Circular 0005/2015: Application for part-time Resource teaching posts 2015/16 school year

Note: To be completed <u>only</u> by those schools that are unable to access their NCSE approved resource hours from the network of full-time Resource Base post(s) already allocated to either their school (if any) and to neighbouring schools.

Click here for FAQ re completion of this form

School Name:		School Roll Number:	
		Contact Phone Number:	
School Address:			
School email Address:			

Under the terms of Circular 0005/2015 a school is not permitted to employ a fixed term or part-time teacher to cover NCSE approved hours until they have received written sanction from the Department's Primary Teacher Allocations Section

Prior to submitting an application form you are required to **contact nearby schools that have been allocated resource base posts** to see if they have any available surplus capacity. Click here for a list of these schools in Appendix C (Circular 0005/2015)

Table A	Details of Schools <u>with Resource base posts</u> that will cover NCSE resource hours in your school for 2015/16		
	School Name	Roll Number	Surplus capacity made available to your school
			hours
			hours
			hours

Table B

Total NCSE approved allocation of resource hours for the 2015/16 school year to your school	How much of your NCSE approved allocation is met from resource post(s) (if any) based in your school?	How much of your NCSE approved allocation is met from surplus capacity in resource base post(s) in the above school(s)?	What is the balance of hours that you are now seeking as part-time hours for the 2015/16 school year?
hours	hours	(Table A) hours	hours*

*Will any of these part-time hours be clustered in a full-time temporary (25 hour) shared post for the 2015/16 school year?

Yes** / No

**If Yes, please complete Table C below

Declaration:

I declare that the above information is correct.

_____   Date _____

Principal / Chairperson B.O.M.

Return completed form to: Primary Allocations Section, Department of Education & Skills, Cornamaddy, Athlone

** Table C	Where approved part-time hours (Table B) will be clustered in a full-time (25 hour) temporary shared post for 2015/16, please provide details of all schools in this post		
Note: Each school in the cluster set out here must also complete a form 'Resource2015-16'	**School Names**	**Roll Numbers**	**Hours from each school in the post**
(Base School) School 1	**(Base School)**		hours
School 2			hours
School 3			hours
		Total Hours	hours