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Post Primary Teachers Section  
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An Roinn Oideachais & Eolaíochta  
Rannóg Múinteoirí Iarbhunoidreachais  
Cor na Madadh,  
Baile Átha Luain  
Co. na Iarmhí

## Circular Letter PPT 06/04

### **To: The Management Authorities of Secondary, Community and Comprehensive Schools, and, The Chief Executive Officers of Vocational Education Committees**

### **Appointment of Teachers to cater for Students with Special Educational Needs**

Present arrangements where a teacher is appointed/assigned to teach students with special educational needs have been reviewed and, following this, the Department has decided to accept for the time being the appointment of teachers, qualified as for full-time appointment in the sector, to incremental teaching positions arising out of allocations of teaching hours targeted at such students.

While preference should be given to applicants who, while suitable in all other respects, hold a relevant post-graduate qualification in the area of special needs education, this does not preclude the appointment of an otherwise fully qualified teacher to teach students with special educational needs.

With effect from 1<sup>st</sup> September 2004,

- qualified teachers who are employed for the purpose of teaching students with special educational needs, or are assigned to teach such students, will have their remuneration determined in accordance with the terms of circular [PPT 09/02](#) and
- teachers who were similarly employed or assigned in the 2003/04 school year and who were qualified as for full-time appointment in the sector will have their remuneration reviewed in accordance with the terms of circular [PPT 09/02](#).

Where a review has the effect of retrospectively awarding, in salary terms, a 12-month contract to an individual teacher, no payment may be made in respect of days for which unemployment benefit was paid without deduction of the appropriate amount of benefit received.

Secondary, Community and Comprehensive school authorities should identify to the Department the names and PPS Numbers of those teachers whose salary should be reviewed.

Vocational Education Committees are hereby authorised to undertake this review and to make appropriate payments arising.

Any communication with the Department in relation to the content of this letter should be addressed to the Post-Primary Qualifications Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath – contact names: Tony Shine and Bernie Madden, telephone 090-6483808/32

A. Barrett  
A/Principal Officer

09 July 2004