



Circular 0035/2023

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

Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2023/2024

1. Introduction

- 1.1 The purpose of this scheme, as set out below, is to provide Post Primary school management with an alternative means of sourcing appropriately qualified substitute teaching cover to support teaching and learning in schools.
- 1.2 This voluntary scheme is designed to ensure continuity of teaching and therefore, schools must ensure that teachers who are employed under this scheme have the necessary qualifications for the subject area for which the substitution is required.
- 1.3 These additional substitute teaching hours can only be utilised when a teacher who is paid for 22 hours in a week has fulfilled these existing contractual obligations.
- 1.4 Additional payment in respect of this substitution cover will be provided, as detailed below.
- 1.5 A teacher can provide up to a maximum of 35 additional hours per term (as set out in para 4.6) to be utilised between during the 2023/2024 school year, at which point this scheme will cease.
- 1.6 The additional payment provided for in this arrangement will be made only for teaching hours that are delivered under this scheme. Any such teaching hours undertaken are over and above, and do not affect a teacher's existing contractual obligations in terms of their existing commitments to the school(s), including the Supervision and Substitution rota arrangements as already agreed and scheduled for the school year.



2. Eligibility

- 2.1 The scheme is open to all Post Primary teachers employed in a school/ETB. This includes full time teachers, job-sharing teachers, part-time teachers, teachers who work in a substitute or a casual part-time capacity and teachers who are on career break.
- 2.2 The additional substitute teaching hours available under this voluntary scheme is only to be utilised when a teacher who is paid for 22 hours in a week has fulfilled these contractual obligations.
- 2.3 For any teacher who is paid for fewer than 22 hours per week, and who undertakes substitution, they should continue to claim those substitution hours in the normal way via the OLCS and/or in the relevant ETB payroll. Only hours taken in excess of the 22 hours per week should be claimed under this scheme.
- 2.4 Teachers who are employed under this scheme must have the necessary qualifications for the subject area for which the substitution is required.

3. Sequence for the allocation of substitution

- 3.1 The general sequence in relation to sourcing substitute teachers should be as follows:
 - paid substitutes (where applicable and available) under the existing scheme
 - use of the Supervision & Substitution roster (where appropriate)
 - use of the Post Primary Teaching Hours Extension Scheme set out in this circular.

4. Payment Arrangements

- 4.1 Payment is based on the Personal Rate of Pay (to include allowances if applicable). This payment will be non-pensionable. There is no entitlement for these hours to be included in any calculation for incremental progression, service history, Contract of Indefinite Duration or reckonable service for pension purposes.
- 4.2 If a teacher works in more than one school, they remain subject to the overall maximum limit of 35 hours per term, i.e. the cap applies irrespective of the number of schools in which a teacher works.
- 4.3 Teachers may however work for fewer hours than the maximum limit of 35 hours per term.



- 4.4 Teachers who wish to engage in this work should indicate their availability to participate to the School Principal. Schools will allocate and record the hours drawn down under these arrangements. For non-ETB schools, a record of hours worked can be recorded by using the template at Appendix A. ETB schools may wish to use this template or alternatively keep their own record of participation.
- 4.5 When each term concludes, claims should be submitted by the school(s) to
a) the HR Department of their ETB if employed in an ETB school or
b) via the On Line Claims (OLCS) mechanism used by the Post Primary Payroll Section of Department of Education, Athlone. The OLCS will be open to accept claims after the closing date of each term.
- 4.6 The dates for each term are as follows:
Term 1 – 1st September 2023 to 30th October 2023.
Term 2 – 6th November 2023 to 22nd December 2023 to
Term 3 – 8th January 2024 to 22nd March 2024
Term 4 – 8th April 2024 to 31st May 2024
- 4.7 Payment will be made approximately 6 weeks after the submission of the claim.
- 4.8 Enquiries regarding this Circular should be emailed to:
- D/Education Post Primary teachers: PPPayroll@education.gov.ie
 - ETB Post Primary teachers: relevant HR Department.

Please use subject title: “Post Primary Teaching Hours Extension Scheme” in the email.

Sinéad Keenaghan
Principal Officer
Payroll Division

Micheál Lenihan
Principal Officer
ETB Payroll

James Walsh
Principal Officer
Teacher/SNA Terms and Conditions

4th August, 2023



Appendix A – Circular 0035/2023

Record of Hours Worked by Teachers above 22 hours per week

School Name	School Roll No.	Term 1, 2,3 or 4 (complete as appropriate)

Week Commencing*	
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Name of Teacher who is carrying out the teaching hours extension scheme	Payroll Number	Number of additional hours worked <u>above a total of 22 hours</u>	Date(s) on which additional substitution hours worked	Name of Absent Teacher
		Total hours:		

* Schools should use the template above to this record of additional hours worked per teacher(s) for each week for which this scheme applies. This record must be retained in the school.

Declaration:

Teacher:

I certify that I have carried out _____ number of hours in accordance with the terms of the scheme - Circular 0035/2023

Signature: _____

School Principal/Chair of Board of Management:

I certify that the hours submitted by this school on behalf of the teacher listed above is a true and accurate account of the hours worked in accordance with the terms of the scheme – Circular 0035/2023

Signature: _____