify these vacancies to the relevant Panel Operator and to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at Q6.1.1.

The existing arrangements whereby schools can fill a special education teacher or special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario, the redeployment of the surplus permanent/CID holding teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

6.2.3 If the vacancy is a clustered Special Education Teacher post how does the school fill it?

The school should in the first instance offer the post among the base school staff. If a staff member opts to be the Special Education teacher, the consequential vacancy is filled through the Main Panel.

If no teacher in the base school wishes to take up the Special Education Teacher post, it should be offered among the relevant teachers in the schools in the cluster. If a teacher from one of those schools opts to take it, s/he moves to the base school and becomes the most junior teacher in the school. The resultant vacancy in the school from which the teacher has come is filled through the Main Panel. If no teacher in the base school

or the other schools in the cluster opts to fill the Special Education Support post, the post in the base school is filled through the Special National Panel.

6.2.4 What is the position if there is a permanent vacancy in my school with effect from 1 September, 2018 and there is a teacher in my school awarded a CID for the 2018/19 school year under the terms of Circular 0023/2015 (Ward Report)?

In such circumstances, the permanent vacancy arising in a school between 1 September 2018 and 5 November, 2018 must be filled by the CID holder subject to the permanent vacancy having been notified to the Panel Operator within the required timelines as set out in Circular 0010/2018.

6.2.5 How does a Board of Management fill a post which has been approved on a provisional basis, pending confirmation of enrolments in September 2018?

Certain posts will be allocated to schools on a provisional basis, and will not be confirmed for the 2018/19 school year until the school confirms that it has achieved projected enrolment for 30th September 2018. These posts are:

- a permanent developing school post
- a permanent post approved under the staffing appeals criterion for small schools
- a permanent post approved under the staffing appeals criterion for alleviating some of the pressure on class sizes at infants level for primary schools that make a significant contribution by absorbing demographic growth
- a temporary post approved under the staffing appeals criterion for EAL support

The only circumstance in which the permanent posts listed above can be filled on a permanent basis from 1st September 2018 is if the post is being filled by a permanent/CID holding teacher in the school who is due to be redeployed through the Main Panel but is being retained in one of the posts above. A surplus permanent teacher in the school may opt to defer his/her panel rights to take up a temporary EAL post allocated to the school by the Primary Staffing Appeals Board. If the required enrolment is not achieved, the teacher will be placed back on the Main Panel.

Otherwise, schools that are given provisional approval for one of the teaching posts above may only fill these post(s) on a temporary basis up to Friday 26 October 2018.

As early as possible in October, the Department will inform the relevant schools whether this vacancy is required to facilitate the redeployment of a surplus permanent/CID holding teacher on the Main Panel. If the post is required for the redeployment of a teacher, the fixed-term contract must cease on 26 October 2018. It is important that this arrangement is reflected in the terms of the fixed-term contract.

If the post is not required for the redeployment of a surplus permanent teacher, it can be filled at that stage in the following manner:

- Where teachers remain on the Supplementary Panel in the school's panel area, the school must fill the vacancy from the Supplementary Panel by the first working day of November.
- Where the Supplementary Panel is clear in the school's panel area, the school will be given permission to proceed to open advertising.
- The latest date for filling a permanent post on a permanent basis is Monday 5 November 2018. Thereafter, a permanent post may be filled only on a fixed term basis unless the appointee is a permanent/CID holding teacher from the Main Panel.

It is important to note that schools cannot commence the advertising and recruitment process for these vacancies until the Department has given permission to do so.

These arrangements do not apply to Principal posts which will continue to be filled in the normal manner on a permanent basis.

6.2.6 How do special schools fill their vacancies?

- Vacancies in special schools where Irish is a requirement must fill these vacancies from the Main Panel. Such schools should notify their vacancies to the relevant Main Panel Operator.
- Vacancies in special schools where Irish is not a requirement must fill these vacancies from the Special National Main Panel. Such schools should notify these vacancies to the relevant Panel Operator and to the Department's Primary Teacher Allocations Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at 6.1.1 above.

6.3 Filling Posts through the Main Redeployment Panel

6.3.1 What is the timeline for the operation of the Main Redeployment Panel?

There should be no unnecessary delay with Boards of Management initiating the process of making offers of vacancies to teachers on the panel once they receive the list of teachers on the Main Panel.

The timeframe for the school led process of redeployment of surplus permanent/CID holding teachers is to mid-April 2018.

Teaching vacancies must be offered prior to mid-April 2018 to permanent/CID holding teachers on a Main Panel in the following order of priority:

- a) Permanent vacancies within the panel area (e.g. diocese)
- b) Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Panel officers will be appointed at the end of April.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius within their existing diocesan panel area.

The latest date of appointment of a teacher to a permanent post on a permanent basis is the **first working day of November (i.e. 5th November 2018)**. Thereafter a permanent post may be filled only on a fixed term basis unless the appointee is a surplus permanent/CID holding teacher through the redeployment arrangements.

These arrangements do not apply to Principal teacher posts which will continue to be filled in the normal manner on a permanent basis, i.e., through the formal recruitment procedures outlined in Appendix D of the Boards of Management Constitution of Boards and Rules of Procedure.

6.3.2 What are the options for schools with vacancies engaging with teachers on the Main Redeployment Panel?

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

1. The Board of Management can select a teacher from the Main Panel, without an interview process.
2. Where there is more than one teacher on the Main 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 Main 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 (educationposts.ie or staffroom.ie) as a means of engaging with the Main Redeployment Panel for the 2018/19 school year.

This can be done by the school using the website as the means to invite teachers on the relevant Main Panel to express an interest in a permanent post that falls to be filled from that Main 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 Main 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 Main 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 then the school should inform the Panel Operator.
- A teacher on the Main Panel who does not express an interest in a post remains on the Main Panel. A teacher who does express an interest and is unsuccessful in securing the post remains on the Main Panel. A teacher who is called to interview from the Main Panel but is unsuccessful in securing the post remains on the Main Panel.
- It remains the case however that all teachers on the main panel must be redeployed before permission is given to fill remaining permanent vacancies in any other manner or to fill fixed term teaching vacancies.

Please see below text to be used in:

- any advert to be placed by a school with a permanent teaching vacancy on educationposts.ie or staffroom.ie seeking expressions of interest from teachers on the relevant Main 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 Main Panel by two calendar days.

Template wording to be used by schools when seeking an expression of interest from teachers on the Main 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 Main 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 _____, 2018 (*insert closing date*), being 5 calendar days from the date of this advertisement.

If no teacher(s) on the Main 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 _____, 2018 (*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 Main 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 _____, 2018 (*insert closing date*), being 2 calendar days from the date of this advertisement.

6.3.3 May a school fill the post by open competition if the school does not receive any expression of interest from teachers on the Main Panel?

No. It remains the case that all teachers on the main panel must be redeployed before permission is given to fill remaining permanent vacancies in any other manner or to fill fixed term teaching vacancies. If the school does not receive any expression of interest from teachers on the Main Panel, the school should contact their Panel Operator and advise them of this.

6.3.4 How will schools keep up to date on whether the panel is still in operation?

Schools should keep in regular contact with their Panel Operator. The Department will notify the school system through regular panel updates on its website of progress made on the redeployment of surplus permanent/CID holding teachers.

6.3.5 If a surplus permanent/CID holding teacher has been redeployed to a vacancy in another school and subsequently a permanent post arises in his/her old school before or on the first day of the new school year, should this post be offered to the teacher?

If the teacher was redeployed into a temporary post in another school, then s/he is automatically re-instated back into the permanent post in his/her old school.

If s/he was redeployed into a permanent post in another school, it is a matter for both Boards of Management (the former and the new Board of Management) to come to an agreement regarding which position the teacher will take up.

6.3.6 If a surplus permanent/CID holding teacher has been compulsorily redeployed to a temporary vacancy in another school and subsequently a permanent post arises in his/her panel area, should this post be offered to the teacher?

The Department reserves the right to redeploy the teacher into the permanent post.

6.3.7 What happens if there is no vacancy within a teacher's panel area to which s/he can be redeployed?

Arrangements will be made in consultation with the relevant Panel Operators for the teacher's redeployment on a fixed term basis for the school year to be achieved through inter-diocesan (Panel Operator) co-operation.

In situations where a teacher has been redeployed to a temporary vacancy in a neighbouring school and a permanent post becomes available in the teacher's panel area, the Department reserves the right to redeploy the teacher into the permanent post.

In the event that redeployment is not possible through inter-diocesan cooperation, in the first instance the position will be examined on whether any flexibility in the Haddington Road Agreement 2014 - 2016 in relation to the 45km radius for

redeployment can be appropriately applied to achieve redeployment to a school of the same type of patronage.

In the second instance the scope for redeployment to be achieved on an elective basis will be examined through the teacher applying to be placed on a panel of a different type of patronage. It will be a matter for the relevant patron to consent to this application.

If no other viable option is available, a temporary assignment to a vacancy in a school of a different type of patronage will be made. This temporary assignment will be for the duration of the relevant school year. The teacher will retain his/her existing panel access for the relevant redeployment panel for his/her original base school. The teacher will not acquire panel access in respect of the redeployment panel associated with the school of temporary assignment. S/he will be required to adhere to the requirements of the Board of Management in relation to its obligation to uphold the ethos of the school, consistent with law.

6.3.8 What happens if all of the surplus permanent/CID holding teachers on the Main Panel for a panel area have been redeployed and a school's vacancy has not been filled?

The school cannot fill the post by any other means until the Department is satisfied that it is not required for any other surplus permanent/CID holding teacher awaiting redeployment including as appropriate, surplus permanent/CID holding teachers from other panel areas. The Department will publish regular updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent/CID holding teachers.

The school must wait until these updates advise that panels are clear and permission is given to fill vacancies by other means.

6.3.9 What happens if a teacher that was due to be placed on the Main Redeployment Panel takes up a post in their own school sanctioned on a provisional basis (i.e. posts sanctioned on developing grounds, small schools criteria or large infant class posts) and the post is subsequently suppressed if the required projected enrolment is not achieved?

The teacher will return to the Main Panel to be redeployed into another permanent vacancy.

If there are no permanent vacancies in the teacher's panel area, s/he will be redeployed into a fixed term post for the remainder of the school year. The teacher will be placed back on the Main Redeployment Panel for the following school year.

6.3.10 What happens to a teacher from the Supplementary Redeployment Panel that is in a provisionally approved post and the post is required in October 2018 for the redeployment of a surplus permanent teacher or the sanction for the post is withdrawn because the required level of enrolments was not reached?

The appointment will be end-dated and the teacher will be returned to the Supplementary Redeployment Panel.

Note: Teachers from the Supplementary Redeployment Panel should only be appointed on a short-term basis for the 2 month period from 1st September to 26th October to any provisionally approved post.

6.4 Offering and Accepting Posts

6.4.1 Has a Board of Management the right to interview a teacher when s/he is on the redeployment panel?

Once there is more than one teacher on the panel, a Board of Management has the right to interview a teacher. Failure to respond to an invitation to and/or attend at an interview will mean the teacher will be removed from the panel. The Department reserves the right to review a teachers' compliance with the panel and take any necessary action.

6.4.2 Once a school has made its decision as to whom it will offer the vacancy to, does it have to make a formal offer of the vacancy to the teacher on the panel?

Yes, the school must formally offer the vacancy to the teacher on the panel by issuing a "letter of offer" by email and seek the teacher's response within three calendar days of the date of the email. 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 Garda vetting requirements and pre-employment medical screening where appropriate. Boards are advised to check with their Management Bodies in this regard.

6.4.3 Are teachers required to be contactable during the period that the panels are in operation?

Yes, teachers on the panel are required to be contactable at all times at the email addresses and/or phone numbers provided on the Main Panel application form. It is vitally important that teachers are contactable at all times. Teachers should check their email regularly.

If teachers change their email address, telephone number or any contact details they must notify this change to the Department's Primary Teacher Allocations Section (email: primaryallocations@education.gov.ie) and to the Panel Operator (diocesan education secretary, etc.) immediately.

Teachers must respond to the Board of Management within 3 calendar days of receipt of the email offer of a post indicating acceptance of the conditions as set out in the letter of offer. Teachers should retain a record of the email response.

Failure to respond to an offer of a position by email within 3 calendar days will mean the teacher will be removed from the panel. The Department reserves the right to review a teachers' compliance with the panel and take any necessary action.

The school should notify your Panel Operator (diocesan education secretary, etc.) and the Department's Primary Teacher Allocations Section by email (primaryallocations@education.gov.ie) that the teacher has failed to respond to the offer. This email should also be copied to the teacher concerned.

6.4.4 Must teachers reply by email to every offer made to them even if it is outside the distance?

Yes, teachers must respond to any offer of a post within three calendar days of receipt of the offer.

6.4.5 Must a teacher accept the first post offered to him/her?

Yes, a teacher must accept the first post offered to him/her by any school within the teacher's Panel Operator's area once it is within 45kms distance of the teacher's base school, unless s/he is offered and accept another post within the three day period of receipt of the first offer. This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within the teacher's panel area.

Failure to accept an offer of a post from any school within the 45kms distance will mean the teacher will forfeit his/her panel access and s/he will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless the teacher secures an alternative post through open competition.

6.4.6 What happens when a teacher on the Main Panel accepts the offer of a post in a 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 email.

The school must arrange for the Panel Update Form to be completed and forwarded to the Department's Primary Teacher Allocations Section. The form must be signed by the teacher and the Chairperson of the school.

The school must also complete and submit the Primary Teacher Appointment Form to the Primary Teachers Payroll Section.

Section 7 - Information for Panel Operators

7.1 When can Panel Operators expect to receive the Main Redeployment Panels?

The Department expects to have the redeployment panels published by end March 2018.

Once the Main Panel has been compiled in the Department's Primary Teacher Allocations Section, it will be emailed to each of the Panel Operators (diocesan education secretary etc.).

7.2 How do Panel Operators receive notice of vacancies in the primary schools within their panel area (diocese, etc.)?

When the annual staffing schedule is published on the Department website, the Chairperson of the Board of Management is obliged to notify by email the relevant Panel Operator (diocesan education secretary, etc.) of any impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done by 23rd February 2018.

All permanent vacancies, specified purpose vacancies and fixed term vacancies that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year must be notified to the Panel Operator.

The Chairperson is also obliged to notify the relevant Panel Operator (diocesan education secretary etc.) of such vacancies arising in any other way, such as retirement of a teacher, teachers re-locating etc. This must be done within 5 working days of the vacancy becoming known to the Chairperson or the School Principal. Failure to notify the vacancy may impact on the status of the post for the remainder of the school year.

7.3 What should a Panel Operator do when s/he is notified by schools of vacancies?

The Panel Operator should compile a list of all known vacancies - permanent, specified-purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year. This list should then be circulated with the list of teachers on the panel to all schools with known vacancies.

However, a Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels.

The Department may publish and update this information on its website.

7.4 Does the Panel Operator have to circulate a list every time s/he is notified about a vacancy?

There is only a need to re-circulate the list to the latest school which has notified a vacancy.

When the panel is in operation, a school with a vacancy (permanent, specified purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year) cannot recruit a teacher in any manner other than through the offer of the vacancy to a teacher on the redeployment panel.

7.5 Is there a time limit within which schools must offer their vacant posts to teachers on the Main Redeployment Panel?

The timeframe for the process of interaction between individual schools with vacancies and teachers on the panel is the period from the date the panel list is available, expected to be late March to mid-April 2018.

7.6 What is the process if a school contacts a Panel Operator to say that it has received no response to an advert on educationposts.ie or staffroom.ie?

The Panel Operator will first need to check the records of the school for the advertisement process. If s/he is satisfied that the school followed the correct procedures s/he will then need to contact the Primary Allocations Section of the Department to consider next steps.

7.7 How will the Panel Operator know that schools are offering their vacant posts to the teachers on the Main Redeployment Panel?

As email acceptance of post(s) by teacher(s) on the Main Redeployment 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 can be done verbally but must, without any delay, also be confirmed by email.

7.8 Does the Panel Operator need to notify anyone that a vacancy has been filled?

The Panel Operator must keep the relevant personnel in the Department's Primary Teacher Allocations Section informed on a regular basis of movement on the panel.

If the 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 of permanent/CID holding teachers.

The school led process of redeployment of surplus permanent/CID holding teachers must be completed by mid-April 2018.

7.9 What should a Panel Operator do if s/he has concerns about the progress being made on clearing the panel?

The Panel Operator should contact the Department's Primary Teacher Allocations Section immediately to discuss his/her concerns.

7.10 What happens after mid-April 2018?

The timeframe for the school led process for the redeployment of surplus permanent/CID holding teachers is to mid-April 2018. The date will be advised when the panels are published. Throughout the redeployment process the Department will be liaising closely with Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done by mid-April 2018 during the school led process. Panel Officers will be appointed after this. The Panel Officer process will commence with the school of the same patronage that has a vacancy and is located nearest to the school with the surplus teacher.

Section 8 - Guidance for Panel Officers

Panel Officers are appointed to deal with difficulties with the operation of a redeployment panel. If the redeployment process operates well then the requirement for Panel Officers should be minimal.

It is important to note that the school system and Panel Officers operate in the context that the redeployment of all surplus permanent teachers is key to the ability of the Department to manage within its payroll budget and the ceiling on teacher numbers.

The following guidance is issued to Panel Officers to give greater clarity and transparency to the process used for identifying a school for the redeployment of a teacher.

The Teacher: The first step is to check if the teacher on the panel is the most junior teacher from his/her own school. If he/she is not the most junior teacher, the Panel Officer will determine if the relevant teacher was given the approval of the Patron to be put on the redeployment panel.

The School: The next step is to commence the process of identifying a school to facilitate the redeployment of a teacher. This process will commence with schools of the same patronage that are located closest to the school with the surplus teacher. The Department's Geographic Information System (GIS) will be used to identify the schools nearby. These schools will be given an opportunity to complete Form PO18/19 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). Schools with a permanent vacancy will be considered first and then, if necessary, schools with a fixed-term vacancy.

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 Main Redeployment Panel.

The next step for the Panel Officer is to make telephone contact with the Chairpersons of the Board of Managements (and, if possible, the School Principals) of the schools closest to the teacher on the Main Panel (as provided by the Department). This gives the schools 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 Main Panel.

The Panel Officer, having considered information received from the Panel Operator and the nearby schools, will select the most suitable school for the redeployment of the teacher.

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 PO18/19

To be completed by the school with a permanent or fixed term vacancy 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: | |
| Phone number of Chairperson : | |
| Email address of Chairperson : | |
| 1. Written evidence of all vacancies notified to panel operator within the required time-frame? | |
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| 2. Number of vacancies notified to panel operator: | |
| Permanent | <input type="checkbox"/> |
| Fixed-term | <input type="checkbox"/> |
| Main Panel: | |
| 1. Number of offers made to permanent teachers on Main Panel in a timely manner for the 2018/19 school year: | |
| Number of offers | <input type="checkbox"/> |
| 2. Number of vacancies filled by redeployment of a permanent teacher from Main Panel: | |
| Permanent | <input type="checkbox"/> |
| Fixed-term | <input type="checkbox"/> |
| 3. Number of permanent vacancies in the school in the 2017/18 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel: | |
| Number of Permanent Vacancies | <input type="checkbox"/> |
| Number filled from Main Panel | <input type="checkbox"/> |
| 4. Number of permanent vacancies in the school in the 2016/17 school year and the number of these vacancies that were filled by a permanent teacher from the Main Panel: | |
| Number of Permanent Vacancies | <input type="checkbox"/> |
| Number filled from Main Panel | <input type="checkbox"/> |

Supplementary Panel:

1. Number of offers made to teachers on Supplementary Panel in a timely manner:

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 2017/18 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

4. Number of permanent vacancies in the school in the 2016/17 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

Additional information relevant to the filling of the vacancy for the 2018/19 school year should be set out below :