

Frequently Asked Questions 15 February, 2013

This document should be read in the context of [Circular 0013/2013](#). The purpose of this document is to answer some frequently asked questions (FAQ) and further issues may be added in light of demand.

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Allocations

1. Will the Department be writing to my school in relation to its staffing for the 2013/14 school year?

Circular 0013/13 is the Department notification to all schools regarding their staffing levels for 2013/14 school year. Schools are required to comply with the arrangements in the Circular without individual notification from the Department.

2. How many mainstream classroom posts is my school entitled to?

Check the schedule appropriate to your school at **Appendix A** of Circular 0013/2013 using the school enrolment at 30 September, 2012 to find out how many mainstream classroom teachers the school will have for the 2013/14 school year.

3. What do I do if I think that the allocation for my school set out at Appendix C of Circular 0013/2013 is incorrect?

While every effort has been made to ensure that the base data used to provide allocations is correct, the school authority should satisfy itself that the data is correct and reflects any returns made by the school in respect of its pupils and teachers. If you have a query on your allocation please contact Primary Allocations at primaryallocations@education.gov.ie

4. My school will have a significant increase in enrolments for the coming school year. Is there any provision for this?

Classroom posts are allocated to schools that project significant increased enrolments for September 2013 (developing school status). The arrangements for this are set out at Section 1.3 of Primary Circular 0013/2013.

GAM/EAL Allocation (General Allocation/Language Support)

1. What is the GAM/EAL allocation?

Under the teacher allocation reforms introduced for the 2012/13 school year the combined resources available for GAM (General Allocation Model) and EAL (Language Support) were used to create a single simplified allocation process for all primary schools to cover both the GAM and language support.

These arrangements supersede the allocation process set out in (Part 2) Section 6 and Appendix 2 of [Circular SP ED 02/05](#) for the General Allocation Model and in [Circular 0015/2009](#) for language support, respectively.

Schools have autonomy on how to deploy the resource between language support and learning support depending on their specific needs. Schools should continue to use the language assessment kits for the accurate initial and on-going assessment of language proficiency of pupils that require language support (see for reference [Circular 0015/2009](#)).

Schools should also continue to refer to the guidance contained in [Circular 02/05](#) (Sections 3-5) with regard to pupils covered for learning support by the general allocation model, deployment of teaching resources for special educational needs, and planning in individual schools.

2. How is the GAM/EAL calculated?

The single allocation process for GAM and language support involves the allocation of the equivalent of circa. 4,100 posts as follows:

School type	Allocation per mainstream classroom teaching post
All-boys school	5 hours per week (0.2 of a post)
Mixed school*	5 hours per week (0.2 of a post)
All-girls school	4 hours per week (0.16 of a post)**

*mixed schools must have a minimum of 25% of both boys and girls as part of their enrolments.

** rounded, up/down, to the nearest 0.2 of a post to facilitate clustering into full-time (25 hour) posts

3. Is there an allowance made for DEIS Band 1 schools when determining GAM/EAL allocations?

A differential in the GAM/EAL allocation for DEIS Band 1 schools continues to be applied. This operates as follows:

- Schools in DEIS Band 1 are given an additional base allocation of 0.4 of a post if, based on 30 September enrolment, the school has 200 or more pupils or an additional 0.2 of a post if the school has less than 200 pupils.

4. How will I know my GAM/EAL allocation?

The allocation for all schools is set out at **Appendix C** of Circular 0013/2013.

5. My school has been granted developing school status. Will my general allocation be increased for the 2013/14 school year?

Schools that are approved for 2 or more developing posts will have their GAM/EAL allocation adjusted, as appropriate, to take account of the first developing post approved.

6. My school is newly established. Will we get a GAM/EAL allocation?

The school's GAM/EAL allocation will be based on the mainstream classroom posts for the 2013/14 school year.

7. My GAM/EAL hours have changed for the 2013/14 school year. Does this affect my cluster arrangement?

Yes, this cluster is regarded as ceased and the hours shown for your school at Appendix C (column D) are now available for re-clustering for the 2013/14 school year.

8. What should I do when I enter a new cluster arrangement?

The base school for your cluster must complete FormGA13 which is the notification to the Department giving details of your school and any others in the cluster. You must however sign the form before it is submitted by the base school to the Department by Friday, 15 March, 2013.

9. The schools in my cluster have all agreed to end the cluster arrangement for the 2013/14 school year. What should I do now?

The Department must be notified by Wednesday 6 March 2013 of any alternative cluster arrangement or, if there is no proposed new cluster arrangement, of the individual hours available in each school for clustering.

10. My school has a high concentration of pupils that require language support. What are the arrangements for language support for those pupils?

A GAM/EAL allocation is made to all schools. Schools have autonomy on how to deploy the resource between language support and learning support.

Additional permanent posts are also made available for schools with high concentration of pupils requiring language support. The schools in receipt of such posts are listed at Appendix C of Circular 0013/2013.

The continued requirement for the additional permanent language support posts will be reviewed on a regular basis by the Department having regard to enrolment trends and the number of pupils requiring language support.

Where at least 20% of the enrolment of the school is made up of eligible pupils that require EAL support (pupils with less than B1 (Level 3) proficiency), the school can appeal to the independent Staffing Appeal Board for additional EAL support. Posts allocated by the Appeal Board are on a temporary basis for the 2013/14 school year. See Section 4 of Circular 0013/2013.

11. If my school had a permanent language support post in the 2012/13 school year, will it remain in place for 2013/14?

Yes.

Resource Posts (NCSE low incidence)

1. When will I know my resource allocation for the 2013/14 school year?

The NCSE expects to notify schools in May/June of their approved allocation of resource hours for the 2013/14 school year.

2. Is there a change to the location of base resource posts for the 2013/14 school year?

There are some slight changes to the location of these base posts for the 2013/14 school year to further improve the efficiency of these arrangements. The criteria applied is set out at No 7 Section 1 of Circular 0013/2013.

3. How do I know how many, if any, resource base posts have been allocated to my school?

The list of schools and the number of base resource posts for each school is set out at Appendix C of Circular 0013/2013 on the Department's website.

4. What do I do when I receive my NCSE allocation if I do not have a base resource post in my school?

You should contact your neighbouring schools that have base resource posts for any surplus capacity before contacting the Department for part-time hours. The Department will at that stage, also consider joint applications from such schools for a full-time shared temporary resource post as an alternative to each school applying for separate part-time temporary resource posts. It should be noted that the Department will firstly be requiring any surplus capacity in the full-time base resource posts in neighbouring schools to be fully utilised before it approves any such applications.

5. What should I do if I have an existing part-time teacher in my school who is a CID holder?

Please contact Primary Allocations Section by emailing primaryallocations@education.gov.ie for advice on impact on teacher allocations to your school.

6. What is the position for local arrangements in relation to teachers in shared posts?

Because of the later timeline for the allocation of resource hours by the NCSE, schools **will not be permitted to combine GAM/EAL and NCSE approved resource hours** together into full-time posts.

When the allocations and redeployment process is completed later in the Summer schools that have complied with the arrangements outlined in Circular 0013/2013 will be given some discretion to operate, where possible, their own **temporary local arrangements in relation to the day to day work arrangements of teachers in full-time shared posts**. These arrangements are aimed at minimising any time lost in travelling between schools.

Redeployment Arrangements at Primary Level

A: General Redeployment Arrangements 2013/14

1. Redeployment process for permanent and CID holding teachers

- (i) Each main panel is created for permanent and CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers. Under the improvements to the operation of the redeployment process at primary level being introduced for the 2013/14 school year, the latest date by which schools must have offered their vacancies to teachers on the panel is 31 May, 2013.
- (ii) Teaching vacancies must be offered prior to 31 May, 2013 to permanent and CID holding teachers on a main panel in the following order of priority:
 - Permanent vacancies within the panel area (e.g. diocese)
 - 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.
- (iii) Surplus permanent and CID holding teachers may opt to accept a post outside the 45km radius and this can help reduce the requirement for the operation of the contingency arrangements set out at No. 2 and No. 3 of this document:

2. Inter-diocesan redeployment

Where the arrangements outlined at No. 1 above do not bring about the redeployment of all surplus permanent and CID holding teachers on a diocesan panel then all posts remaining vacant in schools in adjoining dioceses must be available to those teachers, with the filling of those posts to be achieved through inter-diocesan co-operation.

B: Residual Arrangements

3. Redeployment arrangements for any residual surplus permanent and CID holding teachers

If there are any residual surplus permanent and CID holding teachers then additional arrangements will be required to facilitate their redeployment into vacancies in schools.

These additional arrangements will be used only in those cases where no viable alternative options are available for the redeployment of the remaining surplus permanent and CID holding teachers. The precise arrangements to be used will be determined on a case by case basis in discussions with the relevant education partners and the relevant Patron. The following principles will be used for the operation of these arrangements:

- (i) In the first instance the position will be examined on whether any flexibility in the Public Service Agreement 2010-2014 in relation to the 45km radius for redeployment can be appropriately applied as a means of redeploying the surplus permanent and CID holding teacher to a school of the same type of patronage.
- (ii) In the second instance the scope for the redeployment of the surplus permanent and CID holding teacher 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.
- (iii) If no other viable option is available then 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. Any teacher on a temporary assignment in this manner will retain their existing panel rights for the relevant redeployment panel for their original school. Such teachers will not acquire panel rights in respect of the redeployment panel associated with the school of temporary assignment. Such teachers 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.

C: Other

4. On-going consultation

The Department approach in relation to the operation of the residual arrangements outlined in B above will be to seek agreement through consensus. In this regard there will be on-going consultation with all the relevant stakeholders in relation to the operation of the redeployment process.

Further details in relation to the operation of the panel arrangements will be published separately in the FAQ section of the Department's website.

Redeployment of Surplus Permanent/CID holding teachers

How do I know if there is a surplus permanent/CID holding teacher in my school?

Appendix A & C of Primary Circular 0013/2013 sets out the bulk of allocations for most schools. If you have more teachers in the school than permitted by your allocation a teacher(s) is surplus to the requirements of the school.

2. What do I do if I have a surplus permanent/CID holding teacher in my school?

You should arrange to have the completed Main Panel Form (MPF) returned to the Department by the 15 March 2013.

The most junior eligible teacher is first in line to be placed on the panel for redeployment to another school. However, in exceptional circumstances s/he may seek the approval of the Board of Management to be replaced on the panel by an alternative eligible teacher.

If the most junior eligible teacher seeks to be replaced on the panel then any other teacher interested in going on the panel must communicate his/her position to the Chairperson within five working days.

The application from the staff member will be considered by the Board of Management. 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 eligible teacher.

The Main Panel Form (MPF) must be completed by the surplus teacher to be placed on the panel and the Chairperson. The Main Panel Form should be submitted to the Department by 15 March, 2013.

Notification of Vacancies

Who do I need to inform that there is a vacancy in my school?

Each BOM is obliged to notify its relevant panel operator (diocesan secretary etc.) **immediately** of any impending permanent and fixed term vacancies for the 2013/14 school year.

Any subsequent permanent and fixed term vacancies must be notified within 5 working days of the vacancy becoming known to the Chairperson or Principal.

Schools with resource post and/or special class vacancies and Special schools with vacancies that are fillable from the Special National Panel are required to notify these vacancies to the Primary Teacher Allocations Section. This should be done by emailing primaryallocations@education.gov.ie within the above timeframes.

2. What's the position if my school 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 above, notify all their permanent and fixed term vacancies to the Department. This should be done by emailing primaryallocations@education.gov.ie

3. What if I have a temporary (fixed term) vacancy?

You must notify this vacancy to the panel operator. It can only be filled in the first instance if there is a permanent/CID holding teacher from your school on the main redeployment panel who wishes to defer his/her panel rights and take up the fixed term post for the 2013/14 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.

4. If my vacancy is a clustered GAM/EAL post how do I fill it?

You should in the first instance offer the post among the base school staff. If a staff member opts to be the GAM/EAL teacher the consequential vacancy is filled through the relevant main redeployment panel.

If no teacher in the base school wishes to take up the GAM/EAL 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 the resultant

vacancy is filled through the Main Panel. If no teacher in the cluster schools opts to fill the GAM/EAL post it is filled through the Main Panel.