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An Roinn Oideachais agus Eolaíochta  
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Circular 17/ 2008

## **To: The Managerial Authorities of Voluntary Secondary, Community and Comprehensive Schools**

### **Teacher Appointments Procedure**

The purpose of this Circular is to inform School Authorities of the revised procedure relating to the notification of teacher appointments to the Department for the payment of incremental salary grant. This procedure is supplementary to the terms of Circular 16/2008 on Teacher Recruitment Policy and is designed to assist in the placement of new appointees on the correct point of the scale in a timely manner.

It is a matter for each school authority to maintain effective procedures to ensure

- a) openness and transparency in the process of appointment to publicly funded posts and
- b) compliance with relevant legislation in force at the time of making the appointment, the relevant Articles of Management and Department rules and Circulars.

In the case of Community and Comprehensive Schools in particular, the Minister of Education and Science gave direction in Circular 0102/2006 in relation to the qualifications for appointment to teaching posts. Any doubt as to the subject areas in which an applicant for appointment is qualified to teach has been removed by the teacher's Registration Certificate from the Teaching Council of Ireland clearly indicating the subject areas for which the applicant has been approved. It is considered, therefore, that the detailed control of the functions of the Minister as set out in article 7.a (b) of the Articles of Management of Community and Comprehensive schools is no longer necessary or appropriate.

In accordance with best practice and standards, therefore, and having regard to the requirements of rule 7 of the Rules for Secondary Schools, section 12 of the Articles of Management of Community and Comprehensive Schools and section 19 of the Education Act 1998, it is essential that the documentation referred to in Appendix A is safely retained by the school authority to facilitate any review that might be warranted.

The Incremental Teacher Appointment Form will continue to be completed, as heretofore, by the teacher and the School Authority and forwarded to the Payroll Unit of the Department.

**The terms of this circular apply to appointments to teaching posts in respect of the 2008/09 school year onwards.**

Any communication with the Department in relation to the content of this letter should be addressed by

- email to: [PPTAppointments@education.gov.ie](mailto:PPTAppointments@education.gov.ie)  
or
- [PPPayroll@education.gov.ie](mailto:PPPayroll@education.gov.ie)
- Fax to: 090 6484063

You are requested to ensure that copies of this circular are provided to the appropriate representatives. This circular, and an Irish translation, can be accessed on the Department's website [www.education.ie](http://www.education.ie).

A. Killian  
Principal Officer  
Post Primary Division  
May 2008

P. Maloney  
Principal Officer,  
Payroll Division.  
May 2008

## Appendix A of Circular Letter 17/2008

In line with best international practice and standards and to comply with all relevant legislation, the following documents should be safely retained in the school by the school authorities in relation to every teaching appointment.

1. A copy of the national newspaper advertisement.
2. The teacher's application for the post.
3. A copy of the Registration Certificate / confirmation of current registration of the teacher from the Teaching Council of Ireland.
4. The selection Committee Report – including confirmation of verification of references from previous employers.
5. An explanation, if appropriate, as to why higher placed candidates are not to be offered employment to the advertised post or why a teacher not appropriately qualified is to be offered an appointment to the advertised post.
6. A copy of the confirmation of medical fitness received from the Occupational Health Service.
7. A copy of the Garda Vetting letter giving the results of the application under the relevant Circular Letter(s).
8. A copy of the Contract of Employment signed by both parties - the school and the teacher
9. A copy of the Teacher Training Qualification obtained by the Teacher.
10. A copy of any other educational qualification held by the Teacher.  
( e.g) Post Graduate courses or Masters Degrees which attracts additional allowances.
11. A copy of the appointment form completed by both parties that was submitted to the Department of Education and Science.
12. Any other relevant documentation relating to individual teaching appointments.