

Supervision and Substitution Scheme

SUPERVISION AND SUBSTITUTION SCHEME

Compulsory Participation

- With effect from the beginning of the 2013/2014 school year, participation in the Supervision and Substitution scheme became compulsory for all teachers except for those who were entitled to opt out and did so before the end of February 2014.
- For each teacher who opts out, the school will receive a payment of €1,769 from the Department in order to pay for other substitutes.

Change in Annual and Weekly Hours Requirement

- With effect from the beginning of the 2013/2014 school year, each teacher is required to provide 43 hours supervision and substitution per annum. Job-sharing and part-time teachers will do supervision and substitution hours on a pro-rata basis e.g., a teacher on an 11 hour contract will be required to do 21.5 hours of S&S (half of 43).
- The commitment to provide 43 hours must be spread over the whole school year.
- With effect from the commencement of the school year 2013/2014, the **maximum** time assigned to supervision and substitution increased from 1 and a half hours in any given week to 3 hours.
- Any supervision and substitution done by part-time teachers over and above their compulsory hours must be paid for.
- At present, the Department provides for paid substitution for specified approved teacher absences. In the case of absences for which paid substitution is available, schools normally employ a suitable qualified substitute as soon as possible to teach the subjects and classes of the absent teacher.

Supervision

- Under the Supervision and Substitution scheme some of the 43 hours can be used for supervision.
- The Principal should consult with the staff when deciding on the supervision duties.
- Typically a teacher will do approximately 40 minutes of supervision per week. (This may vary from school to school depending on local circumstances)
- Supervision is timetabled over the whole year (eg. one morning break and one lunch break each week).
- There can be no increase in the amount of supervision as a result of the Haddington Road Agreement.
- Supervision before or after school hours shall not normally be required from any teacher for more than fifteen minutes before classes begin or after classes end. Arrangement for the provision of such supervision will be made by agreement with the teachers.

Creation of the Substitution Roster

Agreement

The management bodies (JMB/ACCS/ETBI), the unions (ASTI/TUI) and the DES have agreed arrangements for the rostering of substitution.

Objective

The objective of these arrangements is to develop a substitution roster which (a) meets the substitution needs of the school, which (b) is fair and transparent and (c) about which teachers will continue to be consulted.

Substitution Roster

The Principal calculates the total number of substitution slots to be filled.

- Each teacher working up to and including 12 hours class contact per week can be rostered for 3 class periods.
- Each teacher working more than 12 and up to and including 17 hours class contact per week can be rostered for 4 class periods.
- Each teacher working more than 17 hours class contact per week can be rostered for 5 class periods.

The Principal lists the available teachers for each period on a spreadsheet.

Consultation Process

- The Principal e-mails each teacher with his/her individual class contact timetable by a date in August.
- Teachers are invited to indicate preferences for substitution periods by filling in all the unallocated periods on their timetable in numbered order of preference.
Note: If the maximum timetable class periods for a full time teacher is 32 periods, then a job-sharer blocks off 16 periods (half of 32) before completing their timetable with their numbered preferences.
- The teachers return their completed timetable by e-mail to the Principal by the deadline.
- The available teachers are listed in order of preference in each period of the timetable.
- The Principal and Deputy Principal are included in the rostering.
- Teachers can be placed on the substitution roster 5 times in each week.

Publishing the Roster

- The completed roster will be made available to all teachers.
- After the roster is published to staff, teachers may swap rostered periods once the agreed swap is notified to the Principal in writing.
- If timetable changes occur after the start of the school year then school management will make the necessary adjustments to the roster.
- Individual teachers and schools should keep a careful running tally of total substitution/supervision done so that the limits are not exceeded.
- If the teacher is not called on to deliver all of the supervision and/or substitution commitment by the end of the school year then the teacher will still be regarded as having fulfilled the commitment.

Usage of Hours under the Supervision and Substitution Scheme

Substitution hours provided under the revised Supervision and Substitution scheme can be used as follows:

- Approved absence on school activities
- to cover all self-certified sick leave absences
- to cover the first day of each absence of force majeure leave and illness in family leave.

Commencement of Day

- Teachers must be advised at the start of the school day whether they are required for their substitution rota period(s) for that day and therefore teachers are not required to be on call throughout the school day.

Paid Substitution

The Department of Education and Skills provides paid substitution for specified approved teacher absences for:

- Certified sick leave
- Maternity and paternity leave
- Adoptive leave
- Parental leave
- Force Majeure leave/illness in family
- Compassionate leave
- Jury Service
- Membership of NCCA (and NCCA committees)
- Conduct of oral/practical examinations and conferences
- Certain in-service (subject to approval by the ICPU)