

FILLING POSTS BASED ON PROJECTED ENROLMENT

This document refers to schools that were provisionally approved for one or more of the following categories of posts on the basis of projected enrolments in September 2013:

- Developing school posts
- A post approved under the staffing appeals criteria for small schools
- A post approved under the staffing appeals criteria for EAL support

This document should be read in conjunction with the DES letter and the DES Additional FAQs in relation to those schools that are required to hold open a vacancy document which have been sent to the affected schools by the DES

Q1. Can a school fill a post provisionally approved on the basis of projected enrolment?

A. Yes, **only if** the post has been notified to the panel operator within 5 days of receipt of written notification of the post from the DES and if the DES has given permission to do so.

Q2. Are there additional requirements for schools which have been provisionally approved a post on the basis of projected enrolments in September 2013?

A. Yes. These schools are required to “keep open” a post, where **all** the permanent **and** fixed-term vacancies in the school are **not** filled by teachers on the **main** panel. This requirement only applies to schools that were provisionally approved for one or more of the following categories of posts on the basis of projected enrolments in September 2013:

1. Developing school posts
2. A post approved under the staffing appeals criteria for small schools
3. A post approved under the staffing appeals criteria for EAL support

Q3. What does it mean to “keep open” a post?

A. A permanent or year-long fixed term post that is being “kept open” can only be filled on a fixed-term basis to Friday 25th October 2013. The BoM has **2 options** in regard to the filling of this post.

The 2 options for the filling of posts “kept open” are as follows:

Option 1: Fill the permanent or fixed term post on a fixed term basis.

If the post that is held open is a **permanent or fixed-term post** then it can be filled on a fixed-term basis provided the contract for the post makes clear that the post will expire on the sooner of the last day of the school year **or** on Friday 25th October, 2013 in the event that the required enrolment is not achieved **and/or** the post is required by the DES for the redeployment of a surplus permanent /CID holding teacher from the school or a neighbouring school.

Option 2: Fill the permanent post on an initial fixed term basis to 25 October 2013 and thereafter if it is not otherwise required for redeployment the vacancy can be filled on a permanent basis.

If the post that is held open is a **permanent post** then it can be filled on a fixed-term basis to Friday 25th October, 2013.

If the post is not required for redeployment **and** the required enrolment has been achieved the school will be in a position to fill the post on a permanent basis on/before **Monday 03rd December 2013**.

However schools **cannot** commence the advertising and recruitment process for these vacancies until permitted to do so by the DES. Notification will issue regarding

this through regular updates in relation to the progress on the clearing of the panels from the DES. These updates will appear on the DES website, the CPSMA website and from the panel operator.

Q4. Must every school “keep open” a post?

A. No. The requirement to “keep open” a post only applies to schools that were provisionally approved a post on the basis of projected enrolments in September 2013, as outlined in Q1.

Q5. How many vacancies in a school must be “kept open”?

A. Where there is one or more vacancies in the school, the BoM must “keep open” **one** of the vacancies in the school. The vacancy being “kept open” may be either a permanent or a year long fixed term vacancy. Where a school has both permanent vacancies and fixed term vacancies to fill, the BoM may decide which one of these vacancies it wishes to “keep open”.

Q6. When is a BoM free from the requirement to “keep open” a post?

A. The requirement to keep open a vacancy **does not arise** if

- The school has **not** been provisionally approved a post on the basis of projected enrolments in September 2013,
- or
- **All** permanent and **all** fixed-term vacancies in the school are filled by surplus permanent teachers from the main redeployment panel.

Q7. Is there any difference between the three categories of posts provisionally approved on the basis of projected enrolment figures?

A. Yes. Developing school posts and posts approved under the staffing appeals criteria for small schools are both permanent posts. However, temporary EAL posts allocated following the appeals process are temporary (fixed term) posts.

Q8. Can a BoM fill a developing school post in a permanent capacity?

A. Yes, **only if** it has notified the post to the panel operator as per Q.1. **and** all permanent **and** all fixed terms positions in the school are filled from the **main** redeployment panel. In the event of the post not being warranted due to insufficient enrolment figures on 30th September 2012, the post will be suppressed and the teacher’s name will be placed on the main panel for redeployment.

Q9. What happens if the developing school post is not filled from the main panel?

A. In the event that the developing school post is not filled from the main panel, this post must be “kept open”. The BoM has **2 options** in regard to the filling of this post (Refer to Q.3). **However** schools cannot commence the advertising and recruitment process for these vacancies until permitted to do so by the DES. Notification will issue regarding this through regular updates in relation to the progress on the clearing of the panels from the DES. These updates will appear on the DES website, the CPSMA website and from the panel operator.

Q10. Can a BoM fill a position approved under the staffing appeals criteria for small schools?

A. Yes **only if** it has notified the post to the panel operator as per Q.1.

- Where there is an existing staff member the BoM retains the teacher who is on staff until the enrolment figures for 30th September 2013 are available. Following verification of the enrolment figures for 30th September 2013, if they are sufficient to retain the post, the teacher remains on the staff of the school. If the enrolment

figures for 30th September 2013 are **not** sufficient to retain the post, the teacher's name is placed on the main panel for redeployment.

- Where there is no existing staff member for the position this post can **only** be filled in a permanent capacity from the main panel. In the event of the post not being warranted due to insufficient enrolment figures on 30th September 2012, the post will be suppressed and the teacher's name will be placed on the main panel for redeployment.

Q11. What happens if the position approved under the staffing appeals criteria for small schools is not filled from the panel or by an existing staff member?

- A.** In the event that this post is not filled from the main panel, this post must be "kept open". The BoM has **2 options** in regard to the filling of this post (Refer to Q3). **However** schools cannot commence the advertising and recruitment process for these vacancies until permitted to do so by the DES. Notification will issue regarding this through regular updates in relation to the progress on the clearing of the panels from the DES. These updates will appear on the DES website, the CPSMA website and from the panel operator.

Q13. Can a BoM fill a temporary (fixed term) language support post approved under the staffing appeals criteria for EAL support until the end of the school year?

- A.** Schools are not at liberty to fill these posts yet as Fixed Term posts may be required for the redeployment of teachers on the main panel. Schools with provisionally approved EAL posts are required to "keep open" one post. The BoM has **2 options** in regard to the filling of this post (Refer to Q3). **However** schools cannot commence the advertising and recruitment process for these vacancies until permitted to do so by the DES. Notification will issue regarding this through regular updates in relation to the progress on the clearing of the panels from the DES. These updates will appear on the DES website, the CPSMA website and from the panel operator.