

Brief Guide to the Staffing Schedule 2021 ([Circular 0019/2021](#))

Part 1- Appendices

1. [Appendix A](#) lists the number of mainstream teachers permitted in a school for the 2021/22 school year. If it transpires that there is now a surplus permanent or CID holding teacher, he /she should apply to be redeployed to the Main Redeployment Panel; and
2. [Appendix E](#) should be completed and returned to Primary Allocations before **21st April 2021** in relation to any redeployment to the Main Panel arising as a result of Appendix A.
3. [Appendix B](#) lists the entitlement of schools to administrative principal or administrative deputy principal status.
4. [Appendix C](#) lists the number of special education hours allocated by NCSE to each school. The current special education cluster posts are to remain in place for the 2021/22 school year, but the school may cluster part- time SET hours with other schools; and
5. [Appendix D](#) should be completed and returned to Primary Allocations before **21st April 2021** in respect of the clustering of any part time SET hours.
6. [Application for a Developing School post](#) should be completed and returned before **21st April 2021** if a school may be entitled to a developing school post. *Section 1.3 of the Staffing Schedule* sets out the requirements in this regard.
7. [Appendix F](#) should be completed and returned to Primary Allocations before **21st April 2021** if a school wishes to appeal its staffing allocation. *Section 4 of the Staffing Schedule* contains sets out the different circumstances in which an allocation may be appealed.
8. [Appendix G](#) should be completed and returned before **21st April 2021**, in respect of any teacher in the school who was awarded a CID in or before the 2020/21 school year.
9. [Appendix H](#) should be completed and returned before **21st April 2021**, in respect of any proposed award of a CID to a teacher from the commencement of the 2021/22 school year.

Part 2- General Information

10. Each school's Diocesan Office/Panel Operator should be notified of any known impending permanent or fixed term vacancy before **21st April 2021**.
11. The *Staff Planning Form* which will shortly issue to schools should be completed and returned to Primary Allocations by **29th April 2021** showing each teacher's employment status for the 2021/22 school year.
12. Any permanent or fixed term vacancies arising in a school after this date must be notified to Primary Allocations and Diocesan Office/Panel Operator **within 5 working days** of the vacancy becoming known to the Board of Management or Principal.
13. The Department expects to publish the redeployment panels in mid- May. Schools with vacancies will fill their vacancies from the main Redeployment Panels.
14. The Department has issued **FAQs** on the [Redeployment Panel](#) and on the [Staffing Schedule](#) and can be contacted by email at primaryallocations@education.gov.ie . Remember to put the school name and roll number in the subject box of the email.
15. CPSMA has prepared a podcast in relation to the Staffing Schedule which is available on our website at <https://www.cpsma.ie/cpsma-podcast-staffing-schedule/>
16. CPSMA will be issuing a Newsletter immediately after Easter with more detailed guidance on the Staffing Schedule and other relevant matters for schools.

Please contact CPSMA at 01-6292462 or info@cpsma.ie if we can assist in relation to the Staffing Schedule 2021 or any other matter.