

FREQUENTLY ASKED QUESTIONS – THE PANELS

This document should be read in conjunction with the DES FAQ document “Redeployment Arrangements at Primary Level for surplus Permanent & CID Holding Teachers” (April 2013).

Q1. Does the Panel apply i.e. does the school in fact have a permanent vacancy?

A: Before beginning the process of appointing a teacher from a panel, the BoM should establish whether in fact a vacancy exists i.e.

- Are enrolment requirements as per Circular 0013/2013?
- Are there any permanent or Contract of Indefinite Duration (CID) holding teachers surplus to requirements currently on the staff of the school?
- Is any teacher in the school entitled to a CID?
A vacant position must be offered to surplus permanent or CID teachers within the school in the first instance.

Having established that a vacancy exists the BoM then proceeds to the appropriate panel.

Q2. How many panels are there and what are the differences between them?

A: There are 4 panels which relate to Catholic schools which must be accessed in priority order. The panel to be accessed will depend on whether the vacancy is a mainstream or special post.

Diocesan Panel - must be accessed in the following **priority** order for posts that relate to it:-

1. **Main Panel:** It consists of fully qualified and probated permanent and CID holding teachers who are surplus to requirements in their current schools.
2. **Supplementary panel:** It consists of fully qualified and probated teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Part 2 of Circular 38/2012.

Special National Panel must generally be accessed in the following **priority** order for posts that relate to it:-

1. **Special National Main Panel:** This panel consists of teachers with restricted qualifications who are qualified to teach in special schools, special classes and resource settings where Irish is not a curricular requirement.
2. **Supplementary Special National Panel:** This panel consists of teachers who were on the subsidiary and the supplementary Special National Panels in the 2012/2013 school year and who did not secure a permanent teaching post. The supplementary special National panel only applies to posts in special schools.

Q3. Who determines eligibility for placement on the panels?

A: The DES determines eligibility for inclusion of teachers' names on panel lists. The closing date for teacher applications for the supplementary panel was 14 December 2012.

Q4. Which vacancies must be reported and to whom?

A: Schools with mainstream vacancies are required to notify a) all permanent vacancies, b) all fixed term and specified purpose vacancies that are for the duration of the full school year and c) all fixed term vacancies sanctioned on or before the first working day of November and are for the remainder of the school year to the panel operator (diocesan education secretary) within 5 working days of the vacancy becoming known to the principal or the chairperson.

Schools with resource posts and/or special class vacancies that are to be filled through the special national main panel should notify the relevant panel operator (diocesan education secretary) and the Primary Teacher Allocation Section of the DES within 5 working days of the vacancy becoming known to the principal or the chairperson.

Special Schools with vacancies that are to be filled from the special national main panel are required to notify their vacancies to the Primary Teacher Allocation Section of the DES by e-mailing primaryallocations@education.gov.ie.

Schools that do not have access to a panel are required to notify their vacancies to the Primary Teacher Allocation Section of the DES by e-mailing primaryallocations@education.gov.ie.

Q5. What category of vacancy must be filled from the panel/s?

A: **Permanent** vacancies must be filled from the panel(s). In certain limited circumstances the DES may require schools to fill fixed term vacancies and full year specified purpose vacancies from the panel.

Q6. From which panel must a permanent vacancy be filled?

A: **Mainstream permanent vacancy:** (except Principal post)- Main Panel

Resource permanent post: A resource post may be filled internally from within the school and any consequential vacancy must then be filled from the main panel. If the resource post is not filled internally from within the school then the resource post must be filled from the Special National Main Panel*.

Special Class permanent post:

Where Irish **is not** a curricular requirement - Special National Main Panel*
Where Irish **is** a curricular requirement - Diocesan Main Panel

Special Schools permanent post (All permanent vacancies (except Principal post))

Where Irish is not a curricular requirement - Special National Main Panel*
Where Irish is a curricular requirement - Diocesan Main Panel

***Note-**In the event that the Special National Main Panel is clear or the vacancy is turned down on grounds of distance, you should then fill the vacancy from the Main panel.

Q7. Is there a time by when schools must engage with the panel?

A: Schools have until 31 May 2013 to engage with the panel. After this date the DES has stated it will appoint a panel officer.

Q8. Is a fixed term (temporary) vacancy filled from the panel?

A: Fixed term vacancies are **not** filled from the panel, **however** if there are insufficient permanent vacancies for the redeployment of permanent and CID holding teachers on the main panel the DES may require certain fixed term vacancies 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 remainder of the school year for the redeployment of permanent/CID holding teachers on the **main** panel.

Schools are **not required** to employ teachers on the supplementary panel to fill fixed term vacancies when the DES gives clearance to fill year long fixed term/specified purpose positions that are for the duration of the full school year.

Q9. Is the post of Principal filled from the panel?

A: No. The post of principal is filled in accordance with the procedures in Appendix D, *Constitution of Boards and Rules of Procedure 2011*.

Q10. Where does a BoM get details of the relevant panels?

A: BoMs that notified the panel operator of a permanent vacancy receive the names and contact details of those on the main panel from the panel operator.

Schools that have vacancies in resource settings, special classes (where Irish is not a curricular subject) or a special school (where Irish is not a curricular subject) should receive the names and contact details of the teachers on the special national main panel from the DES.

Q11. To whom should the BoM offer the vacant position?

A: The BoM may decide to offer the position to a teacher on the panel or alternatively where there is more than one teacher on the panel it may decide to invite a number of teachers from the panel to interview.

Q12. Must the BoM interview teachers on the panel before offering the post to a teacher on the panel?

A: No, the BoM may decide to offer the post to a teacher on the panel or alternatively it may decide, if there is more than one teacher on the panel, to invite a number of teachers from the panel to interview.

Q13. How does the BoM invite teachers on the panel to interview?

A: The BoM should issue a written invitation to interview to the teacher. This includes invitation by e-mail. Proof of sending should be retained by the BoM.

Q14. How does the BoM offer the permanent position to a teacher on the panel?

A: Once the BoM has decided to whom on the panel it wishes to offer the position the BoM should issue a "letter of offer" by e-mail to the teacher and seek the teacher's response within three calendar days of the date of the e-mail. Proof of sending should be retained by the BoM. A template "Letter of Offer" and related Guidance Note for use when offering the position to teachers being appointed from the panel are available at www.cpsma.ie (Appointments section).

Q15. Can teachers on any of the panels refuse to attend for interview?

A: No, if there is more than one teacher on the panel. A teacher on a panel who is called for interview and fails to respond to the invitation and/or fails to attend at interview will forfeit his/her panel rights and will be removed from the panel (DES Panel FAQ Document [2013] Q.4. Part 2 Section E.).

Q16. If there is only one teacher remaining on the panel, and there is only one remaining school with a permanent vacancy to be filled, is the BoM of that school obliged to offer the vacancy to the teacher on the panel?

A: Yes. Should the BoM have any queries, the CPSMA office should be contacted.

Q17. If the BoM has a permanent vacancy and the main panel is clear and/or if the BoM has received letters of refusal from all teachers remaining on the main panel, can the BoM proceed to the supplementary main panel?

A: No, not until the DES has given the go ahead to proceed to the supplementary main panel. CPSMA is in ongoing contact with the DES regarding the panels and will try to ensure that the go ahead is given as quickly as possible.

Q18. How will DES permission to proceed to the supplementary main panel be publicised?

A: Notice of permission to proceed to the supplementary main panel will be available on the DES website, CPSMA website and from the panel operator.

Q19. If the supplementary panel is clear or the BOM has received letters of refusal from all teachers remaining on the supplementary panel can the BoM proceed to advertise a permanent post?

A: No, not until the DES has given the go ahead to advertise the vacancy. This will be advised on the DES website, CPSMA website and available from the panel operator.

Q20. The BoM has selected a candidate from the main panel and the successful candidate has accepted the offer, what forms have to be completed?

- A:** Two forms must be completed:
1. The Panel Update Form (PUF)
 2. Primary Teacher Appointment and Reappointment Form (PTAF)
- These two documents are available at www.cpsma.ie and www.education.ie
- Q21. How should the BoM complete the process of appointment?**
- A:** Appointments from the panel are subject to confirmation of qualifications, Garda vetting, Teaching Council Registration and all normal conditions of appointment. A template Letter of Offer and related Guidance Note for use when offering the position to teachers being appointed from the panel are available on the Appointments section at www.cpsma.ie.
- Q22. What should be done if it transpires that a teacher accepted from the panel is either not qualified, not probated, not registered or is medically not fit to teach?**
- A:** The DES and CPSMA should be contacted immediately for advice.
- Q23. How will the BoM determine the seniority of two teachers taken from the panel where both commence employment in the school on the same day?**
- A:** It is entirely a matter for the BoM to determine seniority (e.g. if the interview process was used to select the successful candidates the marks from interview may be used to determine the seniority of the teachers).
- Q24. If a school is the base school for a resource post, can this vacancy be filled from the main panel?**
- A:** Schools should, in the first instance, seek to fill the post internally. If the resource post vacancy is filled internally within the school any consequential vacancy must be filled from the diocesan panel. If it is not filled internally within the school then the resource post must be filled from the special national main panel.
- Q25. Can a more senior permanent/CID holding teacher opt to be placed on the main panel in place of the most junior permanent/CID holding teacher?**
- A:** Yes. A more senior permanent/CID holding teacher may opt to have his/her name placed on the main panel for redeployment instead of the most junior permanent/CID holding teacher **if** the most junior permanent/CID holding teacher seeks to be replaced on the main panel **and** this arrangement **has been approved by the BoM and by the Patron** (DES Panel FAQ Document (April 2013) Part 1, Section 2, Q.2). There is however provision for a panel officer to be appointed to deal with a panel impasse. If the teacher remaining on the panel is not the most junior permanent/CID holding teacher in the school, the DES has stated that the panel officer will determine whether the more senior teacher on the panel has been given the approval of the Patron to be placed on the panel (DES Panel FAQ Document (April 2013) Part 4).
- Q26. What happens if a permanent/CID holding teacher has been placed on the main panel and a permanent vacancy arises in his/her own school?**
- A:** The permanent/CID holding teacher is automatically reinstated to the permanent post, the panel update form should be completed and returned to the DES and the panel operator should be notified. However, if the teacher on the panel had accepted a position in another school, it is a matter for the BoMs of both schools to come to an agreement regarding which position the teacher will take up.
- Q27. Are fixed term (temporary) vacancies offered to teachers on the main panel?**
- A:** A year-long fixed term/specified purpose vacancy or a fixed term vacancy sanctioned on or before the first working day of November for the remainder of the school year may be required by the DES for the redeployment of permanent/CID holding teachers on the main panel. Such a vacancy cannot be filled through the formal recruitment process until permission is received from the DES to do so. However a permanent/CID holding teacher in the school on the main panel who

wishes to defer panel rights can take up the fixed term position subject to BoM approval.

If the vacancy is sanctioned after the first working day of November or is otherwise less than a school year in duration, this vacancy is **not filled** from the panel. This vacancy must be filled in accordance with Appendix D *Constitution of Boards and Rules of Procedure 2011*.

Q28. Is a maternity leave filled from the panel?

A: No. A maternity leave should be filled in accordance with the recruitment procedures in Appendix D *Constitution of Boards and Rules of Procedure 2011*.

Q29. When can year long fixed term/specified purpose vacancies be filled?

A: Year long fixed term/specified purpose vacancies can only be filled when the DES gives clearance for these post to be filled. Notice of this will be available on the DES website, CPSMA website and from the panel operator. CPSMA is in ongoing contact with the DES to try to ensure that the go ahead is given as soon as possible.

Q30. Can a teacher transfer from one main diocesan panel to another main diocesan panel?

A: Voluntary transfer between panels is a matter for both Patrons concerned, is subject to the agreement of both Patrons and any conditions determined by the Patrons.

Q31. Can fixed term vacancies be filled?

A: Year long fixed term vacancies cannot be filled at the moment until the DES is satisfied that such vacancies are not required to facilitate the redeployment of surplus permanent/CID holding teachers. The DES will give the go ahead as to when such vacancies can be filled. Notice of this will be available on the DES website, CPSMA website and from the panel operator. CPSMA is in ongoing contact with the DES to try to ensure that the go ahead is given as soon as possible.

Once the DES gives the go ahead to fill fixed term vacancies they should be filled in the normal manner, i.e. in accordance with Appendix D, *Constitution of Boards and Rules of Procedure 2011* **except** where the school has been granted a post on projected enrolment.

Schools granted a post on the basis of projected enrolment should refer to the **“Additional FAQs in relation to those schools that are required to hold open a vacancy”** document sent by the DES to the affected schools. Additional guidance is available on the CPSMA Guidance Note - **Filling Posts based on Projected Enrolment**. [\[insert link\]](#)

Q32. Can I roll over a contract for a teacher in a year-long fixed term vacancy without notifying the vacancy to the panel operator?

A: No. You must notify the fixed term vacancy to your panel operator which cannot be filled until the Department is satisfied that it is not required for the redeployment of any permanent or CID holding teacher. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

Q33. Must fixed term positions be filled from the supplementary panel, once these are in operation?

A: No. Fixed term positions are not required to be filled from the supplementary panel. Such a vacancy cannot be filled through the formal recruitment process until permission is received from the DES. Once permission to proceed is issued by the DES the vacancy must be filled in accordance with Appendix D *Constitution of Boards and Rules of Procedure 2011*. However, where the fixed term position is in a school which has been granted a post based on projected enrolments, additional constraints apply.

Schools granted a post on the basis of projected enrolment should refer to the **“Additional FAQs in relation to those schools that are required to hold open a**

vacancy” document sent by the DES to the affected schools. Additional guidance is available on the CPSMA Guidance Note - **Filling Posts based on Projected Enrolment**. [\[insert link\]](#)

Q34. Are there any special provisions that apply to the filling of posts for schools that were provisionally approved posts based on projected enrolments in September 2013?

A: Yes. Particular conditions apply to filling posts in these schools. These particular conditions relate to schools which were granted one or more of the following:

- Developing school posts
- A post approved under the staffing appeals criteria for small schools
- A post approved under the staffing appeals criteria for EAL support

Schools granted a post on the basis of projected enrolment should refer to the **“Additional FAQs in relation to those schools that are required to hold open a vacancy”** document sent by the DES to the affected schools. Additional guidance is available on the CPSMA Guidance Note - **Filling Posts based on Projected Enrolment**. [\[insert link\]](#)