

## Circulars - Selection & Appointment Procedures

### Principals and Teachers - Relevant Circulars

Staffing	Staff schedule of relevant year; Panels
May 2005 (Booklet)	Panel Rights for Teachers
Circular 10/04	New Entrants to Employment from 1 April, 2004. Raising the minimum pension age to 65. Abolition of the maximum age for retirement
Circular 0063/2010	New arrangements for the vetting of teaching and non-teaching staff
<b>Appointments &amp; Probation</b>	
Teacher Registration and Qualifications – DES Circular 31/2011	
Eligibility Criteria for Appointment as a Principal Teacher - DES Circular 02/02	
Seniority of Primary Teachers- DES Circular 02/2004	
Release Time for Principal Teachers - DES Circular 25/2002	
Probationary Requirements for Registration Purposes - DES Circular 47/2011	
Notification Requirements on Retirement- DES Circular 45/2011	
<b>Filling Posts of Responsibility in Primary Schools:</b>	
Procedures for Filling Posts of Responsibility – DES Circular 07/2003	
Amendment to Assessment Criterion – DES Circular 28/2011	
Moratorium on Filling Posts of Responsibility – DES Circular 22/2009.	
Limited Alleviation Measures –Circular 53/2011.	
<b>Sick Leave</b>	
Sick Leave Scheme for Teachers – DES Circular 60/2010	

Occupational Health Scheme for Teachers – DES Circular 65/2008
OHS Operating Procedures [Revised 2011]
OHS Medical Fitness to Teach Guide [Revised 2011]
Ill Health Retirement Information [Revised 2011]
Employee Assistance Service - Carecall
<b>Family Leave</b>
Teacher Absences - DES Circular 32/2007
Maternity Protection Entitlements For Teachers - DES Circular 11/2011
Adoptive Leave Entitlements- DES Information Booklet
Parental Leave: Main Provisions - DES Circular 01/1999 Parental Leave - Amendment 1 – DES Circular 23/2003 Parental Leave - Amendment 2 – DES Circular 01/2004
Career Break Scheme for Teachers – DES Circular 10/2011
Job Sharing Scheme for Teachers – DES Circular 11/2003
Carers Leave for Teachers – DES Circular 05/2003
Teacher Exchange Scheme- DES Circular 12/2003
Unpaid Leave for Teachers- DES Circular 35/2010
Extra Personal Vacation - DES Circulars 37/97, 32/2007 & 0035/2009
Croke Park Agreement – Additional Hours - DES Circular 08/2011

## **General Provisions for the Appointment of SNAs'**

Redundancy for Special Needs Assistants DES Circular 58/2006, 59/2006
Standard Contract of Employment Circular 15/2005
Sick Leave for Special Needs Assistants - General Information Circular 33/2010,
Occupational Health Scheme for SNAs Circular 34/2010
OHS Operating Procedures [Revised 2011] Available at <a href="http://www.education.ie">www.education.ie</a> Employee Assistance Service
Brief Absences for Special Needs Assistants Circular 32/2010
Maternity, Adoptive and Paternity Leave for Special Needs Assistants Circular 13/2005
Disciplinary and Grievance Procedures for Special Needs Assistants Circular 72/2011
Public Service (Croke Park) Agreement -Special Needs Assistants Circular 71/2011