

**An Roinn Oideachais agus Scileanna**  
**Corr na Madadh**  
**Baile Átha Luain**  
**Co. na hIarmhí**



**Department of Education & Skills**  
**Cornamaddy**  
**Athlone**  
**Co. Westmeath**

## **Redeployment Arrangements for fixed term (temporary/ substitute) and part-time teachers through the Supplementary Panel**

**May 2013**

**This document relates only to the supplementary redeployment panels for the various bodies set out below i.e., supplementary panels to which fixed term (temporary/substitute) and part-time teachers have been granted access.**

- Catholic Church (on diocesan basis)
- Church of Ireland (on diocesan/united diocesan basis)
- Each Religious Order has its own panel
- Educate Together (national panel)
- An Foras Patrúnachta (national panel)
- Special National Panel \*\*

This document is set out in FAQ format and is designed to assist school management, teachers and panel operators with the operation of the redeployment process for fixed term (temporary/substitute) and part-time teachers placed on the supplementary redeployment panels. Additional FAQs will be added as required.

This document reflects the various revisions that have been made over recent years to the supplementary redeployment panel arrangements. It supercedes the Panel Booklet for Teachers that was last updated in 2005.

- \*\* The supplementary special national panel is being phased out and no new applications are being accepted. It will be used only for filling permanent teaching posts in special schools that are otherwise not required for the redeployment of surplus permanent teachers in the 2013/14 school year.

The document is set out in three parts as follows

- Part 1** Information for School Management
- Part 2** Information for Teachers
- Part 3** Information for Panel Operators (e.g. diocesan education secretary etc.)
- Part 4** Guidance for Panel Officers in relation to redeployment of teachers on the Supplementary Redeployment Panel

The document should be read in conjunction with **Circular 0013/2013** – Staffing Arrangements in Primary Schools for the 2013/14 school year and **Circular 38/2012** Panel Access for fixed-term (temporary/substitute) and part-time teachers to the Supplementary Redeployment Panel.

Each of the FAQs and answers in this document should be read in the context that the core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent and CID holding teachers to other schools that have vacancies. The redeployment of all surplus permanent and CID holding teachers is key to the Department's ability to manage within its payroll budget and ceiling on teacher numbers. Supplementary panels will be circulated at a later stage and will be used to fill remaining permanent vacancies, excluding principal posts, that can be filled on or before the first working day in November and that are not required for the redeployment of surplus permanent/CID holding teachers.

It is important to note that the allocation of all teaching posts to schools is contingent on schools complying with the redeployment arrangements. The Department will be monitoring compliance with these arrangements through information received through the operation of the payroll. Schools that have not complied with the redeployment arrangements will not be permitted to fill permanent vacancies on a permanent basis.

## Part 1

### Information for school management on the supplementary redeployment panel

**1. What is the supplementary panel?**

The supplementary panel is used for appointments to full-time permanent teaching posts other than principal teacher posts but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers. The latest date for filling a permanent post on a permanent basis (and in accordance with the terms of Circular 0013/2013) is the first working day of November 2013. Thereafter, a permanent post may be filled only on a fixed term basis (and in accordance with the terms of Circular 0013/2013) unless the appointee is a permanent or CID holding teacher from a redeployment panel.

Each supplementary panel is created for eligible teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Circular 0038/2012.

**Note:** Temporary and substitute positions are not required to be filled from teachers on the supplementary panel. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher the relevant panel operators will be notified that schools are free to fill these vacancies through normal processes. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

Teachers are placed on the supplementary panel on a provisional basis. Further checks are carried out, as appropriate, at appointment stage in respect of those teachers being appointed to permanent posts from the supplementary panel.

**2. When does the supplementary panel come into effect?**

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher the relevant panel operators will be notified that schools can be issued with the supplementary panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various panel operators may also use their website to update schools on the progress of the panels.

**3. What types of vacancies can be offered to teachers placed on the supplementary panel?**

Permanent teaching posts

- that are not otherwise required to facilitate the redeployment of surplus permanent/CID holding teachers

and

- that can be filled on/before the first working day in November, other than the principal teacher post.

Principal teacher posts are filled through the formal recruitment procedures outlined in Appendix D of the Boards of Management Constitution of Boards and Rules of Procedure 2011.

Provisionally approved posts will be filled in accordance with the arrangements as notified by the Department to applicable schools where such posts have been approved.

**4. Are teachers on the supplementary redeployment panel entitled to be redeployed into Fixed Term vacancies?**

No.

**5. How do I know when the supplementary redeployment panel is available?**

You should check with your Panel Operator (diocesan education secretary etc.). The Department will post notification on its website as part of its regular Panel Updates. Management Bodies and the various panel operators may also use their website to update schools on the progress of the panels.

**6. When the supplementary panel is in operation do I have to make a formal offer of the permanent vacancy to a teacher on the supplementary panel?**

Yes. Where there is more than one person on the supplementary panel the BoM can interview some/all of the persons on the supplementary panel. Once the BoM has decided to whom it will offer a post, you must formally offer the permanent vacancy to the teacher on the supplementary panel by issuing a “letter of offer” by email and seek the teacher’s response within three calendar days of the date of your email. Proof of sending should be retained by the Board of Management. The letter of offer should state the offer is conditional on and subject to amongst other things confirmation of qualifications, continued registration with the Teaching Council, compliance with Garda vetting requirements, pre-employment medical screening, acceptance of the conditions of the letter of offer and any final checking by the Department of the eligibility of the teacher to be on the supplementary panel. Boards are advised to check with their Management Bodies in this regard.

**7. What happens if the teacher on the supplementary panel cannot be contacted or does not respond to my email offer of a post in my school?**

Each teacher on the supplementary redeployment panel has provided contact details to facilitate contact relating to his/her future employment. You should notify your panel operator (diocesan education secretary etc) and the Primary Teachers Allocation Section (email: [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie)) by email that the teacher has failed to respond to your offer. Copy this email to the teacher also.

If a teacher fails to accept an offer of a post within the required 3 calendar day time frame, s/he will forfeit her/his place on the supplementary panel.

**8. What happens when a teacher on the supplementary panel accepts the offer of a post in my school?**

Once written confirmation of the acceptance of the terms and conditions outlined in the letter of offer has been received by email the Board of Management must notify the panel operator (diocesan education secretary etc.) within the following 24 hour period. This notification by the Chairperson of the Board of Management to the panel operator (diocesan education secretary etc.) can be done verbally but must, without any delay, also be confirmed by e-mail, letter or fax.

You must arrange for the Panel Update Form (insert link) to be completed and forwarded to the Primary Teachers Allocation Section. The form must be signed by the teacher and the Chairperson of the school. You must also complete and submit the Primary Teacher Appointment Form to the Primary Teachers Payroll Section (**insert link**). You should refer to your management body website for any additional documentary evidence required.

**9. Is there a time limit by which I must have my permanent vacancy filled?**

The latest date for filling a permanent post on a permanent basis is the **first working day of November**. Thereafter a permanent post may be filled only on a fixed term basis unless the appointee is a surplus permanent/ CID holding teacher being appointed through **the main redeployment panel arrangements**. These arrangements do not apply to Principal teaching posts.

Principal teaching posts will continue to be filled in the normal manner on a permanent basis, i.e., through the formal recruitment procedures outlined in Appendix D of the Boards of Management Constitution of Boards and Rules of Procedure 2011.

Provisionally approved posts will be filled in accordance with the arrangements as notified by the DES to applicable schools where such posts have been approved.

**10. How will I keep up to date on whether the supplementary panel is still in operation?**

Keep in regular contact with your panel operator (diocesan education secretary etc.). The Department will notify the school system through regular panel updates on its website. Management Bodies and the various panel operators may also use their website to update schools on the progress of the panels.

## Part 2

### **Information for fixed term (temporary/substitute) and part-time teachers placed on the supplementary redeployment panel**

**1. What is the supplementary panel?**

The supplementary panel is used for appointments to full-time permanent teaching posts other than principal teacher posts but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers. The latest date for filling a permanent post on a permanent basis (and in accordance with the terms of Circular 0013/2013) is the first working day of November 2013. Thereafter, a permanent post may be filled only on a fixed term basis (and in accordance with the terms of Circular 0013/2013) unless the appointee is a permanent or CID holding teacher from a redeployment panel.

Each supplementary panel is created for eligible teachers in fixed term, substitute and part-time posts who meet the relevant eligibility criteria outlined in Circular 0038/2012.

**Note:** Temporary and substitute positions are not required to be filled from teachers on the supplementary panel. When the Department is satisfied that these positions are not required for the redeployment of a surplus permanent/CID holding teacher the relevant panel operators will be notified that schools are free to fill these vacancies through normal processes. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

Teachers are placed on the supplementary panel on a provisional basis. Further checks are carried out, as appropriate, at appointment stage in respect of those teachers being appointed to permanent posts from the supplementary panel.

**2. When does the supplementary panel come into effect?**

When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher the relevant panel operators will be notified that schools can be issued with the supplementary panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various panel operators may also use their website to update schools on the progress of the panels.

**3. What are the main undertakings I have to give when applying for access to the supplementary redeployment panel?**

You are required to self declare on the application form that you meet the relevant eligibility requirements set out at Part 2 of Circular 0038/2012.

*You must also give the following undertakings when applying to be placed on the supplementary panel*

- agree to abide by the redeployment arrangements which govern the operation of the supplementary redeployment panel at primary level
- understand and agree that your contact details will be circulated to relevant bodies/schools and that non-personal information may be published on relevant websites to facilitate your redeployment
- accept that your name will be removed from the supplementary panel if you are not contactable using the details given
- understand that your name will be removed from the supplementary panel if you fail to respond to any request for interview by a school including such requests by email
- accept that your name will be removed from the supplementary panel if you refuse to accept a post within the distance limits
- accept that your name will be removed from the supplementary panel if you fail to respond to a formal email offer of a post from a school within three calendar days
- understand that where you allow your Teaching Council registration to lapse, or are removed from the Register for any reason then you will be removed from the supplementary panel
- accept that any appointment arising from the supplementary panel will be subject to satisfactory compliance with vetting requirements
- accept that any appointment arising from the supplementary panel will be subject to medical screening (OHS)
- accept that any appointment arising from the supplementary panel will be subject to confirmation of qualifications
- accept that any appointment arising from the supplementary panel will be subject to continued registration with the Teaching Council
- accept that any appointment from the supplementary panel will be conditional on and subject to the terms and conditions set out in the/any letter of offer from the employing school or employer
- accept that any appointment arising from the supplementary panel will be subject to any confirmation of entitlement to supplementary panel access by the DES at the time of appointment

**Failure to comply with any of the above conditions will result in forfeiture of your supplementary panel access**

**4. What type of vacancies will I be offered if I am on the supplementary panel?**

Permanent teaching posts in the relevant panel operator (diocesan education secretary etc.) area, that can be filled on/before the first working day in November, other than the principal teacher post, but only where those posts are not otherwise required to facilitate the redeployment of a surplus permanent/CID holding teacher. Principal teacher posts are filled through the formal recruitment procedures outlined in Appendix D of the Boards of Management Constitution of Boards and Rules of Procedure 2011.

**5. Are teachers on the supplementary redeployment panel entitled to be redeployed into Fixed Term vacancies?**

No.

**6. How do I receive offers of posts?**

A Board of Management with a vacancy that is not required for the redeployment of a surplus permanent/CID holding teacher may call you to interview. Once the BoM has decided if it is going to offer a post to you it will communicate an offer of its post to you and will issue you with a letter of offer by email. You must respond to the Board of Management within 3 calendar days of receipt of the email offer of a post indicating acceptance of the conditions as set out in the letter of offer. It is advisable to retain a record of your email response.

The offer of a post is conditional on and subject to amongst other things confirmation of qualifications, continued registration with the Teaching Council, compliance with Garda vetting requirements, pre-employment medical screening, acceptance of the conditions of the letter of offer and any final checking by the Department of the eligibility of the teacher to be on the supplementary panel.

Failure to respond to an offer of a position by e-mail within 3 calendar days will mean you will forfeit your place on the supplementary panel and you will be removed from the supplementary panel.

**7. Am I required to be contactable during the period that the panels are in operation?**

Yes, teachers on the supplementary panel are required to be contactable at all times at the postal/e-mail addresses and/or phone numbers provided on the supplementary panel application form. It is vitally important that you are contactable at all times. You must check your email regularly. Failure to be contactable will mean that you will forfeit your place on the supplementary panel and you will be removed from the supplementary panel.

If you change your postal or email address, telephone number or any contact details you must notify this change to the Primary Teachers Allocation Section of the Department (email: [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie)) and to the panel operator (diocesan education secretary etc.,) **immediately**.



- 8. Has a Board of Management the right to interview me when I am on the supplementary redeployment panel?**  
Once there is more than one teacher on the supplementary panel, a Board of Management has the right to interview you. Failure to respond to an invitation to and/or attend at an interview will mean you will forfeit your place on the supplementary panel and you will be removed from the supplementary panel.
- 9. Must I accept any post offered to me?**  
Yes you must accept a post offered to you by any school within your supplementary panel operator's area once it is within the 45km distance of your former school. This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within your supplementary panel area. Failure to accept an offer of a post from any school within the 45km distance will mean you will forfeit your place on the supplementary panel and you will be removed from the supplementary panel.
- 10. What happens if I am on the supplementary redeployment panel and I fail to respond within 3 calendar days of an offer being made to me by a Board of Management?**  
Failure to respond to any such offer will mean you will forfeit your place on the supplementary panel and be removed from the supplementary panel.
- 11. Must I reply by email to every offer made to me even if it is outside the distance?**  
Yes, you must respond to any offer of a post within three calendar days of receipt of the offer.
- 12. Do I need to respond to an informal approach from a school, e.g., a school asking me to forward my CV?**  
Yes you should respond immediately to any email communication from a school. This informs the school of your current status and whether or not you are still available for redeployment.
- 13. What happens if I refuse an offer and I am within the 45km distance?**  
You will forfeit your place on the supplementary panel and you will be removed from the supplementary panel.
- 14. What happens if I accept a permanent post through the supplementary panel process?**  
You must acknowledge acceptance of the terms and conditions contained in the letter of offer. You must complete the Panel Update Form (**insert link**) which must be signed by the Chairperson of your new school. This form should be forwarded by you to the Primary Teachers Allocation Section.

The principal/chairperson of your new school should also arrange for the Primary Teacher Appointment Form (**insert link**) to be completed and forwarded to the Primary Teachers Payroll Section.

- 15. When am I expected to take up duty in the new school?**  
Your appointment will take effect from the start of the new school year.  
If you are redeployed after the start of the school year and before the first working day of November you will be required to take up duty in the new school without any delay.
- 16. What happens if I accept a developing school post and the post is subsequently suppressed if the required projected enrolment is not achieved?**  
You will be placed back on the supplementary redeployment panel.
- 17. What happens if I accept a year long fixed term post in any recognised school?**  
If you accept a year-long fixed term post in any recognised school you must immediately notify your panel operator by email who will then remove your name from the supplementary panel for the 2013/14 school year. Teachers who give up their place on the supplementary panel to take up a fixed-term position in a school for the 2013/14 school year will not automatically be placed on the supplementary redeployment panel for the 2014/15 school year. The onus will be on the teacher to re-apply for access to the supplementary panel through the published arrangements for the 2014 /15 school year.
- 18. If I take up a fixed term post in my own school and subsequently a permanent post arises in this school, should this post be offered to me?**  
If a vacancy arises on or before the first working day in November, the Board of Management may offer this post to you **provided it is not required for a surplus permanent/CID holding teacher on the main panel** but it is **not obliged** to do so.
- 19. If I am on the special national supplementary panel what type of post will I be offered?**  
Permanent teaching posts in a special school (where Irish is not a curricular requirement), other than the principal teacher post, but only where the post is not otherwise required for the redeployment of a surplus permanent/CID holding teacher.
- 20. Can I defer/postpone going on to the supplementary redeployment panel?**  
No, it is not an option to defer going on to the supplementary redeployment panel.
- 21. What happens if I decide to take a year out from teaching?**  
If you separately opt to take a year out from teaching (to travel etc.,) you must immediately notify your panel operator by email who will then remove your name from the 2013/14 supplementary panel.  
Teachers who opt to take a year out of teaching (to travel, etc.) will not have automatic entitlement to the supplementary panel on their return to teaching. These teachers will have to **re-apply** for access to the relevant panel and meet the relevant criteria. Depending on how long the teacher is out of service, he/she may not be able to meet the earning threshold required for supplementary panel access in the year of his/her return.

This is an important consideration for those teachers who are considering leaving the supplementary panel for the purposes of travelling abroad, etc.

**22. Will I receive salary whilst I am on the supplementary panel?**

No teacher on the supplementary panel has entitlement to salary from the start of the new school year whilst s/he is awaiting the offer of a permanent post.

However, this does not prevent the payment of salary to you if you have taken up a fixed term or substitute post in the interim.

**23. Is there a time limit for when schools can fill permanent vacancies through the supplementary redeployment panel?**

The latest date for filling a permanent post on a permanent basis is the **first working day of November**. The supplementary panel will automatically cease at this stage. Teachers on the supplementary panel who fail to gain a permanent position by the first working day in November will not have automatic entitlement to a place on the supplementary panel for the following school year. These teachers will have to **re-apply** for a place on the relevant panel and meet the relevant criteria.

## Part 3

### Information for Panel Operators

- 1. When can I expect to receive the supplementary redeployment panel?**  
When the Department is satisfied that any remaining vacancies are not required for the redeployment of a surplus permanent/CID holding teacher the relevant panel operators will be notified that schools can be issued with the supplementary panel. The Department will use its website to update schools and teachers on the progress of panels. Management Bodies and the various panel operators may also use their websites to update schools on the progress of the panels.
- 2. How will I know that schools are offering their vacant posts to the teachers on the supplementary redeployment panel?**  
As email acceptance of post(s) by teacher(s) on the supplementary redeployment panel are received by a Chairperson of a Board of Management s/he must, within the following 24 hour period, notify the panel operator (diocesan education secretary, etc.).  
This notification by the Chairperson of the Board of Management to the panel operator (diocesan education secretary) can be done verbally but must, without any delay, also be confirmed by e-mail, letter, or fax.
- 3. Do I need to notify anyone that a vacancy has been filled?**  
The panel operator (diocesan education secretary etc.) shall keep the relevant personnel in the Primary Teachers Allocation Section in the Department informed on a regular basis of movement on the supplementary panel.  
  
If the supplementary panel has cleared, the panel operator (diocesan education secretary etc.) must notify the Department accordingly.  
  
The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment process. Management Bodies and the various panel operators may also use their websites to update schools on the progress of the panels.
- 4. What should I do if I have concerns about the progress being made on clearing the supplementary panel?**  
You should contact the Primary Teachers Allocation Section immediately to discuss your concerns.

## Part 4

### Guidance for Panel Officers in relation to the supplementary panel

The following guidance will be provided to any Panel Officer that is appointed to facilitate the redeployment of a teacher from the supplementary panel.

**The School:** The process of identifying a school to facilitate the redeployment of a teacher on the supplementary panel will commence with the school of the same patronage with a permanent vacancy that is located nearest to the school in which the teacher was last employed. The Department's Geographic Information System (GIS) will be used to identify the nearest school.

The Panel Officer will engage with the panel operator and with the school in his/her decision making process. As part of this process the school will be given an opportunity to provide any relevant information to the Panel Officer. The school will be requested to provide the following information:

1. *Written evidence of all vacancies notified to panel operator within the required time-frame?*

*Yes*

*No*

2. *Number of vacancies notified to panel operator:*

*Permanent*

*Fixed-term*

*Main Panel:*

1. *Number of offers made to permanent teachers on Main Panel in a timely manner:*

*Number of offers*

2. *Number of vacancies filled by redeployment of a permanent teacher from Main Panel:*

*Permanent*

3. *Number of permanent vacancies in the school in the previous 2 school years (2012/13 and 2011/12) and the number of these vacancies that were filled by a permanent teacher from the main panel:*

*Number of Permanent Vacancies*

*Number filled from Main Panel*

Supplementary Panel:

1. *Number of offers made to teachers on Supplementary Panel in a timely manner:*

*Number of offers*

2. *Number of vacancies filled by redeployment of a teacher from Supplementary Panel:*

*Permanent*

3. *Number of permanent vacancies in the school in the previous 2 school years (2012/13 and 2011/12) and the number of these vacancies that were filled by a teacher from the supplementary panel:*

*Number of Permanent Vacancies*

*Number filled from Supplementary Panel*

The Panel Officer having considered the matter will determine if the teacher on the supplementary redeployment panel should be redeployed to the nearest school.

If the Panel Officer determines that there are valid reasons for not redeploying the teacher to the nearest school then the above process will commence with the next nearest school etc. until the Panel Officer has identified the school for the redeployment of the teacher on the supplementary panel.

The report, conclusions and determination of the Panel Officer will be communicated to the Patron and is binding on all parties.