



## On the move? Check out our FAQs.

This time of the year, many teachers, for one reason or another, decide to seek employment in another school or to change job role. This pullout supplement compiles some of the most frequently asked questions about applying for jobs, attending interviews and commencing contracts. These four centre pages can be conveniently detached from the magazine.

### Advertising of vacancies

#### When are permanent jobs advertised through open competition?

Schools can advertise permanent vacancies once they've met their obligations to all teachers on staff who are eligible for a CID and also when the main and supplementary panels are clear.

Permanent vacancies cannot be filled after the first working day in November. After the first working day in November, permanent vacancies may only be filled in a fixed-term capacity for the remainder of the school year.

#### When are fixed-term job vacancies advertised?

Schools generally cannot advertise their fixed-term positions for the following year until their main panel has cleared and their panel operator and the Department of Education (DE) have given the go ahead for fixed-term positions to be advertised.

Thereafter, a fixed-term role can be filled at any time during the school year. Teachers who take up a fixed-term role on or before the first working day in November will continue to be paid as normal up to 31 August.

#### How are principal and deputy principal positions filled?

Principal and deputy principal positions are permanent jobs filled through open competition. They can be advertised at



any stage during the school year. Vacancies for principals' and deputy principals' posts are not advertised in July or August except in exceptional circumstances and with the prior approval of the patron.

### Notice period

#### I'm leaving a contract (permanent or fixed-term) how much notice must I give?

Generally, there is a three-month notice period required when resigning from a teaching position. A board of management (BOM)/education training

board (ETB) can waive some/all of this notice period, or they can hold a teacher to the full three months. You should check the terms of your contract for the notice period required. A notice/letter of resignation should be in writing to the chairperson of the BOM/ETB.

#### Can I avail of a shorter notification period?

Where a BOM/ETB are willing to facilitate it, a teacher can avail of a shorter notice period. However, this depends on each individual school and often the time of year. The school will require time to fill the vacancy created by the resignation.



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### I have handed in my notice to take effect from 31 August. The school I am leaving is reopening in late August, and my new school on 1 September. Must I return to my old school to work those days?

No, teachers who are employed in a fixed-term or permanent capacity are paid from 1 September to 31 August and will work 182 days. There is no requirement to return to your old school for these days in late August, the teacher appointed to replace you will be obliged to be present in the school on those days.

### Applying for jobs

#### Where are jobs advertised?

Schools avail of websites approved by their management bodies such as [educationposts.ie](http://educationposts.ie) or [staffroom.ie](http://staffroom.ie) to advertise their vacancies. At the time of writing, a new portal for the recruitment of teachers is being developed as a central resource for schools. If and when it becomes operational, notification would have to be issued in advance by the DE.

#### What type of jobs can I apply for?

The type of teaching role you can apply for depends on your Teaching Council Registration route, you can find details of eligibility criteria for teaching positions in *Circular 0044/2019*. See the relevant table below. Teachers must meet the Irish language requirement to teach in mainstream classes in primary schools.

#### What are specified-purpose contracts?

A specified-purpose contract exists where

a teacher is employed for a particular reason, e.g., to replace a teacher who is availing of a particular statutory leave, or to work in the role as an English as an Additional Language (EAL) teacher for new-entrant pupils.

Generally, this type of contract states that it will end either when the purpose for which the teacher was hired expires, e.g., the teacher returns from leave, or on a specified date, usually the 30 June, whichever occurs first.

#### Must I submit a curriculum vitae and an application form?

Schools may request a curriculum vitae or an application form but should not require applicants to submit both. When responding to an advert it is vital to provide all information requested.

#### Can I submit my application electronically or must it be posted?

You should carefully read and follow the directions given in the advertisement. Failure to do so could exclude you from this recruitment process. If the advert states that applications should be made by post to a particular address, then this is the only official method of application. If the advert states to apply by email, then you can apply by this route. You should ensure that your application is made in good time and in advance of the closing date specified in the advertisement.

#### What documents are required when applying for jobs?

You should be sure to check the details of the advertisement to ensure that you are enclosing the requested documentation.

In general, teachers will need to provide a standard application form or a curriculum vitae. Schools may also request other information such as a copy of your Teaching Council registration, Garda vetting, or a copy of your qualifications (certificates, diplomas, degrees etc). If you are applying by email, it is best to ensure that all attachments are in an easy-to-open format for the school and are part of one main application email.

#### Must I list my current chairperson/principal as a referee?

No, but your referees typically should be individuals who know you in a professional capacity. The selection board may request the names of additional referees to determine your suitability and should only contact your referees after interview if you are the proposed candidate for the job.

#### Must I tell my current school that I am applying for jobs?

No, there is no obligation to inform your current school that you are applying for jobs. However, you may wish to use a referee from your current school and if so, it is best to ask them would they be happy to act as a referee for you.

#### Can a school state in the advertisement that they are looking for a teacher who holds full registration with the Teaching Council, i.e., no condition on their registration?

Yes, a school may state in their advertisement any other specific requirements for the position which may

What type of jobs?	
Mainstream primary posts	Route 1 (Primary)
Special classes in mainstream Primary Schools/SET Posts	Route 1 (Primary)/ Route 4 (Other) Excluding Route 4 (2) Post Primary
Special schools	Route 1 (Primary)/ Route 4 (Other) Excluding Route 4 (2) Post Primary
Special schools where a proportion of the pupils attending are of post-primary age and where second level programmes are being provided	Route 1 (Primary)/ Route 4 (Other) Route 2 (Post-Primary)



include no conditions on your registration with the Teaching Council.

## Attending for interview

### Is there leave available to attend for interview?

Interviews must be held outside school hours. There is no leave available to travel for interview. During the school term an EPV day may be requested from your BOM.

### How much notice must I get for attendance at interview?

As per *Circular 0044/2019* invitations to interview should normally be issued in writing or by email within three calendar weeks of the closing date for receipt of applications. There should be at least seven days' notice (after the closing date for receipt of applications) of a specific interview date, time (outside school hours) and the location of the interview venue.

### I may be abroad when the interviews are scheduled to take place. Should I be called for interview, can the interview take place online?

The use of digital technology to facilitate interviews is at the discretion of the BOM/ETB.

### I cannot attend on the date and time scheduled as it clashes with another interview, can I request another date and time for interview?

You can request another date/time for interview, but the selection panel do not have to facilitate this request. It may not be possible for the school to change the date of the interviews having organised the interview panel and BOM/ETB meeting to approve the selected candidate.

### I was unsuccessful at interview, can I request oral feedback?

While you may request oral feedback, there is no obligation on the school to provide this to you. The only feedback a candidate may obtain after an interview is a copy of their own marks and the assessors' notes.

### I was unsuccessful at interview and feel I was discriminated against. What can I do?

It is important to note that there is no appeal mechanism for the recruitment process, but any member who has a query or concern in relation to an

appointment process should contact INTO Head Office for advice on this issue.

## Job offers

### I have been offered a contract and the school informed me that it is subject to condition. What does that mean?

Where a contract is offered subject to conditions it means that the conditions listed must be met in order for you to fill the job.

Typical conditions include the requirement to maintain registration with the Teaching Council, the completion of Garda Vetting procedures, proof of qualifications or satisfactory pre-employment medical screening by Medmark, the Occupational Health Service for teachers.

### I have been offered a provisionally-approved post for the coming school year. What does this mean?

The post is dependent on meeting certain condition(s) - e.g. projected enrolment. Should the projected enrolment not be achieved on 30 September, the position would be suppressed and the contract would cease on a specified date. This coming year, it is Friday, 27 October. After that date, you would have to seek alternative employment.

### What do I need to do prior to starting the contract?

Prior to starting the contract you will need to:

- Complete an *Appointment Form* (see page 7 of this edition of InTouch).
- Provide your employer with your *Teaching Council registration certificate*
- Complete the Garda vetting requirements.
- Give your school a copy of your current Garda vetting (you can give them online access to your vetting via *Digitary Core*).
- Complete a statutory declaration for child protection - this must be witnessed by a peace commissioner or a commissioner for oaths. Your school only need a copy of this document which must be dated within the past 12 months.
- Complete a *Form of Undertaking for Child Protection* with your school.
- Satisfy pre-employment medical screening with Medmark, the Occupational Health Service for Teachers. You can find this at [bit.ly/medmarksna](https://bit.ly/medmarksna).

### I attended for interview and have been offered the job. I'll also be attending for interview in another school. How much time do I have to decide whether to accept the position?

If you receive a notification letter of offer, you must respond in writing confirming that you are accepting the offer. The notification will usually contain a specified date for acceptance. You can ask for more time to make up your mind.

However, it is a matter for each individual school whether they will accede to your request, bearing in mind that there were other candidates in the competition who will have to be notified of the outcome.

### I have already accepted a position in a school. I attended for an interview in another school and have been offered the position. This job is more suitable for me. Can I now tell the first school that I no longer wish to take up the position?

As already stated, an offer in the letter of notification must be accepted in writing. Should you change your mind after you have accepted an offer you should immediately engage with the school. Once you have commenced the position you would have to resign from the position.

## Commencing the contract

### What terms must a school provide to me upon commencement of the contract?

Within the first five days of work in any job, an employer must give you part of your 'written statement of terms of employment' as set out in the *Employment (Miscellaneous Provisions) Act 2018* and updated by the *European Union (Transparent and Predictable Working Conditions) Regulations 2022*. These must include the core terms of your employment.

Within one month of starting your job, you should get a full written contract containing your terms of employment.

### If I resign from my permanent or fixed-term post to take up a permanent or fixed-term post elsewhere, will I be placed on point 1 of the teachers' salary scale?

No. You will progress and continue to move up along the relevant teachers' salary scale as normal.



### Important information

#### I am a permanent teacher and resigning my position. I do not intend to teach for a year or two. Is there anything I need to be aware of?

If you entered teaching prior to 2013 it is likely that you are in an older pension scheme rather than the *Single Service Pension Scheme*.

If, after your resignation, you have a 26-

week break in service you will be placed in the *Single Public Service Pension* upon re-entry to service.

Substitute work for even a day can ensure that you do not have a 26-week gap and that you remain in your existing pension scheme.

An approved leave of absence, e.g., career break is not regarded as a break in service.

#### Where can I find more information?

You can find more information in *Circular 0044/2019* and under the tab on the INTO website called *Appointment Procedures*.

Contact the **CONDITIONS OF EMPLOYMENT AND LEADERSHIP SECTION: log a query through the INTO portal at [into.ie/join/login](https://into.ie/join/login)**.

## Deadline extended for augmenting UK pension entitlement\*

#### Have you worked in the UK as teacher or in another sector/job?

If so, under a limited extension scheme workers with a UK state pension entitlement can purchase significant additional pension benefits for a limited time only.

#### Who can apply?

Workers, including teachers, who were employed in Britain for at least three consecutive years between 2006 and 2016, and who paid National Insurance while there, can currently buy up to 16 additional years for their UK pension.

The 16 years, includes any gaps in contributions from 2006 to 2016 plus any missing contributions for the previous six years.

#### What is the deadline?

An extended deadline of **5 April, 2025\*** has been set for voluntary contributions to be made to make up for gaps in service between 2006 and 2016. After this date contributions can be made to cover the previous six years only. \*The

online version of this article was edited on **13 June 2023** to reflect the deadline extension.

#### Why would I consider doing this?

If you meet the minimum of 10 years of national insurance contributions, you would be eligible for a UK state pension on retirement.

If you continue to make voluntary National Insurance contributions, you may be able to claim a full Irish and full UK state pension when you retire.

#### What is the current UK state pension worth?

A full UK state pension, currently £185.15 per week, requires 35 qualifying years, with the minimum amount paid to those with 10 years qualifying service, which is 10/35 of the total pension or £52.90 weekly at this time.

#### How do I apply to make contributions?

- Locate your National Insurance number and your passport.
- Go to [bit.ly/checkstatepension](https://bit.ly/checkstatepension) to set

up a Government Gateway Account (or log in to your existing account). Download the Gov.uk ID Check app which is used to verify your identity.

- Use this to log into [gov.uk/check-state-pension](https://gov.uk/check-state-pension) to see your National Insurance record including how many years of contributions you have and any missing years.
- To buy back years, print and complete the *CF83 application form* found at [bit.ly/nationalinsuranceabroaduk](https://bit.ly/nationalinsuranceabroaduk) and post this by registered post to HMRC.

#### How soon should I apply?

Although the deadline has been extended, you should make your application without delay. It is advisable to register and track your application through the post.

#### Where can I get further information?

Further information is available on [gov.uk/state-pension](https://gov.uk/state-pension).

## Updated DE note on illness benefit includes the 'linking of days'

Since 1 March 2021, teachers who pay Class A PRSI have been required to claim illness benefit from the Department of Social Protection (DSP) whenever they are absent on sick leave for a period of more than three days, excluding Sundays.

An updated note on illness benefit – available to download at [bit.ly/IllnessBenefitApr23](https://bit.ly/IllnessBenefitApr23) - was published by the DE in late April to reflect existing DSP practice. The note advises that Illness Benefit should be claimed for "linked" non-consecutive absences on sick leave which occur over a short period.

Any three days of incapacity for work,

whether consecutive or not, within a period of six consecutive days are treated as a period of incapacity for work, and any two such periods not separated by more than three days are treated as one period of incapacity for work.

Illness Benefit is claimed using an IB1 Form and a *Certificate of Incapacity*, obtained from the teacher's GP. An IB1 may also be submitted online through MyWelfare, but will require a MyGovID account, and the teacher's doctor will need to submit a Certificate of Incapacity electronically to the DSP.

Members should ensure their bank

details are correct on their IB1 Form, as the benefit payment issues directly to the individual who is sick, and Primary Payroll will adjust the teacher's salary during their absence.

If a teacher is ineligible for illness benefit, or if they are being paid benefit at a reduced rate, they should notify payroll, and the salary adjustment will be corrected.

In the updated information note, the DE has included examples of "linking" and additional guidance on when illness benefit should be claimed.

**CONDITIONS OF EMPLOYMENT LEADERSHIP SECTION**