



## ***Teacher Exchange***

# ***Frequently Asked Questions***

## TEACHER EXCHANGE – FAQ'S

### Contents

Q.1.	Who is eligible to apply for teacher exchange? .....	2
Q.2.	Who is not eligible to apply for teacher exchange?.....	2
Q.3.	Who is responsible for finding teacher exchange partners? .....	2
Q.4.	What is the application procedure? .....	2
Q.5.	Can the proposed candidates be interviewed by the "receiving" Boards of Management? .....	3
Q.6.	In the case of a teacher exchange arrangement, who is the "employer" of the teacher who is moving schools? .....	3
Q.7.	When should the Board of Management respond to the application? ....	3
Q.8.	What is the minimum/maximum duration of a teacher exchange arrangement?.....	3
Q.9.	Can a teacher exchange arrangement be terminated during the course of the school year? .....	3
Q.10.	Can a teacher on a teacher exchange arrangement keep their Post of Responsibility in his/her own school? .....	4
Q.11.	Can a teacher on an inter school teacher exchange arrangement apply for a post of responsibility? .....	4
Q.12.	Will a teacher on teacher exchange lose his/her seniority in their own school?.....	4
Q.13.	What contract is given to the replacement teacher? .....	4

#### Q.1. Who is eligible to apply for teacher exchange?

- A. The scheme is open to permanent teachers who have completed probation and who wish to exchange their posts.

[Back to Top](#)

#### Q.2. Who is not eligible to apply for teacher exchange?

- A. Teachers who are on re-deployment panels are not eligible to participate in teacher exchange schemes.

[Back to Top](#)

#### Q.3. Who is responsible for finding teacher exchange partners?

- A. It is a matter for the teacher to find a colleague with whom they may wish to enter into a teacher exchange arrangement. However, approval of a Teacher Exchange is at the sole discretion of the Board of Management, pending satisfactory interview and recruitment conditions.

[Back to Top](#)

#### Q.4. What is the application procedure?

- A. Teachers should submit a "Teacher Exchange Application Form" (Appendix Circular 12/03) to their Board(s) of Management as early as possible, but no later than 1st March prior to the September that the teachers propose to commence the teacher exchange arrangement. March 1st is also the closing date for an application to extend a teacher exchange arrangement.

[Back to Top](#)

**Q.5. Can the proposed candidates be interviewed by the "receiving" Board of Management?**

- A. It shall be open to a Board of Management to interview a teacher who proposes to participate in an exchange arrangement.

CPSMA recommends that a Board of Management stipulates that the approval of a teacher exchange arrangement is subject to:

- The approval of the Department of Education and Skills
- Continued registration of an incoming exchange teacher with the Teaching Council
- Compliance by an incoming exchange teacher with Garda Vetting requirements
- Pre-employment medical screening of an incoming exchange teacher with the OHS.

Approval of a teacher exchange is at the sole discretion of the Board of Management, pending satisfactory interview and recruitment process listed above.

[Back to Top](#)

**Q.6. In the case of a teacher exchange arrangement, who is the "employer" of the teacher who is moving schools?**

- A. The Board of Management of the school in which the teacher is serving for the duration of the exchange (i.e. the host school) is considered to be the employer for the teacher and that teacher should sign a Fixed Term contract with the Board of Management. For payroll purposes (OLCS), the teachers are paid under their respective "serving" roll numbers. Primary Payments should be advised of this as soon as the agreement is in place.

[Back to Top](#)

**Q.7. When should the Board of Management respond to the application?**

- A. The respective Boards of Management must issue a written notice of approval or refusal to the teachers by the 1st of April and submit approved applications to the Department before 10<sup>th</sup> April.  
The change in personnel should also be noted in the relevant forms submitted to the D.E.S. in June (Changes in Teaching Staff).

[Back to Top](#)

**Q.8. What is the minimum/maximum duration of a Teacher Exchange arrangement?**

- A. The minimum duration is one school year. Application for the extension of a teacher exchange arrangement is made on an annual basis.  
The maximum duration is five school years.

[Back to Top](#)

**Q.9. Can a teacher exchange arrangement be terminated during the course of the school year?**

- A. A Board of Management should reserve the right to terminate the agreement during the school year, if the arrangement isn't operating in the best interests of the pupils.  
An exchange may not be terminated by a teacher during a school year except by resigning his/her post. If a teacher resigns his/her post, the Board of Management may appoint a Temporary/Fixed Term teacher for the remainder of the school year.

[Back to Top](#)

**Q.10. Can a teacher on a Teacher Exchange arrangement keep his/her post of responsibility in his/her own school?**

- A. If a post of responsibility allowance post holder enters into a teacher exchange arrangement, s/he must relinquish the allowance (from his/her own school) for the duration of the teacher exchange arrangement. An acting post holder may be appointed, subject to [Circular 0022/2009](#) (Moratorium on Promotions in the Public Service, which only allows the filling of an acting Deputy Principal's position) and any subsequent directives on acting posts of responsibility.

[Back to Top](#)

**Q.11. Can a teacher on an inter school teacher exchange arrangement apply for a Post of Responsibility?**

- A. A teacher on an inter school teacher exchange scheme may apply for posts of responsibility arising in her/his former school but is not eligible to apply for post(s) in her/his host school.  
If successful, the teacher availing of the teacher exchange cannot take up the post of responsibility in her/his former school until the end of the teacher exchange arrangement. Instead an acting post holder may be appointed on an acting basis (where applicable and subject to the relevant Acting Posts Circulars) until the teacher exchange teacher returns to the school.

[Back to Top](#)

**Q.12. Will a teacher on teacher exchange lose his/her seniority in his/her own school?**

- A. No. A teacher's seniority in his/her own school shall not be affected by participating in a teacher exchange.

[Back to Top](#)

**Q.13. What contract is given to the replacement teacher?**

- A. The exchange teachers should be given Temporary/Fixed Term Contracts by their respective host schools. Contract templates and guidance can be found on the Appointments section of the [CPSMA](#) website (click on this link).

[Back to Top](#)