



## **Primary Branch**

### **To Boards of Management and Principal Teachers of National Schools**

#### **Recognition of teacher qualifications for the purposes of teaching in National Schools**

##### **Part One**

##### **1. INTRODUCTION**

The purposes of this booklet are as follows:

- a) To outline the provisions that apply to teachers trained outside the State who wish to be recognised to teach in certain categories of special schools and classes;
- b) To outline the various provisions that apply to teachers trained outside the State who wish to be recognised to teach in mainstream national schools in the State;
- c) To provide information on certain Montessori trained teachers who are now recognised to teach in certain special schools and classes. Heretofore recognition of such teachers was confined to certain special schools only; and
- d) To outline the provisions that apply to qualified post-primary teachers who wish to teach in certain special schools where children of post primary age are enrolled and where second level programmes are being provided.

This booklet replaces Circular 19/96, which outlined the provisions relating to EU trained teachers, and Circular 19/98, which outlined the provisions relating to restricted recognition.

##### **2. ENGLISH LANGUAGE REQUIREMENT**

To be eligible for recognition as a teacher in any capacity in national schools applicants must be competent to teach English and to teach the various aspects of the curriculum through the medium of the English language. The Department, therefore, reserves the right to require applicants to establish their competence in the

English language through an oral and/or written test, which will be conducted and assessed by a Departmental Inspector. This English language competence will be required of all applicants for recognition whose first language is other than English or whose teaching qualification is from a jurisdiction where English is not the first language. In either of those events, applicants will not be granted recognition to teach in any capacity in a national school until the required competence has been established.

## **Part Two**

### **PROVISIONAL RECOGNITION FOR TEACHERS TRAINED IN ANOTHER MEMBER STATE OF THE EUROPEAN UNION**

#### **1. PROVISIONAL RECOGNITION IN MAINSTREAM NATIONAL SCHOOLS**

Teachers trained in another Member State of the European Union, whose qualifications have been assessed and accepted by the Department of Education and Science, but who do not possess an appropriate Irish language qualification, will be granted a five year period of provisional recognition to teach in national schools. During this period of provisional recognition these teachers will be required to work towards meeting the Department's Irish language requirements in accordance with paragraph 2 below. They must also agree that they will attend, where necessary, an appropriate training course or courses to prepare for the Scrúdú Cáilíochta sa Ghaeilge.

In order to apply for provisional recognition, applicants must submit all of the documentation referred to in Schedule 1. Applications that do not include all of the required documentation will be returned to the applicant. On receipt of all of the required documentation, the Department will assess the qualification(s) submitted and may either:

- (a) Grant provisional recognition pending the applicant obtaining the Irish language qualification; or
- (b) Grant full recognition on the basis that the applicant has already satisfied the language and all other requirements. This provision currently applies to teachers who have qualified as primary teachers in St. Mary's College, Belfast, having successfully completed the four-year honours Academic Irish course. In addition it also applies to teachers who have completed their Post -Graduate Certificate in Education through the medium of Irish in St. Mary's College, Belfast and who have satisfied the Gaeltacht requirements.

#### **2. IRISH LANGUAGE REQUIREMENTS**

Teachers in national schools must be qualified to teach the range of primary school subjects to children aged 4 to 12 years. Accordingly, applicants must satisfy the Department of Education and Science that they are competent to teach the Irish language and to teach the range of primary school curricular subjects through the medium of Irish before being granted full recognition to teach in mainstream classes in national schools.

In order to satisfy the Irish language requirement applicants must:

- (i) Pass the written, aural and oral parts of the Scrúdú Cáilíochta sa Ghaeilge (S.C.G.) Further information on the S.C.G. is set out in Schedule 2; and
- (ii) Provide certification that they have resided in the Gaeltacht while attending an approved three-week course or its aggregated equivalent either in one-week blocks or in a combination of one-week and twoweek blocks. Details of approved Gaeltacht courses are available from Primary Administration Section, Department of Education and Science, Athlone, Co. Westmeath (Ph: 01 -

8734700 or 0902 - 74621). With effect from May 2000, on successful completion of the S.C.G. by the candidate and on receipt of the above certification, Primary Administration will refund a proportion of the fees incurred by the candidate in attending the Gaeltacht course. This refund will be equivalent to the subsidy payable to the Colleges of Education students for analogous courses. At the moment this subsidy is £284 per candidate.

### **3 PROBATION**

As part of the process to gain full recognition as a primary teacher, all teachers will be required to undergo a probationary period after satisfying the Irish requirement. If individual teachers have completed a probationary period in another jurisdiction, it may only be necessary to complete a probationary period in the teaching of Irish. In cases where a teacher has completed no probationary period, it will be necessary for them to undergo a one-year probationary period in this State. The probationary process will involve incidental visits from a Departmental Inspector and reports on the suitability of the teacher. Full details of the probationary process are not provided in this booklet but are available from the Primary Administration Section of the Department.

### **4 APPOINTMENT TO POSTS AS PERMANENT, TEMPORARY OR SUBSTITUTE TEACHERS**

Teachers with provisional recognition will be eligible for appointment as permanent, temporary or substitute teachers in national schools and remunerated at the trained rate of pay. However, periods of appointment as permanent, temporary or substitute teachers may not involve service beyond the period for which the teacher holds provisional recognition. This period will be specified clearly in the Department's letter granting provisional recognition.

### **5 RESPONSIBILITY OF SCHOOLS, WHO EMPLOY TEACHERS WITH PROVISIONAL RECOGNITION, FOR THE TEACHING OF THE IRISH CURRICULUM**

Schools who employ teachers with provisional recognition, whether it be in a permanent, temporary or substitute capacity, should note that they have a responsibility to ensure that appropriate arrangements are made for the teaching of the Irish curriculum to the class to which the provisionally recognised teacher is allocated. Under no circumstances should such a class be deprived of competent Irish language tuition. Such schools will be required to show what arrangements are in place to the Department's Inspectors when they visit the schools.

### **6 CONDITIONS OF EMPLOYMENT**

Please consult Schedule 3 of this booklet for further information regarding the conditions of employment of teachers who are granted provisional recognition.

## **7    QUERIES**

Any queries in relation to provisional recognition should be directed, in the first place, to Primary Administration, Department of Education and Science, Athlone, Co. Westmeath (Phone 01 8734700 or 0902-74621). Queries in relation to matters of pay should be directed to Primary Payments Section, Department of Education and Science, Athlone, Co, Westmeath.

## **Part Three**

### **RECOGNITION FOR TEACHERS TRAINED IN A STATE OUTSIDE OF THE EUROPEAN UNION**

#### **1 APPLICATION FOR RECOGNITION IN MAINSTREAM NATIONAL SCHOOLS**

Prior to 1 September 2000, teachers trained outside of the European Union were not eligible for provisional recognition. Applicants had to gain full recognition before they were eligible to teach in mainstream classes in primary schools. However, with effect from 1 September 2000, and for a period of two years thereafter, teachers trained outside of the European Union whose qualifications have been assessed and accepted by the Department of Education and Science will be granted a five year period of provisional recognition to teach in mainstream classes in national schools. During this period of provisional recognition these teachers will be required to work towards meeting the Department's Irish language requirements in accordance with paragraph 2 below. They must also agree that they will attend, where necessary, an appropriate training course or courses to prepare for the Scrúdú Cáilíochta sa Ghaeilge.

Applications from teachers trained outside the European Union for provisional recognition as primary teachers will be assessed on an individual basis. Such teachers must have a primary teaching qualification from a jurisdiction outside the European Union to teach the range of primary school curricular areas to children aged 4 to 12 years. Applicants must submit the documentation specified in Schedule 1 of this booklet.

The applicant must be able to present certified evidence of qualified teacher status from the State Board of Education or Teacher Registration Council in the jurisdiction in which teacher-training was undertaken.

#### **2 IRISH LANGUAGE REQUIREMENTS**

Teachers in national schools must be qualified to teach the range of primary school subjects to children aged 4 to 12 years. Accordingly, applicants must satisfy the Department of Education and Science that they are competent to teach the Irish language and to teach the range of primary school curricular subjects through the medium of Irish before being granted full recognition to teach in mainstream classes in national schools.

In order to satisfy the Irish language requirement applicants must:

- (i) Pass the written, aural and oral parts of the [Scrúdú Cáilíochta sa Ghaeilge](#) (S.C.G.) Further information on the S.C.G. is set out in Schedule 2; and
- (ii) Provide certification that they have resided in the Gaeltacht while attending an approved three-week course or its aggregated equivalent either in one-week blocks or in a combination of one-week and two-week blocks. Details of approved Gaeltacht courses are available from Primary Administration Section, Department of Education and Science, Athlone, Co. Westmeath (Ph: 01 - 8734700 or 0902 - 74621). With effect from May 2000, unsuccessful completion of the S.C.G. by the candidate and on receipt of the above

certification, Primary Administration will refund a proportion of the fees incurred by the candidate in attending the Gaeltacht course. This refund will be equivalent to the subsidy payable to the Colleges of Education students for analogous courses. At the moment this subsidy is £284 per candidate.

### **3    QUERIES**

Paragraphs 3 - 6 of Part Two of this booklet also apply to non - EU teachers who are given provisional recognition.

Any queries in connection with this part of this booklet should be directed, in the first place, to Primary Administration, Department of Education and Science, Athlone, Co. Westmeath (Phone 01 8734700 or 0902-74621)

## **Part Four**

### **RESTRICTED RECOGNITION FOR TEACHERS TO TEACH ONLY IN CERTAIN CATEGORIES OF SPECIAL SCHOOLS AND CLASSES**

#### **1 RESTRICTED RECOGNITION**

Restricted recognition gives eligibility to teach in certain categories of special schools and in the categories of special classes in mainstream schools where Irish is not a curricular requirement as outlined in Section 2 below. In addition such teachers are also entitled to take up positions in special schools for young offenders' and in youth encounter projects or special education projects.

The Department of Education and Science will grant restricted recognition to certain teachers who have a recognised primary teacher qualification from another jurisdiction. These are teachers who are qualified to teach the range of primary school subjects to pupils aged 4 to 12 years and who are not qualified to teach in mainstream national schools because they do not have an appropriate Irish language qualification. The teachers who are entitled to restricted recognition are as follows:

- a) Teachers who trained outside the State (including teachers who trained outside the EU) with a recognised primary teacher qualification for teaching the aspects of the primary school curriculum to pupils aged 4 to 12 years (however please refer to Parts Three and Four of this booklet regarding provisional recognition);
- b) Teachers with the Montessori qualification which is awarded on completion of the three year full time course in the Association Montessori International (AMI) College, Mount St. Mary's, Milltown, Dublin 14; and
- c) Teachers with the National Diploma or Degree in Humanities in Montessori Education from St. Nicholas Montessori College, Dun Laoghaire, which is accredited by the National Council for Educational Awards.

In order to be granted restricted recognition, teachers who qualify in any of the above categories should submit the documentation referred to in Schedule 1 of this information booklet to the address indicated in that Schedule. It is important to note that teachers who are granted restricted recognition are not entitled to apply for or to accept posts as remedial teachers in mainstream schools. They are, however, eligible to apply for and accept posts as resource teachers for children with special needs in mainstream schools.

#### **2 CATEGORIES OF SPECIAL SCHOOLS AND CLASSES**

The following are the categories of special schools and classes in which teachers with restricted recognition are eligible to teach:

- Schools and classes for pupils with Severe and Profound General Learning Disabilities;
- Schools and classes for pupils with Mild General Learning Disabilities;
- Schools and classes for pupils with Moderate General Learning Disabilities;



- Schools and classes for pupils who are Profoundly Deaf;
- Schools and classes for pupils with Hearing Impairments;
- Schools and classes for pupils with Emotional or Severe Emotional Disturbance;
- Schools and classes for pupils with Multiple Disabilities;
- Schools and classes for pupils with Specific Speech and Language Disorders; and;
- Schools and classes for pupils with Autism or Autistic Spectrum Disorders.

### **3 PROBATION**

Teachers who are granted restricted recognition to teach in the schools and classes outlined in paragraph 2 above must undergo a one-year probationary period in this State regardless of experience abroad. The probationary process will involve incidental visits by a Department Inspector and two reports on the suitability of the teacher to teach in the special school or special class setting.

### **4 APPOINTMENT TO POSTS AS SUBSTITUTE OR TEMPORARY TEACHER IN MAINSTREAM SCHOOLS.**

Teachers with restricted recognition will be remunerated at the trained rate of pay for any service given in a permanent or temporary capacity in the special schools and classes referred to in Section 2 above. However any other period of temporary service will only be remunerated at the untrained rate of pay.

Teachers with restricted recognition will be remunerated at the trained rate of pay for any service undertaken as substitute teachers in all categories of national schools.

### **5 CONDITIONS OF EMPLOYMENT**

Please consult Schedule 3 of this booklet for full information regarding the conditions of employment of teachers who are granted restricted recognition.

### **6 QUERIES**

Any queries in connection with this part of this booklet should be directed, in the first place, to Primary Administration, Department of Education and Science, Athlone, Co. Westmeath (Phone 01 8734700 or 0902-74621).

## **Part Five**

### **RESTRICTED RECOGNITION FOR POSTPRIMARY TEACHERS TO TEACH IN CERTAIN SPECIAL SCHOOLS**

#### **1 GENERAL**

The Department of Education and Science will grant restricted recognition to teachers with a recognised post-primary qualification to enable them to teach in special schools where a proportion of the pupils attending the special school are of post-primary age (i.e. 12 years or older) and where second level programmes are being provided by the school e.g. Junior Certificate Elementary Programme, Leaving Certificate Applied Programme.

#### **2 APPOINTMENT PROCEDURE**

Post primary teachers are not required to apply for recognition. Fully qualified post primary teachers are automatically eligible for such recognition.

Post primary teachers may apply for posts in the categories of schools outlined in paragraph 1 above. If such a teacher is subsequently offered a post, details of the teacher's qualifications should be submitted to the Special Education Section of this Department for sanction of the appointment.

Once satisfied that the applicant's qualifications entitle him/her to restricted recognition in accordance with paragraph 1 above, the appointment will be sanctioned.

#### **3 CONDITIONS OF EMPLOYMENT**

Please consult Schedule 3 of this booklet for full information regarding the conditions of employment of post-primary qualified teachers who are granted restricted recognition in accordance with paragraph 1 above. In addition to the conditions outlined in that schedule, it should be noted that teachers who are granted such recognition are eligible to apply for and accept posts as principal teachers in special schools where a proportion of the pupils attending the special schools are of post-primary age and where the school provides second level programmes.

## SCHEDULE 1

### APPLICATION PROCEDURE

Applicants for **restricted recognition** under Part Four of this booklet, **provisional recognition** under Part Two of this booklet, or for **recognition** under Part Three of this booklet must submit all of the following documentation to **Primary Administration, Department of Education and Science, Government Offices, Cornamaddy, Athlone, Co. Westmeath (phone: 0902-74621)**.

- (i) a birth certificate;
- (ii) certified evidence of qualified teacher status (QTS) to teach the range of primary school subjects to children aged 4 to 12 issued by the competent authority (State Department/Board of Education, Teacher Registration Council etc.) in the State in which the qualifications were obtained;
- (iii) details of the teacher training course followed; it is essential that the course followed be a full-time course of three years duration in a university or other third level educational institution. The course should follow the completion of senior cycle secondary education.
- (iv) a detailed transcript of all subjects/modules taken, their duration in hours and results obtained in each year of the course of studies which led to the qualification to teach as well as details of the duration and school setting of supervised teaching practice which formed part of that course;
- (v) other documents in support of the application which the applicant considers appropriate (e.g evidence of teaching experience).

NB. All documents must be submitted in one of the two official languages of the State, Irish or English. If the original documents are in a language other than Irish or English they should be accompanied by certified translations into one of these languages.

**On initial application, photocopies of all documentation will suffice.** Production of originals is not always necessary and originals will be requested if required.

## SCHEDULE 2

### Irish Qualification Examination (S.C.G.)

1. The purpose of the S.C.G. is to provide an opportunity for teachers trained outside the State to acquire the qualification in Irish that is necessary for recognition as a teacher in mainstream classes in national schools. Permission to sit the examination will be granted to prospective candidates whose teaching qualifications have been recognised by the Department.
2. The S.C.G. will be held twice annually normally in April and October of any calendar year.
3. With effect from October, 1999 the S.C.G. will consist of four separate modules:
  - (i) an oral examination;
  - (ii) an aural examination;
  - (iii) Paper 1 (composition; grammar; written comprehension);
  - (iv) Paper 2 (the teaching of Irish; literature; cultural aspects).
  - (v) The oral/aural and written examinations will be held on consecutive days.
4. The pass mark for the oral examination will be 70% of the marks and for the aural and written examinations it will be 50% of the marks. Candidates must obtain passes in all four modules in order to attain a pass in the examination as a whole.
5. Candidates who pass in any one module of the examination will be exempt from that module of the examination for a period not exceeding 5 years.
6. Candidates may attempt modules separately at different sittings if they so wish.
7. Candidates who have Irish to primary degree level may be granted an exemption from Paper 2 of the S.C.G.
8. The Department has arranged that suitable Irish language courses will be made available, in certain Education Centres, for those who are preparing for the S.C.G. Details of these courses are available from In Career Development Unit, Department of Education and Science, Hawkins House, Dublin 2 (Ph: 01 - 8734700).
9. Information and documentation relevant to the next examination (dates, programme, application forms, sample examination papers) may be obtained by writing to **Primary Administration, The Department of Education and Science, Government Offices, Cornamaddy, Athlone, Co. Westmeath (phone: 0902-74621).**

## **Schedule 3**

### **CONDITIONS OF EMPLOYMENT**

#### **1. REMUNERATION**

- 1.1 A teacher to whom restricted or provisional recognition has been granted and who is appointed to a temporary or permanent post will be placed on the trained teachers' common basic scale.
- 1.2 The specific point on the common basic scale at which the teacher will be placed shall be determined by reference to the qualifications held by the teacher. In general, a teacher who has pursued a training course of three years duration will be placed on the second point of the scale while teachers who have pursued a training course of four or more years duration will be placed on the third point of the scale.
- 1.3 Teachers who have been granted restricted or provisional recognition may also qualify for the payment of a qualification allowance. In most cases, the Department will automatically sanction payment of this allowance following the granting of restricted or provisional recognition. However, the onus of establishing that all of the relevant qualifications held by a teacher are recognised for the purposes of payment of a qualification allowance and the level of that allowance rests entirely with the teacher.

#### **2. INCREMENTAL CREDIT**

- 2.1 A teacher, to whom restricted or provisional recognition has been granted, may qualify for the award of incremental credit in respect of recognised teaching service outside of the State, and/or for relevant non-teaching experience. A teacher in a mainstream national school who considers that s/he may be entitled to incremental credit should contact the Primary Payments Section of the Department (Phone: 0902-74621) for more information/application forms. Teachers in special schools who consider that they may be similarly entitled should contact the Special Education Section of the Department at the same telephone number.
- 2.2 Incremental credit is awarded to a teacher following his/her appointment to a permanent or temporary post only.
- 2.3 A claim for incremental credit should be lodged with the Department of Education and Science within one year of the date of a teacher being appointed to a temporary or permanent post.

#### **3. ADMISSION TO THE SUPERANNUATION SCHEME**

- 3.1 Following the placement of a teacher on the trained teachers' common basic scale, the teacher is admitted automatically to the National Teachers' Superannuation Scheme. Teachers contribute to this scheme at a rate not exceeding 6.5% of gross salary.

- 3.2 Service given outside of the State is not recognised for superannuation purposes.

#### **4. INTEGRATION**

- 4.1 A teacher holding restricted recognition in accordance with Part Four of this booklet appointed to a post in a mainstream national school, may not be deployed to any class within the school other than a special class for which his/her qualifications are recognised. It is important to note that teachers holding restricted recognition are precluded from teaching mainstream classes in national schools. In addition, such teachers are also precluded from competing for Posts as principals in national schools. However they are entitled to compete for posts as principals in the categories of special school outlined in Part Four Section 2 of this booklet. Because of the constraints attached to the mobility of teachers with restricted recognition, Boards of Management should exercise particular care, when appointing teachers with restricted recognition.
- 4.2 In the event of the withdrawal of recognition of a special class in a mainstream national school, it shall be the teacher with restricted recognition who shall be redeployed, even though s/he may not be the most junior member of staff.

#### **5. REDEPLOYMENT OF TEACHERS WITH RESTRICTED RECOGNITION**

- 5.1 Teachers with restricted recognition under Part Four or Part Five of this booklet are eligible for redeployment through the Special National Panel. Details of the operation of the Special National Panel are available from the **Special Education Section of the Department offices in Athlone (Phone: 0902-74621).**

The circumstances under which redeployment may arise are as follows:

- If the teacher with restricted recognition serving in a special school is the most junior member of staff in the school and a post in the school fails to be suppressed; and
  - The withdrawal of recognition of a special class in a mainstream school resulting in the teacher with restricted recognition being surplus to requirements or the withdrawal of a resource teaching post for children with special needs, which is held by a teacher with restricted recognition.
- 5.2 Teachers placed on the Special National Panel shall be eligible for redeployment to either a special school or to a special class in a mainstream school of the type referred to in Part 4, Section 2 of this booklet.
- 5.3 Teachers placed on the Special National Panel shall remain in their school pending their redeployment to another suitable position. In that event, the principal should take into account that the teacher may be redeployed to another school at short notice during the school year. Therefore, the teacher should be allocated teaching duties other than classroom duties e.g. remedial

teaching or resource teaching under the guidance of and in support of mainstream teaching staff in dealing with children with disabilities attending ordinary classes. This may involve duties in a number of local schools. It should be noted that this temporary deployment does not affect the ineligibility of teachers with restricted recognition for appointment to posts as remedial teachers and is merely a short-term arrangement while the teacher is awaiting redeployment.

## **6. SUPPRESSION OF POST HELD BY A TEACHER WITH PROVISIONAL RECOGNITION**

- 6.1 In the event that a post held by a teacher with provisional recognition is suppressed, such a teacher is not placed on a redeployment panel.