



Circular 0057/2023

To: Managerial Authorities, Principal Teachers and Teaching Staff in Primary Schools

Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2024/25 school year

Part 1

1. Introduction

The purpose of this circular is to set out the arrangements for access to the supplementary redeployment panels for the 2024/25 school year for eligible registered primary teachers in fixed-term/temporary positions (this includes substitute positions) and part-time positions in recognised primary schools.

2. Structure of the Panels

- (i) The Supplementary Panel is created for eligible primary teachers in fixed-term/temporary positions (this includes substitute positions) and in part-time positions who meet the relevant eligibility criteria outlined in Part 2 of this circular.
- (ii) The Supplementary Panel, set up in accordance with the arrangements set out in this circular, will be used for appointments to full-time **permanent** teaching posts in primary schools but only where those posts are not otherwise required to facilitate the redeployment of surplus permanent and CID holding teachers on the Main Redeployment Panel. Applicants should familiarise themselves with the arrangements for the operation of the Supplementary Panel for the 2024/25 school year.
- (iii) The Supplementary Panel is not used to fill fixed term positions in schools.



3. Application process for access to panels

- (i) Eligible fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary Panel must complete the “Application Form for access to the Supplementary Panel for the 2024/25 school year”.
- (ii) Teachers being placed on the Main and Supplementary Redeployment Panels for the 2024/25 school year are given an opportunity
 1. to indicate (by tick box on the application form) whether or not they have a particular interest in being redeployed to a school that operates through the medium of Irish

and
 2. to indicate (by tick box on the application form) whether or not they have a particular interest in being redeployed to a special school which operates under the patronage of the teacher’s panel operator (this does not extend to a special class in an ordinary school).
- (iii) In completing this form, teachers are required to self-declare on their application that they meet the relevant eligibility requirements set out at Part 2 of this circular. Application forms from teachers **must** be fully completed and legible.
- (iv) Please note that eligibility for the 2024/25 Supplementary Panel is confined to those teachers that have met in full all outstanding conditions/satisfied all shortfalls in respect of registration with the Teaching Council at 15th December 2023.
- (v) The name of the panel must be the panel area where the majority of teaching service was given in the calendar year 2023 **or** the panel area where you are currently teaching provided you are contracted (as a minimum) to teach from on or before 15th December 2023 to the end of the 2023/24 school year.

The base school for panel purposes is the school within that panel area where the majority of teaching service was given in the 2023 calendar year **or** the school in which the applicant is contracted to teach on or before 15th December 2023 to the end of the 2023/24 school year.

If, during the course of the 2023 calendar year, an applicant worked in schools situated in more than one panel area (e.g. schools in two different dioceses), the application for inclusion on a panel must relate to the panel



area where the majority of the service in the 2023 calendar year was undertaken **or** the panel area in which the applicant is currently teaching providing that s/he is contracted to teach in this panel area on or before 15th December 2023 to the end of the 2023/24 school year.

Where a teacher has worked in more than one panel area, the teacher may not change their selected panel area after submitting their application form.

- (vi) To simplify the application process, the Department will use existing Payroll and other relevant information held centrally in the Department to check eligibility conditions.
- (vii) All teachers applying for access to redeployment panels must include their contact e-mail address in a clear and legible format so as to facilitate the efficient operation of the panels. This e-mail address will be used by a primary school as the main point of contact with a teacher.
- (viii) Completed forms must be received in the Department by **5pm on Friday 15th December 2023** at the following address:

Supplementary Panel Application
Primary Teacher Allocations Section
Department of Education
Cornamaddy
Athlone
Co. Westmeath
N37 X659

Please note that application forms will only be accepted by post.

It is important to note that under no circumstances will late applications be considered for inclusion on these panels. Proof of postage should be retained by the teacher.

- (ix) It is the Department's intention to notify applicants of the outcome of their application by May 2024 or as soon as possible thereafter.

4. Procedures once placed on the panel

- (i) Checks will be carried out at appointment stage in respect of those teachers that are being appointed to permanent posts from these panels. Schools and teachers should therefore note that this checking process may invalidate a proposed appointment.



- (ii) Teachers placed on the Supplementary Panel who secure a teaching position for the 2024/25 school year must inform the panel operator immediately by email and complete the Supplementary Panel Update Form to notify the Department in order that their name will be removed from the Supplementary Panel.
- (iii) Teachers placed on the Supplementary Panel who decide to leave the panel for any reason must inform the panel operator and complete the Supplementary Panel Update Form to notify the Department immediately. Such teachers should note that they cannot subsequently be reinstated onto the Supplementary Panel.

5. Notification of circular to staff in your school

Please bring the contents of this circular to the attention of any relevant staff in your school.

6. Review

The operation of these arrangements will be reviewed with the relevant education stakeholders in late 2024 to determine what adjustment, if any, is required for subsequent school years.

7. Queries

The main focus of the Department's Teacher Allocations Section is on the teacher allocation process and the preparation of the main redeployment panels for permanent and CID holding teachers.

It therefore has very limited capacity to deal with individual queries in relation to this circular.

Such queries will, as appropriate, be dealt with by e-mail only at the following e-mail address: supplementarypanel@education.gov.ie

Please note that under no circumstances will the closing date of Friday 15th December 2023 be extended.

Paraic Joyce
Principal Officer
Teacher Allocations Section

November 2023



Part 2

Eligibility Criteria for access to the Supplementary Panel

Fixed-term/temporary teachers (this includes substitute teachers) and part-time teachers who wish to apply for access to the Supplementary Panel must satisfy each of the eligibility criteria listed below.

1. Teaching Council Registration

Fixed-term/temporary (including substitute) and part-time teachers that, by 15th December 2023:

- hold full registration (registered without conditions) with the Teaching Council under Section 31(5) of the Teaching Council Acts 2001 – 2012, Route 1/Regulation 2 ‘Primary’

or

- in the case of fixed term/temporary (includes substitute) and part-time teachers automatically registered in 2006 that hold registration with the Teaching Council under Section 31(2) and 31(3) of the Teaching Council Acts 2001 - 2012 under Primary and are fully qualified having satisfied all shortfalls, if any, identified by the Department of Education

Please note that full registration includes completion of probation/Droichead, completion of induction workshops, the completion of any shortfalls in qualifications/Irish language requirement and any other shortfalls, where applicable.

Applicants must attach a copy of their Teaching Council Registration, showing the date of their full registration, to their Supplementary Panel application form.



2. Salary Requirements

There are two salary scales under which a teacher may be eligible, i.e.

1. Teachers whose first teaching appointment in a school was prior to 1 January 2011
2. Teachers whose first teaching appointment in a school was after 1 January 2011

1. Teachers whose first teaching appointment in a school was prior to 1 January 2011 must satisfy (i) below and either (ii) or (iii) below

- (i) have been paid a gross salary of at least €34,100 (including allowances) in the 2023 calendar year

and

- (ii) on or before 31st December 2023 be on the 5th or higher point of the relevant teachers' salary scale (or the 6th or higher point for teachers who commenced employment on the 3rd point of the salary scale)

or

- (iii) on or before 31st December 2023 be on the 4th point of the relevant teachers' salary scale (or the 5th point for those that commenced employment on the 3rd point of the salary scale) and **on or before 15th December 2023** be contracted to teach **for the remainder of the 2023/24 school year.**

2. Teachers whose first teaching appointment in a school was after 1 January 2011 must satisfy (i) below and either (ii) or (iii) below

- (i) have been paid a gross salary of at least €31,000 (including allowances, if any) in the 2023 calendar year

and

- (ii) on or before 31st December 2023 be on the 4th or higher point of the relevant teachers' salary scale



or

- (iii) on or before 31st December 2023 be on the 3rd point of the relevant teachers' salary scale and **on or before 15th December 2023** be contracted to teach **for the remainder of the 2023/24 school year.**

Please note, teachers can check their earnings by accessing Revenue "My Account". The earnings statement, under Department of Education employer number 4000099H, will show gross cumulative earnings from 1st January to date.

In summary, all applicants must meet the salary criteria listed below on or before 31st December 2023:

Date of your first appointment	STARTING SCALE POINT	Minimum scale point to be on by 31/12/2023 without need for a contract	If you are on the scale points below by 31/12/2023 you must have a contract from at least 15th December 2023 to the end of the 2023/24 school year	Minimum gross salary (including allowances) earned in 2023 calendar year
Teachers whose 1 st teaching appointment was prior to 1 January 2011	2	5	4	€34,100
	3	6	5	€34,100
Teachers whose 1 st teaching appointment was after 1 January 2011	1	4	3	€31,000



3. Haddington Road Agreement

Please note that a teacher will be regarded as eligible for access to the Supplementary Panel if the only reason for not meeting the scale point criteria is due to the three month increment freeze(s) under the Haddington Road Agreement.

4. Service not reckonable for Supplementary Panels

Applicants **must** declare on the application form whether permanent service and/or incremental credit as set out in the table below has impacted on their current salary scale point.

Reckonable service which is allowable for the purpose of Supplementary Panel access is service as a fully qualified teacher in a post paid for by the Department of Education **excluding** service types set out in the table below:

Previous permanent/CID service *
Previous service as a post primary teacher
Incremental credit
Increment skips due to 2018 New Entrant Pay deal
Increment skip (Point 12) due to Building Momentum agreement
Unqualified service

- * Only reckonable service since the last date of permanent/CID service is counted for meeting the eligibility criteria for Supplementary Panel access. In order for teachers to be considered to have met the scale point eligibility criterion, they must have earned three increments since the last date of permanent/CID service. Alternatively they must have earned two increments since the last date of permanent/CID service and if they are now in their third year (since resignation from the permanent/CID post) they must be contracted to teach from 15th December 2023 to the end of the 2023/24 school year.



5. Teachers on a Part-Time Contract

Teachers on a part-time contract who wish to be considered for access to the panel are required to meet the same eligibility criteria as set out above in Point 2 above. However, the salary earnings threshold for 2023 (€34,100 or €31,000 as appropriate) will be adjusted on a pro-rata basis in respect of such part-time teachers. This will be done by the Department on a case by case basis in respect of each application that is received from part-time teachers who otherwise meet all of the eligibility requirements.

6. Teachers who took maternity/adoptive/parents leave in 2023

The salary earnings threshold will be adjusted in respect of substitute teachers that were on maternity/adoptive/parents' leave during 2023.

7. Salary Scale Points

A teacher's incremental salary scale point is shown on a current payslip. The primary teacher incremental salary scale points are available on the Department's website: gov.ie - [Salary Scales \(www.gov.ie\)](http://www.gov.ie)