

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



Department of Education & Skills
Cornamaddy
Athlone
Co. Westmeath

Redeployment Arrangements at Primary Level for Surplus Permanent & CID Holding Teachers

April 2013

This document relates only to the main redeployment panels set out below i.e., main panels on which surplus permanent/CID holding teachers can be placed.

- 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 Main 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 at primary level. Additional FAQs will be added as required.

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.

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

The document is set out in sections as follows

- Part 1** Information for School Management
 - Section A Background*
 - Section B Procedures for schools with surplus permanent/CID holding teachers*
 - Section C Notification requirements for schools with vacancies*
 - Section D Procedures for filling vacancies through redeployment panels*

- Part 2** Information for Teachers
 - Section A Background*
 - Section B Access to the main redeployment panel*
 - Section C Deferring panel access*
 - Section D Exemption from the redeployment panel*
 - Section E Panel offer procedures*

- Part 3** Information for Panel Operators (e.g. diocesan education secretary etc.)

- Part 4** Guidance for Panel Officers in relation to the redeployment of a surplus permanent/CID holding teacher

The document should be read in conjunction with Circular 0013/2013 – Staffing Arrangements in Primary Schools for the 2013/14 school year.

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.

The main redeployment panels will be published in mid April 2013. The timeframe for the school led process for the redeployment of surplus permanent and CID holding teachers is to 31 May 2013. The shortened timeframe for teachers to accept posts offered to them by e-mail is designed to better facilitate the efficient management of the panels. Throughout the redeployment process the Department will be liaising closely with Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done by 31 May 2013 during the school led process. Panel Officers will be appointed after 31 May 2013. The Panel Officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

Part 1 Information for school management

Section A Background

Section B Procedures for schools with surplus permanent/CID holding teachers

Section C Notification requirements for schools with vacancies

Section D Procedures for filling vacancies through the redeployment panels

Part 1 Information for school management

Section A. Background

1. Why is there a redeployment process?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent and CID holding teachers to 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.

2. What is the main panel?

Each main panel is confined to surplus permanent/CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.

3. How does the redeployment process operate?

Surplus permanent/CID holding teachers are redeployed to schools with vacancies through the following main panels

- a. Catholic Church (on diocesan basis)
- b. Church of Ireland (on diocesan/united diocesan basis)
- c. Each Religious Order has its own panel
- d. Educate Together (national panel)
- e. An Foras Patrúnachta (national panel)
- f. Special National Panel (national panel operated by the Department)

The redeployment arrangements also include provision for surplus permanent/CID holding teachers without access to a redeployment panel.

4. What types of vacancies can be offered to surplus permanent/CID holding teachers?

Teaching vacancies must be offered to permanent/CID holding teachers on a main panel in the following order of priority:

- a. Permanent vacancies within the panel area (e.g. diocese)
- b. Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius of their former school within their existing panel area.

Part 1 Information for school management

Section B. Procedures for schools with surplus permanent & CID holding teachers

1. How do I know if there is a surplus permanent/CID holding teacher in my school?

Each year a school can determine from Appendix A and C of the Staffing Circular 0013/2013 (available on the Department website) the bulk of its allocations for the school year. If a school has more teachers in the school than permitted by its allocation a teacher(s) is/are surplus to the requirements of the school.

2. What happens if there is a surplus permanent/CID holding teacher in my school?

If appropriate, s/he will be redeployed via the main redeployment panel. The sequence by which surplus permanent/CID holding teachers are placed on the panel is related to their seniority in the school. In the case where there is only one surplus permanent/CID holding teacher in a school to be placed on the panel the most junior permanent/CID holding teacher is first in line to be placed on the main panel for redeployment to another school.

The Board of Management must arrange for the most junior permanent/CID holding teacher in the school to complete the Main Panel Application Form (insert link) and have it returned to the Department within the timeframe set out in the Department staffing circular. Parts 3 (if relevant) and 4 of the form must be completed by the Chairperson of the school. The teacher should retain proof of postage. If the signed form is not returned by the specified date, the teacher will forfeit his/her access to the main redeployment panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless s/he secures an alternative post through open competition.

The most junior permanent/CID holding teacher is first in line to be placed on the main panel for redeployment to another school. However, in exceptional circumstances s/he may seek the approval of the Board of Management to be replaced on the main panel by an alternative permanent/CID holding teacher.

If the most junior permanent/CID holding teacher seeks to be replaced on the main panel any other permanent/CID holding teacher interested in going on the main panel must communicate his/her position to the Chairperson within 5 *working days* The application from the staff member will be considered by the Board of Management.

The BOM will decide:

- (a) whether to accept the application of the most junior permanent/CID holding teacher to be replaced on the panel by any other permanent/CID holding teacher and
- (b) if it is accepted that the most junior permanent/CID holding teacher can be replaced on the panel the other teacher must apply to the Patron for permission to go on to the Panel in place of the most junior permanent/CID holding teacher in the school

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace the most junior permanent/CID holding teacher on the main redeployment panel.

3. What happens if there is more than one surplus permanent/CID holding teacher in my school?

In circumstances where two or more surplus permanent/CID holding teachers are to be placed on the redeployment panel then the two of the most junior permanent/CID holding teachers are first in line to be placed on the panel.

The Board of Management must arrange for the two most junior permanent/CID holding teachers in the school to complete the Main Panel Application Form (insert link) and have it returned to the Department within the timeframe set out in the Department staffing circular. Parts 3 (if relevant) and 4 of the form must be completed by the Chairperson of the school. The teachers should retain proof of postage. If the signed form is not returned by the specified date, the teachers will forfeit their access to the main redeployment panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless they secure alternative posts through open competition.

The position outlined at 2 above will also apply if one or more of the surplus permanent/CID teachers seeks the approval of the BOM to be replaced on the main redeployment panel.

4. What happens if more than one permanent/CID holding teacher seeks to be placed on the main redeployment panel?

If more than one permanent/CID holding teacher applies to be placed on the panel in place of the most junior permanent/CID holding teacher, the Board of Management (BOM) will consider all applications from permanent/CID holding teachers. The BOMs decision shall be final. The BOM will decide whether to accept the application of the most junior permanent/CID teacher to be replaced on the panel by any other permanent/CID holding teacher. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which applicant senior permanent/CID holding teachers is to replace the most junior permanent/CID holding teacher.

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace the most junior permanent/CID holding teacher on the main redeployment panel.

5. Where will I get the Main Redeployment Panel Application Form?

The form is located as an Appendix to the Staffing Circular 13/0013 on the Department website. **insert link**

6. What happens if my school is losing a special class post or a resource post and the teacher in that post holds full registration with the Teaching Council under Regulation 3/Montessori & Other or under Section 31(2) and 31(3) Montessori & Other but is not the most junior permanent/CID holding teacher in the school?

If the teacher can be redeployed elsewhere in the school, i.e., the school has another special class and/or resource post which s/he is qualified to teach, s/he may be placed in that post and the most junior permanent/CID holding teacher in the school is placed on the main redeployment panel or Special National main panel as appropriate depending on qualifications.

If all of the special class posts/resource posts in the school are held by teachers with the above registration and one of these posts is withdrawn, then the most junior of the teachers in the special class posts/resource posts, if eligible is placed on the special national main panel.

If there is just one special class /resource post in the school and it is being withdrawn and the teacher in the post holds the above registration the teacher, if eligible is placed on the special national main panel.

7. Can the Principal teacher opt to be placed on the main redeployment panel?

No. The only circumstance in which a principal teacher is placed on the redeployment panel is in the event of school closure. When a decision is made by a patron to close a school the Principal teacher should complete the Main Panel Application Form and submit it to the Primary Teachers Allocations Section.

8. If the surplus permanent/CID holding teacher in my school is not eligible for the main panel what should I do?

You must notify the teacher immediately. The teacher should complete Part 1 of the main panel application form, leaving panel name at Part 1 blank. Parts 3 and 4 must be completed by the Chairperson and forwarded to the Primary Teachers Allocation Section of the Department.

9. What happens to the surplus permanent/CID teacher in my school if my school does not have access to a redeployment panel?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent/CID holding teachers to other schools that have vacancies.

The permanent/CID holding teacher should make an application to the other panel operators in your area for access to their panels. This application must include proof of the teacher's eligibility or otherwise for placement on the panel i.e., proof of qualifications, probation and registration with the Teaching Council etc., as well as complying with any requirements that the Patron may have. If successful, s/he should complete the Main Panel Application Form and submit it to the Primary Teachers Allocation Section of the Department. This should be accompanied with a copy of confirmation from the panel operator of acceptance of the teacher to that panel.

If unsuccessful in attaining access to a panel in your area, s/he should complete the Main Panel Application Form indicating this fact, leaving Name of Panel at Part 1 blank and submit it to the Primary Teachers Allocation Section of the Department.

10. When will the surplus teacher have to leave my school?

The objective of the redeployment arrangements is that all surplus permanent/CID holding teachers are redeployed by the start of the new school year. Any surplus that arises during the school year is dealt with without any delay.

Part 1 Information for school management

Section C. Notification requirements for schools with vacancies

1. What does my school do if it has a vacancy?

When the annual staffing schedule is published on the Department website the Chairperson of the Board of Management is obliged to notify in writing, by e-mail, fax or post the relevant panel operator (diocesan education secretary, etc) of any impending vacancies arising from the application of the staffing schedule for the forthcoming school year. This must be done immediately and in any event within 5 working days of the day on which the staffing schedule is published.

All permanent vacancies, specified purpose vacancies and fixed term vacancies that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year must be notified to the panel operator.

The Chairperson is also obliged to notify the relevant panel operator (diocesan education secretary etc.) of such vacancies arising in any other way, such as retirement of a teacher, teachers re-locating etc. This must be done within 5 working days of the vacancy becoming known to the Chairperson or the School Principal.

2. Can I fill my vacancy once I have notified the vacancy to the panel operator (diocesan education secretary etc.)?

No. You must wait until the main redeployment panels issue and then fill your vacancy from the relevant main panel. The allocation of teaching posts to schools is contingent on schools complying with the redeployment arrangements in place.

Boards of Management are not permitted to commence a recruitment process to fill a permanent or fixed term teaching vacancy in any other manner until the Department is satisfied that the vacant positions are not required for the redeployment of any remaining permanent /CID holding teachers on a main panel.

The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent/CID holding teachers are redeployed into vacancies. The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent /CID holding teachers.

3. My school has a resource post /special class post vacancy. Who do I notify of this vacancy?

Schools with vacancies in resource/special class settings can in the first instance seek to fill these vacancies from the existing permanent teachers in the school. The resultant mainstream vacancy should then be filled from the main redeployment panel.

If the vacancy remains in the resource/special class setting the post is filled through the Special National main panel.

Primary schools with resource post and/or special class vacancies that are to be filled through the Special National main panel are required to notify these vacancies to the relevant panel operator and to the Primary Teachers Allocation Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at No 1 above.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

4. The vacancy in my school is a specified purpose/fixed term vacancy that is for a full school year or was sanctioned on or before the first working day of November and is for the duration of the remainder of the school year. Do I need to notify my panel operator (diocesan education secretary etc.) about this vacancy?

Yes. This vacancy should be notified to the panel operator within 5 days of the vacancy becoming known to the Chairperson of the BOM of the school.

5. Can I fill a specified purpose/fixed term vacancy that is for a full school year or was sanctioned on or before the first working day of November and is for the duration of the remainder of the school year once I have notified it to the panel operator?

No you cannot fill your specified purpose/fixed term vacancy until the Department is satisfied that it is not required for the redeployment of any permanent or CID holding teacher. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

6. Can I roll over a contract for a teacher in a year long fixed term vacancy without notifying the vacancy to the panel operator?

No. You must notify the fixed term vacancy to your panel operator which cannot be filled until the Department is satisfied that it is not required for the redeployment of any permanent or CID holding teacher. The Department will post notification of when this occurs on its website as part of its regular Panel Updates.

- 7. My school is a special school and it has a vacancy. Who do I notify?**
Special schools with vacancies that are to be filled through the Special National Main Panel are required to notify these vacancies to the relevant panel operator and to the Primary Teachers Allocation Section. The notification to the Department should be done by emailing primaryallocations@education.gov.ie within the timeframes outlined at No 1 above.
- 8. What happens if my school has a vacancy but it does not have access to a redeployment panel?**
Schools that do not have access to a redeployment panel must, within the same timeframes as outlined at No 1 above, notify all their permanent, specified purpose and fixed term vacancies that are for a full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year to the Department. The notification to the Department should be done by emailing primaryallocations@education.gov.ie

Part 1 Information for school management

Section D. Procedure for filling vacancies through the redeployment panels

1. How do I know when the main redeployment panel is available?

The Department expects to have the main panels for the 2013/14 school year available by mid-April. Schools will be notified through the On-Line-Claims System and may also be notified through the website of the various panel operators/management bodies that the main panels have issued to the panel operators.

2. What happens when I receive the list of surplus permanent/CID holding teachers on the main redeployment panel and I have a vacancy?

There should be no unnecessary delay with Boards of Management initiating the process of making offers of vacancies to teachers on the panel.

The timeframe for the school led process of redeployment of surplus permanent/CID holding teachers is to **31 May 2013**. Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

Teaching vacancies must be offered **prior to 31 May** to permanent/CID holding teachers on a main panel in the following order of priority:

- i. Permanent vacancies within the panel area (e.g. diocese)
- ii. Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent /CID holding teachers may opt to accept a post outside the 45km radius within their existing diocesan panel area.

3. Which panel do I use to fill my vacancy?

Vacancies must be offered as set out in the tables below to permanent/CID holding teachers on the main panels unless there is a legal impediment to the filling of the vacancy in this manner, e.g. statutory entitlement to a CID.

Primary Schools

Post type	Panel applicable
Resource posts that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the resource position	Special National Main Panel**
Special class posts where Irish is not a requirement and that have not been filled by the deployment of existing permanent/CID holding teachers in the school into the special class position	Special National Main Panel**
All other posts except Principal teacher	Main Panel

Special Schools where Irish is a requirement

Post type	Panel applicable
All vacancies (except Principal post)	Main Panel

Special Schools where Irish is not a requirement

Post type	Panel applicable
All vacancies (except Principal post)	Special National Main Panel**

**In the event that the Special National Main Panel is clear or the vacancy is turned down on grounds of distance, you should fill from the Main Panel.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

4. If my vacancy is a clustered GAM/EAL post how do I fill it?

You should in the first instance offer the post among the base school staff. If a staff member opts to be the GAM/EAL teacher the consequential vacancy is filled through the relevant main redeployment panel.

If no teacher in the base school wishes to take up the GAM/EAL post it should be offered among the relevant teachers in the schools in the cluster. If a teacher from one of those schools opts to take it, s/he moves to the base school and becomes the most junior teacher in the school. The resultant vacancy in the school from which the teacher has come is filled through the Main Panel. If no teacher in the base school or the other schools in the cluster opts to fill the GAM/EAL post the post in the base school is filled through the Main Panel.

5. If the vacancy in my school is a Resource base post, how do I fill it?

You should in the first instance offer the post to the staff in your school. If a staff member opts to be the Resource teacher the consequential vacancy is filled through the relevant main redeployment panel.

If no teacher in your school wishes to take up the Resource teaching position the post is filled in the first instance from the Special National Main Panel. In the event of the special national main panel being clear and/or the remaining teachers on the special national main panel being outside the 45km distance then the position is filled from the relevant main redeployment panel.

The existing arrangements whereby schools can seek to fill a resource post or a special class post through internal deployment can continue as normal. However, the Department will contact the relevant school if these existing arrangements impede the Department's capacity to redeploy all the surplus permanent/CID holding teachers from the Special National Main Panel. In such a scenario the redeployment of the surplus permanent teacher from the Special National Main Panel would take precedence. This process would be done following consultation and would be on a fixed-term basis for the relevant school year.

6. What happens if all of the surplus permanent/CID holding teachers on the main panel for my area are redeployed and my vacancy has not been filled?

You must wait. You cannot fill your post by any other means until the Department is satisfied that it is not required for any other surplus permanent/CID holding teacher awaiting redeployment including as appropriate, surplus permanent/CID holding teachers from other panel areas. The Department will publish regular updates on its website which will inform

schools and teachers of progress being made on the redeployment of permanent and CID holding teachers.

7. Once I have made my decision as to whom I will offer my vacancy do I have to make a formal offer of the vacancy to the teacher on the panel?

Yes, you must formally offer the vacancy to the teacher on the 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 and pre-employment medical screening. Boards are advised to check with their Management Bodies in this regard.

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

Each teacher on the redeployment panel has provided contact details to facilitate contact relating to his/her future employment. 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 panel access. Payment of salary for the teacher will cease with effect from the end of the school year or immediately if the new school year has commenced.

You should notify your panel operator (diocesan education secretary etc) and the Primary Teachers Allocation Section by email that the teacher has failed to respond to your offer. Copy this email to the teacher also.

9. What happens when a teacher on the main 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 your 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](#)).

10. Is there a time limit by which I must have my vacancy filled?

The timeframe for the school led process of redeployment of surplus permanent/CID holding teachers is **31 May**. Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

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 through the redeployment arrangements.

These arrangements do not apply to Principal teacher posts which 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.

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

Keep in regular contact with your panel operator. The Department will notify the school system through regular panel updates on its website of progress made on the redeployment of surplus permanent and CID holding teachers.

12. What does holding open a vacancy mean?

Schools that are given provisional approval for a permanent teaching post(s) on the basis of projected enrolments must keep open one vacancy which can only be filled in a temporary capacity up to 25th October 2013 (which can be either a permanent or a fixed-term vacancy) to cater for the redeployment of any surplus permanent teachers that arise later in the year (either in the school with the provisionally approved post or in a neighbouring school).

Typically this applies to schools provisionally approved for

- a developing school post
- a post approved under the staffing appeals criteria for small schools
- a post approved under the staffing appeals criterion for EAL support

Schools that have applied for the above mentioned posts will be separately notified by the Department if such a post is being provisionally approved. These schools must hold open a vacancy pending the outcome of enrolments and redeployment panels and must adhere to the conditions outlined in such notifications and in the staffing circular.

Note: Schools with provisional approval for a vacancy (permanent and/or temporary) will not have to “hold open” a vacancy if all their permanent and specified purpose/fixed term vacancies that are for a full school year or were sanctioned on or before the first working day of November and are for the duration of the remainder of the school year have been filled from the Main Panel i.e. filled by surplus permanent/CID holding teachers on the main panel.

**Part 2 Information for Surplus Permanent/CID
holding Teachers**

Section A. Background

Section B. Access to the main redeployment panel

Section C. Deferring panel access

Section D. Exemption from the redeployment panel

Section E. Panel offer procedures

Part 2 Information for Surplus Permanent/CID holding Teachers

Section A. Background

1. Why is there a redeployment process?

The core function of the redeployment arrangements is to facilitate the redeployment of all surplus permanent and CID holding teachers to 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.

2. What is the main panel?

Each main panel is confined to surplus eligible permanent/CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.

3. How does the redeployment process operate?

Surplus permanent/CID holding teachers are redeployed to schools with vacancies through the following panels

- a. Catholic Church (on diocesan basis)
- b. Church of Ireland (on diocesan/united diocesan basis)
- c. Each Religious Order has its own panel
- d. Educate Together (national panel)
- e. An Foras Patrúnachta (national panel)
- f. Special National Panel (national panel operated by the Department)

The redeployment arrangements also include provision for surplus permanent/CID holding teachers without access to a redeployment panel.

4. What types of vacancies are offered to surplus permanent/CID holding teachers?

Teaching vacancies must be offered to permanent/CID holding teachers on a main panel in the following order of priority:

- a. Permanent vacancies within the panel area (e.g. diocese)
- b. Specified-purpose vacancies and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year.

Surplus permanent/CID holding teachers may opt to accept a post outside the 45km radius of their former school within their existing panel area.

5. How do I know that I am the teacher to be placed on the panel?

Each school year a school can determine from Appendix A and C of the staffing circular (available on the Department website) the bulk of its allocations for the school year. If a school has more teachers in the school than permitted by its allocation a teacher(s) is surplus to the requirements of the school.

The Principal/Chairperson will notify the most junior permanent/CID holding teacher that s/he cannot be retained in the school and that s/he should complete and return the main panel application form to the Department by 15 March.

Part 2 Information for Surplus Permanent/CID holding Teachers

Section B. Access to the main redeployment panel

1. What are the main undertakings I have to give when applying for access to the panel?

You must give the following undertakings when applying to be placed on the main panel

- agree to abide by the redeployment arrangements which govern the operation of the main redeployment panel at primary level
- understand and agree that your contact details will be circulated to relevant bodies and that non-personal information may be published on relevant websites to facilitate your redeployment
- understand that your name will be removed from the main panel if you are not contactable using the details given
- understand that your name will be removed from the main 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 main panel if you refuse to accept a post within the distance limits
- accept that your name will be removed from the main panel if you fail to respond to a formal email offer of a post from a school within three 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 main panel
- accept that any appointment arising from the main panel will be subject to vetting
- accept that any appointment arising from the main panel will be subject to medical screening
- accept that any appointment arising from the main panel will be subject to confirmation of qualifications
- accept that any appointment arising from the main panel will be subject to continued registration with the Teaching Council

- accept that any appointment from the main 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

Failure to comply with any of the above conditions will result in forfeiture of your panel access. Payment of salary to you will cease with effect from the end of the school year or immediately if the new school year has commenced.

2. How can I access the main panel?

If you are the most junior permanent/CID holding teacher that is surplus in the school you should arrange to complete the main panel application form (insert link). Parts 3 (if relevant) and 4 of the form should be signed by the Chairperson.

This form should be submitted to the Primary Teachers Allocation Section as soon as possible and in any event on or before the date specified in the staffing circular. The closing date for application for the 2013/14 school year is 15 March, 2013. It is advised that the teacher retain proof of postage. If the signed form is not returned by the specified date, the teacher forfeits his/her panel access. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless the teacher secures an alternative post through open competition.

3. Can I as the most junior permanent teacher in the school be replaced on the redeployment panel?

In exceptional circumstances you may seek the approval of the Board of Management to be replaced on the panel by an alternative permanent/CID holding teacher.

If the most junior permanent/CID holding teacher seeks to be replaced on the panel, any other permanent/CID holding teacher interested in going on the panel must communicate his/her position to the Chairperson within *5 working days* of the issuing of the staffing schedule. All the application(s) from the staff member will be considered by the Board of Management.

If more than one permanent/CID holding teacher applies to be placed on the panel in place of the most junior permanent/CID holding teacher, the BOM will consider all applications from permanent/CID holding teachers. The Board of Management's decision shall be final. The BOM will decide whether to accept the application of the most junior permanent/CID teacher to be replaced on the panel by any other permanent/CID holding teacher. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which applicant senior permanent/CID holding teachers is to replace the most junior permanent/CID holding teacher.

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace you on the main redeployment panel.

4. I am not the most junior permanent/CID holding teacher in the school can I seek to be placed on the redeployment panel?

You must communicate your position to the Chairperson within *5 working days* notice of issue of the staffing circular. Your application will be considered by the Board of Management.

If more than one permanent/CID holding teacher applies to be placed on the panel in place of the most junior permanent/CID holding teacher, the Board of Management will consider all applications from permanent/CID holding teachers. The Board of Management's decision shall be final. Where it decides that the most junior permanent/CID holding teacher can be replaced on the panel, it will determine which applicant senior permanent/CID holding teacher is to replace the most junior permanent/CID holding teacher.

The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior eligible permanent/CID holding teacher.

Note: Teachers with specified purpose or fixed term contracts and substitute teachers in the school cannot replace a permanent/CID holding teacher on the main redeployment panel.

5. Can the principal teacher be placed on the redeployment panel?

No. The only circumstance in which the principal teacher can be placed on the redeployment panel is in the event of school closure. When a decision is made by a patron to close a school the Principal teacher should complete the Main Panel Application Form and submit it to the Primary Teachers Allocations Section.

6. The patron body for my school does not have a separate panel. As the surplus permanent/CID teacher can I access the redeployment arrangements?

There is no redeployment panel on which you can be placed.

However, if you are a fully registered/qualified and probated teacher, you should apply to the other patron bodies in your area to seek to be placed on their panel(s).

If you are accepted on to the panel of a neighbouring patron body you should complete the Main Panel Application Form ([insert link](#)), indicating this fact and forward it to the Primary Teachers Allocation Section of the Department accompanied by written confirmation from the Patron that you have been accepted onto the panel. The Patron has sole discretion as to whether to accept your application to go on the Panel.

If you are not successful in obtaining access to another panel, you should complete the Main Panel Application Form ([insert link](#)) indicating this fact, leaving name of panel blank and forward it to the Primary Teachers Allocation Section of the Department who will be in direct contact with you concerning redeployment.

7. **I am a surplus permanent/CID holding teacher, fully registered with the Teaching Council under Regulation 2 and I am fully qualified for the primary sector. Which panel applies to me?**

The main redeployment panel.

8. **If I am on the main panel what type of post will I be redeployed into?**

Your redeployment will be to any post other than principal teacher in a primary school.

9. **I am a fully qualified and probated surplus permanent/CID holding teacher. I hold full registration with the Teaching Council under Regulation 3/Montessori and Other/Section 31(2) and 31(3) Montessori & Other. Which panel applies to me?**

The special national main redeployment panel.

10. **If I am on the special national main panel what type of post will I be redeployed into?**

Your redeployment will be to a post of either resource teacher in a primary school, special class teacher in a primary school or a post in a special school provided that Irish is not a curricular requirement.

11. **I am a permanent/CID holding teacher with registration under Regulation 3/Montessori & Other/Section 31(2) and 31(3) Montessori & Other in a special class/resource post which is being withdrawn from my school. However I am not the most junior teacher in the school. What is my position in relation to the redeployment panel?**

If you can be redeployed elsewhere in the school, i.e., the school has another special class and/or resource post, you may be placed in that post and the most junior permanent/CID holding teacher in the school, if eligible, is placed on the main redeployment panel or the Special National main panel as appropriate, depending on qualifications.

If all of the special class posts/resource posts in the school are held by teachers with the above registration then the most junior of these teachers, if eligible, is placed on the special national main panel.

If there is just one special class/resource post in the school (held by you) and it is being withdrawn you will be placed, if eligible, on the special national main panel.

12. **I am a surplus permanent/CID holding teacher in a special school. I am post primary qualified. Which panel applies to me?**

You will be redeployed, if eligible, through the post primary redeployment scheme unless there is a vacancy in certain special schools for which you are qualified and to which you can be redeployed.

13. What happens when I send on my main panel application form to the Department?

The Department will compile a list of teachers who are eligible to have their names placed on the main panel. This list is then circulated to the relevant panel operators (diocesan education secretary etc.).

The final decision to admit a teacher to a panel rests with the Patron.

A Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels both to teachers on the panel, schools with vacancies and the Department.

The Department may publish and update this information on its website – if possible through links with the management body's website.

14. How will I know if I have been placed on the main redeployment panel?

You will receive email notification from the Primary Teachers Allocation Section of the outcome of your application for redeployment.

Part 2 Information for Surplus Permanent/CID holding Teachers

Section C. Deferring panel access

1. Can I defer/postpone going on to the main redeployment panel?

Deferring panel access to the main redeployment panel means postponing your redeployment.

It is not an option to defer panel access if you have not first signed and submitted the main panel application form to the Department and you have been approved for placement on the main panel.

You can defer your panel access to the main redeployment panels in the following circumstances only:

- a. To take up a temporary position in your school. The temporary position must be for a minimum period of one school year i.e. replacing a teacher on career break, secondment etc.
- b. To avail of a career break
- c. To avail of a job-sharing arrangement
- d. To take up a secondment arrangement

The maximum period for which you can defer your panel access for any of the above arrangements is 5 school years.

2. Can I defer main panel access on medical grounds?

No. You cannot defer main panel access on medical grounds.

3. When do I need to notify the Department that I intend to defer my main panel access?

If you have been placed on the main redeployment panel and you intend to defer you must notify the Department within **5 days** of the publication of the panels. It is not an option to defer at a later date.

You must complete the Panel Update Form (insert link) and forward to the Primary Teachers Allocation Section of the Department. It is advised that you retain proof of postage. Your Patron must also be notified when the Panel Update Form is being submitted.

4. **If, as a surplus permanent/CID holding teacher, I defer my panel access to the main panel to take up a fixed term position for the duration of a full school year in my own school, to take a career break, to job-share, to avail of a secondment arrangement and subsequently a permanent post arises in my school, should this post be offered to me?**

Yes, you are automatically reinstated to the permanent post provided you are the most senior teacher from your school who has deferred her/his access to or has an exemption from the main panel. If you do not accept the post you will lose your main panel access. You must complete the Panel Update Form (insert link) and forward it to the Primary Teachers Allocation Section of the Department.

5. **If, as a surplus permanent/CID holding teacher, I have been redeployed to a vacancy in another school and subsequently a permanent post arises in my old school before or on the first day of the new school year, should this post be offered to me?**

It is a matter for both Boards of Management (your former and your new Board of Management) to come to an agreement regarding which position you will take up.

Part 2 Information for Surplus Permanent/CID holding Teachers

Section D. Exemption from the redeployment panel

1. Are there any exemptions from the main redeployment panel?

Yes, on grounds of maternity/adoption which are applied to surplus permanent/CID holding teachers on the main redeployment panel.

You may be exempt from the redeployment panel in the case of maternity for a period of 6 months prior to the birth and 9 months after the birth of your baby. In the case of adoption you may be exempt from the redeployment panel for a period of 9 months after the placement of the child.

You must apply for your exemption **within 5 days** of your placement on the redeployment panel. It is not an option to seek an exemption at a later date. You will remain on the panel for the period of exemption. Schools will be advised that you have an exemption.

During your period of exemption you will remain in your former school pending your redeployment. You cannot be allocated a mainstream class.

You must act as replacement teacher for absences of other teachers in the school. The Department will not pay the cost of a replacement teacher for your absence on maternity/adoptive leave.

If a permanent post arises in your school during your exemption period you are automatically reinstated to the permanent post providing you are the most senior permanent/CID holding teacher who has an exemption from the panel.

If a permanent post arises in another school during your period of exemption the Board of Management may offer the post to you but it is not obliged to do so. Likewise you are not obliged to accept the offer. Refusal of such an offer will not cause you to forfeit your panel access.

The Department will put arrangements in place to ensure that a teacher in a school with a maternity/adoption exemption is utilised to the greatest extent possible to minimise overall salary costs for the Department.

2. How do I apply for an exemption?

You must complete the Panel Update Form (insert link) and forward to the Primary Teachers Allocation Section of the Department within 5 days of your placement on the redeployment panel. It is advised that you retain proof of postage.

3. Can I claim an exemption from the main redeployment panel on grounds of parental leave?

No.

Part 2 Information for Surplus Permanent/CID holding Teachers

Section E. Panel offer procedures

1. When can I expect to receive offers of posts?

The Department expects to publish the redeployment panels for the 2013/14 school year by mid April.

The school led process of redeployment takes place from the time the main redeployment panels issue until **31 May**. You should expect to receive an offer of a vacancy within this timeframe. Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to your school.

2. How do I receive offers of posts?

A Board of Management 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 and pre-employment medical screening.

Failure to respond to an offer of a position by e-mail within 3 calendar days will mean you will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

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

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

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) and to the panel operator (diocesan education secretary etc.,) immediately.

4. Has a Board of Management the right to interview me when I am on the redeployment panel?

Once there is more than one teacher on the 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 panel access and you will be

removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

5. Must I accept any post offered to me?

Yes you must accept a post offered to you by any school within your panel operator's area once it is within the 45kms distance of your former school. This includes posts in Gaelscoileanna, Gaeltacht Schools, Special Schools and Special Classes that come within your panel area. Failure to accept an offer of a post from any school within the 45kms distance will mean you will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

6. What happens if I am on the main redeployment panel and I fail to respond within 3 calendar days of an offer being made to me by a Board of Management?

You will forfeit your panel access. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

7. 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.

8. What happens if I refuse an offer and I am within the 45km distance?

You will forfeit your panel access and you will be removed from the panel. Payment of salary will cease from the end of the school year or immediately if the new school year has commenced, unless you secure an alternative post through open competition.

9. Must I notify the Department if I accept a post through the panel process?

Yes, 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 to the Primary Teachers Allocation Section.

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

10. When am I expected to take up duty in the new school?

Your redeployment will take effect from the start of the new school year. If you are redeployed after the start of the school year you will be required to take up duty in the new school without any delay.

11. 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 redeployed into a fixed term post (assuming there is no other permanent vacancy available within the panel operator area) either in your new school or in a neighbouring school for the remainder of the school year. You will be placed back on the main redeployment panel for the following school year.

12. What happens if there is no vacancy within my panel area to which I can be redeployed?

Arrangements will be made in consultation with the relevant panel operators for your redeployment on a fixed term basis for the school year to be achieved through inter-diocesan (panel operator) co-operation.

In the event that your redeployment is not possible through inter-diocesan co-operation, in the first instance the position will be examined on whether any flexibility in the Public Service Agreement 2010-2014 in relation to the 45km radius for redeployment can be appropriately applied to achieve your redeployment to a school of the same type of patronage.

In the second instance the scope for redeployment to be achieved on an elective basis will be examined through you applying to be placed on a panel of a different type of patronage. It will be a matter for the relevant patron to consent to this application.

If no other viable option is available then a temporary assignment to a vacancy in a school of a different type of patronage will be made. This temporary assignment will be for the duration of the relevant school year. You will retain your existing panel access for the relevant redeployment panel for your original school. You will not acquire panel access in respect of the redeployment panel associated with the school of temporary assignment. You will be required to adhere to the requirements of the Board of Management in relation to its obligation to uphold the ethos of the school, consistent with law.

Part 3 Information for Panel Operators

1. When can I expect to receive the main redeployment panels?

The Department expects to have the redeployment panels published by mid April.

Once the main panel has been compiled in the Primary Teachers Allocation Section of the Department it will be emailed to each of the panel operators (diocesan education secretary etc.).

2. How do I receive notice of vacancies in the primary schools within my panel area (diocese, etc.)?

All schools are obliged to notify their vacancies, permanent, specified-purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year to their panel operator (diocesan education secretary, etc.) within 5 working days of the issue of the staffing schedule and in any event within 5 working days of the vacancy becoming known to the Chairperson or the School Principal.

3. What should I do when I am notified by schools of vacancies?

You should compile a list of all known vacancies, permanent, specified-purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year. This list should then be circulated with the list of surplus permanent and CID holding teachers on the main redeployment panel which you will receive from the Department, to all schools with known vacancies and all the teachers on the main redeployment panel.

However, a Patron may decide to use local arrangements or the website of the relevant management body for the communication of information on panels both to teachers on the panel, schools with vacancies and the Department.

The Department may publish and update this information on its website – if possible through links with the management body’s website.

4. Do I have to circulate a list every time I am notified about a vacancy?

This process of vacancy notification applies only when the panel is in operation. When the panel is in operation, a school with a vacancy (permanent, specified-purpose and fixed-term vacancies within the panel area (e.g. diocese) that are for the duration of the full school year or are sanctioned on or before the first working day of November and are for the duration of the remainder of the school year) cannot recruit a teacher in any manner other than through the offer of the vacancy to a teacher on the redeployment panel.

5. Is there a time limit within which schools must offer their vacant posts to teachers on the main redeployment panel?

The timeframe for the process of interaction between individual schools with vacancies and teachers on the panel is the period from the date the panel list is available to **31 May**.

6. How will I know that schools are offering their vacant posts to the teachers on the main redeployment panel?

As email acceptance of post(s) by teacher(s) on the main 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.

7. Do I need to notify anyone that a vacancy has been filled?

The panel operator (diocesan education secretary) will keep the relevant personnel in the Primary Teachers Allocation Section in the Department informed on a regular basis of movement on the panel.

If the 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 of permanent and CID holding teachers.

The school led process of redeployment of surplus permanent and CID holding teachers must be completed by 31 May.

8. What should I do if I have concerns about the progress being made on clearing the panel?

You should contact the Primary Teachers Allocation Section immediately to discuss your concerns.

9. What happens after 31 May?

The timeframe for the school led process for the redeployment of surplus permanent and CID holding teachers is to 31 May 2013. The shortened timeframe for teachers to accept posts offered to them by e-mail is designed to better facilitate the efficient management of the panels. Throughout the redeployment process the Department will be liaising closely with Panel Operators in relation to progress on clearing panels in a timely manner. The target is for the vast bulk of the redeployment to be done by 31 May 2013 during the school led process. Panel Officers will be appointed after 31 May 2013. The Panel Officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

Part 4

Guidance for Panel Officers in relation to the redeployment of a surplus permanent / CID holding teacher

The Teacher: The first step is to check if the teacher on the panel is the most junior teacher from his/her own school. If he/she is not the most junior teacher, the Panel Officer will determine if the relevant teacher was given the approval of the Patron to be put on the redeployment panel.

The School: The next step is to commence the process of identifying a school to facilitate the redeployment of a teacher. This process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher. The Department's Geographic Information System (GIS) will be used to identify the nearest school. Schools with a permanent vacancy will be considered first and then, if necessary, schools with a fixed-term vacancy.

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

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

Number of offers

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

Permanent

Fixed-term

5. *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

The Panel Officer having considered the matter will determine if the surplus permanent teacher 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.

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