

## Guidance Note to assist completion of the Template Letter of Offer - Panel Appointment.

This guidance note should be read in full prior to using the Template Letter of Offer.

1. A 'letter of offer' should be given to all teachers being appointed from the panel.
2. **Teaching Council Registration:** The teacher must be **currently** registered i.e. the registration must not be out of date. Registration must be for the appropriate sector. Registration status will be either full, conditional or pending. Registration will show the conditions (if any) that are imposed under S.31 (6) (b) of the Teaching Council Act as follows:-
  - Gaeilge requirement
  - Probation
  - Qualifications shortfall (generally applies to teachers who qualified outside of Ireland).

The Teaching Council has a facility whereby the registration status of any teacher can be ascertained on a **real time basis**. This facility is available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie). By entering the registration number of a teacher into the 'search the register' section, the following can be determined: the current registration status of the teacher, the educational sector to which the teacher's qualifications apply, registration conditions (if any) and the teacher's registration renewal date. A printed copy of these details should be retained on the teacher's personnel file.

**Note 1:** The fact that a teacher has a Garda Vetting letter does not mean that s/he is registered and the fact that a teacher has been registered does not obviate the requirement to seek the original vetting letter in compliance with vetting requirements (refer to No. 8 below).

3. **Confirmation of Qualifications:** The fact that a teacher is registered does not mean that s/he is qualified for the job in question. Therefore it is necessary to obtain confirmation of qualifications from the proposed appointee. The original qualification certification should be furnished by the proposed appointee. Teachers registered under 31(5) of the Teaching Council Act will have had their qualifications assessed by the Teaching Council and the registration certificate/confirmation of registration may be taken as confirmation of qualifications in this case. An unqualified person must never be employed in a permanent capacity.
4. **Catholic Ethos.** The proposed appointee should be informed that the school has a Catholic ethos and that it is his/her duty to uphold and be accountable to the employer for upholding the ethos, as determined by the Patron.
5. The appointment is subject to the **Sanction of the Minister**. [Primary Teacher Appointment & Re-Appointment Form \(PTAF\)](#) and the [Panel Update Form](#) must be completed and forwarded to the DES. The forms once completed should be forwarded to the DES and a copy retained on the proposed appointee's personnel file. The forms are forwarded to the DES for the purpose of *inter alia* obtaining the Sanction of the Minister and ensuring the teacher has met the requirements for inclusion on the panel (note: teachers self declare for inclusion on the panel - circular 0012/2012) .

**6. Medmark Approval.** The proposed appointee completes a 'Pre-Employment Medical Questionnaire' on '[medmark4teachers.ie](http://medmark4teachers.ie). The occupational health service informs the BoM in writing of its decision in regard to the proposed appointee's 'Medical Fitness to Teach.' Please refer to Circular 65/2008 (revised October 2011). **Note:** This requirement applies to teachers appointed from the panel.

**7. Garda Vetting:** The **Original Vetting Letter**, which the teacher receives from the Teaching Council, must be furnished. The proposed appointee must also provide a valid '**Statutory Declaration**' and a '**Form of Undertaking**'. Templates of both are available in Appendix 2 [Circular 63/2010](#). The revised PTAF incorporates the "Form of Undertaking". Please note that the Original Vetting Letter and the Statutory Declaration are only valid if same have been obtained in the same or previous calendar year. As the Undertaking is specific to the school this is generally the current date. Copies of the Original Vetting Letter & the Statutory Declaration should be retained in the proposed appointee's personnel file, along with the original Undertaking which is unique to the school. The undertaking is contained in the PTAF.

Every effort must be made to complete the vetting process in advance of appointments being made. However, in certain circumstances, it may be the case that even though the vetting application has been submitted at the earliest stage, it may not be possible (for reasons outside the control of the school authority) to have the vetting process completed in advance of an appointment being made. In such cases:-

- The prospective employee must be informed in the letter of appointment or separately in writing that his/her appointment is subject to the satisfactory outcome of the vetting process.
- The prospective employee must confirm in writing his/her acceptance of this condition prior to commencing employment.
- Where possible, the school authority must minimise the occasions when such a person has unsupervised access to children or vulnerable adults.
- If, on receipt of the outcome of the vetting application and having followed appropriate due process, the school authority considers that the person concerned is not suitable for appointment, then the appointment is not confirmed – Circular 63/2010.

**8.** The appointment is subject to **Compliance** with the law, the policies of the school, the rules and regulations of the DES, the Rules for National Schools and DES Circulars etc.

**9.** Standard provisions regarding place of work, hours of work, salary, overtime, pension, holiday entitlement, leave entitlement, the Occupational Health Service, notice, policies & procedures and collective agreements should be inserted.

**10. Disciplinary Procedures.** A copy of DES Circular 60/2009 (Disciplinary Procedures for Principals and Teachers) **must** be furnished to the proposed appointee on commencement of employment.