

## Important Notice for 2015/16 applications

Closing dates have been extended for 2015/2016 year. Further information see [Teacher Exchange webpage](#).



**Circular No 0017/2015**

# TEACHER EXCHANGE SCHEME FOR REGISTERED TEACHERS IN RECOGNISED PRIMARY SCHOOLS

## 1. Introduction

- 1.1 The teacher exchange scheme is designed to facilitate primary teachers to temporarily exchange their posts for educational purposes.

## 2. Length of a Teacher Exchange

- 2.1 The minimum period for which an exchange may occur is one year and the maximum is five years. However, teachers are asked to note that requests to participate in exchange arrangements are subject to annual applications (see Application Procedures at 4 below).
- 2.2 A teacher may engage in one exchange arrangement spread over five years, or may wish to participate, at varying intervals, in separate arrangements, subject to the teacher not participating for more than five years in total on exchange arrangements.

## 3. Eligibility

- 3.1 The scheme is open to primary teachers who are registered with the Teaching Council, have completed probation and who wish to exchange their posts.
- In exceptional circumstances, where a teacher has completed probation in a special education setting and wishes to complete probation in a mainstream setting, they may apply for an exchange under the conditions outlined in this circular.
- 3.2 Teachers who are on re-deployment panels are **not** eligible to participate in teacher exchange schemes.

## 4. Application Procedures

- 4.1 It is a matter for teachers to find colleagues with whom they may wish to enter into an exchange arrangement.
- 4.2 Teachers who wish to participate in a teacher exchange scheme are asked to submit a completed "[Teacher Exchange Application Form](#)" to their employer as early as possible, but certainly no later than the 1<sup>st</sup> March. Applications for a teacher exchange must be made on an annual basis. If an extension of a further year is required, teachers

must apply to the employer on an official application form before the 1<sup>st</sup> March of the **following** year.

4.3 It shall be open to an employer to interview a teacher who proposes to participate in an exchange arrangement.

#### **5. Approving a teacher exchange scheme**

5.1 The employer must process teacher exchange applications during the month of March. A decision will be conveyed in writing to both teachers by the Board(s) before 1<sup>st</sup> April. Employer(s) must submit all approved applications to the Department before 10th April.

5.2 Employer(s) will only be notified in writing by the Department if difficulties arise in relation to eligibility of applicants.

#### **6. Signing Form of Agreement**

6.1 The employer of the school in which the teacher is serving for the duration of the exchange shall be deemed to be the teacher's employer and the teacher shall be required to sign a Form of Agreement with this employer.

#### **7. Termination of teacher exchange during the school year**

7.1 An exchange may not be terminated by a teacher during a school year except by resigning his/her post. If a teacher resigns his/her post, the employer may appoint a temporary teacher for the remainder of the school year.

#### **8. Position regarding posts of responsibility while teachers are on teacher exchange**

8.1 A teacher applying for teacher exchange must relinquish his/her post of responsibility for the duration of the exchange scheme. The post of responsibility vacated by a teacher is subject to the terms as outlined in Department Circulars.

8.2 Teachers on teacher exchange may apply for posts of responsibilities arising in their former school during their exchange but are not eligible to apply for posts in the school to which they have exchanged. If successful an acting post of responsibility is appointed subject to the post still being warranted and subject to the terms as directed from time to time by Department Circulars.

#### **9. Seniority**

9.1 A teacher's seniority in his/her own school shall not be affected by participating in a teacher exchange scheme.