

CHECKLIST FOR TEMPLATE LETTER OF OFFER - Panel Appointment

The prompts in the template letter of offer are highlighted in red ink. It is important to ensure that the prompts are deleted and the relevant information inserted.

As the document is a template it will have to be adapted to meet the school's own requirements.

It is important to refer to the Guidance Note which accompanies the template letter of offer.

A letter of offer should be given to all teachers being appointed from the panel.

HAVE YOU

1. Used school headed notepaper which sets out the school's name, roll number and address for the letter of offer?
2. Inserted the proposed appointee's name and address?
3. Inserted the date on the letter?
4. Inserted the proposed appointee's name i.e. "Dear ..."?
5. Inserted the position (e.g. Teacher with initial duties as **mainstream, Learning Support/EAL, Resource, special class teacher**) and deleted the ones that are not applicable?
6. Inserted the date that employment will commence?
7. Requested that Teaching Council Registration number be furnished? Teaching Council Registration does not mean the person a person is qualified to do the job.
8. Requested that confirmation of qualifications be furnished? An unqualified person should never be appointed to a permanent position.
9. Inserted that the school has a Catholic ethos etc?
10. Requested the appointee complete the relevant sections of (1) the PTAF and (2) the Panel Update Form, both of which must be completed. Once completed the relevant form(s), should be forwarded to the DES and a copy retained on the proposed appointee's personnel file. The PTAF is forwarded to the DES for *inter alia* the purpose of obtaining the Sanction of the Minister and ensuring the service requirements (according to circular 0012/2012) are met.
11. Requested the appointee to complete a "Pre-Employment Questionnaire" on 'medmark4teachers.ie'? This requirement applies to teachers appointed from the panel.
12. Stated that the position is subject to compliance with and satisfactory outcome of Garda vetting requirements and asked for the following to be furnished:-
 - Original Vetting Letter which the appointee received from the Teaching Council
 - Statutory Declaration
 - Undertaking [As the PTAF is being used the Undertaking is included in this]
13. Where the vetting process has not been completed in advance of the appointment being made has it been stated "You must confirm in writing prior

to commencement of employment your acceptance of the condition that your appointment is subject to the satisfactory outcome of the vetting process”?

14. Stated that the appointment is subject to Compliance with the law, the policies of the school, the Rules for National Schools and the rules, regulations and Circulars of the Department of Education and Skills?

15. Stated

- the provision regarding the normal place of work?
- that hours of work will be in accordance with the Rules for National Schools etc.?
- that salary and emoluments shall be paid by the Department of Education and Skills as determined by the Minister for Education and Skills etc. /are subject to all necessary payroll deductions/that the method and frequency of payment shall be on the same basis/in the event that the Department of Education and Skills ceases payment that employment shall be terminated automatically but that this shall not affect entitlement to avail of unpaid statutory leave?
- that overtime is not payable?
- that pension arrangements shall be in accordance with the rules and regulations of the Department of Education and Skills etc.?
- that holiday entitlements shall be as determined by the Minister for Education and Skills etc. as well as stating that there is entitlement to the benefit of statutory public holidays in accordance with the Organisation of Working Time Act, 1997?
- that leave entitlements and obligations including those relating to sick leave shall be as determined by the Minister for Education and Skills from time to time etc. and/or as agreed between the Minister for Education and Skills, the Management Bodies and the Unions as appropriate?
- that there is an occupational health service scheme for teachers operated by the Department of Education and Skills and that the proposed appointee must agree and undertake to co-operate fully with this scheme and the school reserves the right to have the proposed employee examined by a medical practitioner or specialist nominated by the School etc.?
- that 3 months notice is required except in circumstances justifying immediate termination of employment?
- that employment is subject to collective agreements entered into from time to time by the Minister for Education and Skills, the Management Bodies and the Unions?
- that copies of the School's relevant policies and procedures will be provided to the Employee under separate cover and that for the avoidance of doubt, these documents are not contractual and may be amended and/or replaced from time to time at the discretion of the School?

16. Referred to and enclosed DES Circular 60/2009 (Disciplinary Procedures for Principals and Teachers)?

17. Stated the date by which acceptance of the position and conditions in the letter of offer should be indicated in writing to the Chairperson of the Board of Management?

18. Attached to the letter of offer

- **PTAF and PANEL UPDATE FORM**
- **DES Circular 60/2009**

19. Entered a note in the forward planner by which the documentation is to be returned by? This will consist of:-

From the Proposed appointee:-

- Written acceptance of the conditions in the letter of offer
- Confirmation of acceptance of condition that appointment is subject to vetting process (where this applies)
- Teaching Council Registration number
- Confirmation of qualifications
- PTAF and Panel Update Form duly completed by the proposed appointee.
- Original Letter of Vetting
- Statutory Declaration
- Undertaking (As the PTAF form is being used the Undertaking is included in this)

From Medmark

- Confirmation of medical fitness to teach

20. Retain on Personnel file

- If interviews were held in relation to selecting a teacher from the panel
 - Proposed Appointee's Curriculum Vitae,
 - Short- listing criteria
 - Established criteria for the post
 - Interview Questions
 - The interview notes and marks relating to the proposed appointee
 - Note of information provided by referees
- All correspondence to and from the proposed appointee
- Letter of Offer
- Note of any matters brought to the specific attention of the proposed appointee
- Written acceptance of proposed appointee of the conditions in the letter of offer

- Teaching Council Registration number and print off of teacher's registration details
- Copy of confirmation of qualifications
- Copy of Certificate to teach Religious Education or its equivalent (if applicable)
- Copy of PTAF and Panel Update Form duly completed.
- Medmark confirmation of medical fitness to teach
- Copy of Original letter of vetting
- Copy of Statutory Declaration
- Undertaking (This is in PTAF)
- Confirmation of acceptance of condition that appointment is subject to vetting process (where this applies i.e. vetting process not completed in advance of appointment being made)