**10 key points to note on staffing arrangements in primary schools for the 2015/16 school year**

(Department Circular 0005/2015)

**Key points to note re Teacher Allocations:**

1. The Staffing Schedule includes improved retention thresholds for small schools.
2. The Staffing Schedule also includes an improved threshold for the appointment and retention of a second teacher in schools more than 8km from the nearest school of the same type of patronage and language of instruction.
3. **Friday 6 March 2015** is the key date for schools:
4. to notify the Department of GAM/EAL cluster arrangements (GAM/EAL allocations have been updated for schools that had a change in the number of classroom posts in the 2014/15 school year- see Appendix C of Circular 0005/2015)
5. to submit completed staffing appeals form for the March meeting of the Primary Staffing Appeals Board.
6. Schools that have a permanent resource base post will continue to have this post for the 2015/16 school year.
7. Schools that have a permanent language support post will continue to have this post for the 2015/16 school year.
8. Schools are reminded that because of the later timeline for the allocation of NCSE resource hours they cannot combine GAM/EAL and NCSE approved resource hours together into full-time posts. However, when the allocations and redeployment process has been completed schools can operate their own temporary local sharing arrangements in relation to the day to day work arrangements of teachers in full-time shared posts so as to minimise any time lost in travelling between schools. Circular 0005/2015 includes an example on how such local sharing arrangements can operate.
9. Schools should submit applications for developing posts by **Friday 27 March 2015.**

 **Key points to note re Teacher Redeployment panels:**

1. **Friday 6 March** **2015** is the key date for schools to:
2. Notify their relevant Panel Operator (Diocesan Secretary etc.) of any permanent or fixed-term vacancy.
3. Return all Redeployment Panel Application Forms to the Department in respect of any surplus permanent or CID holding teacher.
4. It is envisaged that the main redeployment panels will be published in **end-March/start of April 2015**.
5. Schools will have up until **Friday 1 May 2015** to complete the school led redeployment process for surplus permanent/CID holding teachers. Thereafter, Panel Officers will be appointed to facilitate the redeployment of any remaining surplus permanent teachers.