

## 10 key points to note on staffing arrangements in primary schools for the 2014/15 school year

(Department [Circular 0007/2014](#) published on Friday 24 January 2014)

### Key points to note re Teacher Allocations:

1. **Friday 14 February 2014** is the key date for schools to:
  - (a) Notify the Department of GAM/EAL cluster arrangements (GAM/EAL allocations have been updated for schools that had a change in the number of classroom posts in the 2013/14 school year- see Appendix C of Circular 0007/2014).
  - (b) Notify the Department of any CID issued under [Circular 0064/2013](#).
  - (c) Submit completed staffing appeals form for the February meeting of the Appeals Board
2. Schools that have a permanent resource base post will continue to have this post for the 2014/15 school year.
3. Schools that have a permanent language support post will continue to have this post for the 2014/15 school year.
4. Schools are reminded that because of the later timeline for the allocation of NCSE resource hours they cannot combine GAM/EAL and NCSE approved resource hours together into full-time posts. However, when the allocations and redeployment process has been completed schools can operate their own temporary local sharing arrangements in relation to the day to day work arrangements of teachers in full-time shared posts so as to minimise any time lost in travelling between schools. Circular 0007/2014 includes an example on how such local sharing arrangements can operate and further examples will be published in due course.
5. Schools should submit applications for developing posts by **Friday 4 April 2014**.
6. A new appeals criterion is being introduced to add some flexibility to the developing schools criteria. The details are set out in Section 4 of the Circular 0007/2014.
7. It is envisaged that NCSE will be allocating resource hours in **May 2014**.

### Key points to note re Teacher Redeployment panels:

1. **Friday 14 February 2014** is the key date for schools to:
  - (a) Notify their relevant Panel Operator (Diocesan Secretary etc.) of any permanent or fixed-term vacancy
  - (b) Return all Redeployment Panel Application Forms to the Department in respect of any surplus permanent or CID holding teacher.
2. It is envisaged that the main redeployment panels will be published in **mid-March 2014**. This is about 1 month earlier than normal.
3. Schools will have up until **Friday 2 May 2014** to complete the school led redeployment process for surplus permanent teachers. Thereafter, Panel Officers will be appointed to facilitate the redeployment of any remaining surplus permanent teachers.