

Dept. of Education & Science  
Post Primary Teachers Section  
Cornamaddy,  
Athlone,  
Co. Westmeath.



An Roinn Oideachais & Eolaíochta  
Rannóg Múinteoirí Iarbhunoidreachais  
Cor na Madadh,  
Baile Átha Luain,  
Co. na Íarmhí

TEL: +353-90-6483600

WEB: [www.education.ie](http://www.education.ie)

**Circular 0135/2006**

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

**Payment of an allowance to recognised Post-Primary Teachers who hold a Graduate/ Higher Diploma in Special Educational Needs**

- 1) Following consideration of a claim submitted to the Conciliation Council for Teachers it has been agreed that an allowance will be paid to a recognised teacher who has been awarded a Graduate/ Higher Diploma in Special Educational Needs (SEN) and who satisfies the conditions set out hereunder.
- 2) The rate of allowance will be the same as the allowance paid to recognised teachers who completed the Advanced Diploma in Special Education from St Patrick's College of Education.
- 3) The allowance will be payable to recognised post-primary teachers subject to the following conditions:
  - a) The teacher shall hold a recognised graduate/higher diploma in Special Educational Needs (SEN) awarded following a course in one of the following four designated institutions:
    - (1) Church of Ireland College of Education, Rathmines, Dublin 6
    - (2) St. Angela's College, Lough Gill, Sligo
    - (3) Mary Immaculate College, South Circular Road, Limerick
    - (4) University College Dublin (NUI, Dublin), Belfield, Dublin 4
  - b) The teacher shall
    - i) be employed in a post funded by the Department of Education and Science,
    - ii) spend at least 12 hours per week working with pupils who have been identified by the National Council for Special Education as having special educational needs.
- 4) A teacher shall forfeit the allowance
  - a) should s/he voluntarily withdraw from his/her SEN role  
or
  - b) is promoted to a post which entails them leaving their SEN post
- 5) A teacher who, within 4 years of receiving the allowance, is re-assigned by school management from the SEN role to another role within the school, shall not be entitled to retain the allowance.
- 6) A teacher who, after completing 4 years in the SEN role, is compulsorily re-assigned by the school authority, from a SEN role to another role within the school, may be entitled to retain the allowance where the school authority certifies to the teacher continuing to contribute actively to SEN within the school. Similarly, a teacher, who is compulsorily redeployed to another school, may be entitled to retain the allowance where the receiving school authority certifies to the teacher continuing to contribute actively to SEN within its school.

- 7) The school authority shall immediately advise the relevant payroll division of the Department of Education & Science or Vocational Education Committee of a teacher's loss of entitlement to this allowance.
- 8) Teachers who have successfully completed a recognised Graduate/ Higher Diploma in Special Educational Needs should complete the attached application form (Form 1/C0135/2006) for payment of the appropriate allowance and forward it to the address specified on the form. Where the terms of the Circular are satisfied the allowance will be payable from September 1<sup>st</sup> of the school year following completion of the course.
- 9) Please bring this Circular to the attention of all teaching staff. A copy of this circular is also available on the Department of Education and Science website at [www.education.ie](http://www.education.ie)
- 10) Please provide a copy of this circular to members of the Board of Management.
- 11) Any communication with the Department in relation to the content of this letter should be addressed by e-mail to [PPTAppointments@education.gov.ie](mailto:PPTAppointments@education.gov.ie)

A. Killian  
Principal Officer

October, 2006

**Form 1/C 0135/2006**

**Application Form for Payment of an Allowance in respect of a  
Graduate/ Higher Diploma in Special Educational Needs  
(Circular 0135/2006 refers)**

**Teachers in Voluntary Secondary, Community and Comprehensive Schools should send this form to Post-Primary Payroll Liaison Section, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath.**

**Teachers in vocational schools should send this form to their VEC.**

**Personal Details**

Date of Birth:        /        /        PPS No. (as per own payslip): \_\_\_\_\_

Name (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

**Employment Details**

Name of School: \_\_\_\_\_ School Roll No. \_\_\_\_\_

Address of School: \_\_\_\_\_

**Details of Qualification**

Please state the full formal title of qualification for which the allowance is now being claimed:

\_\_\_\_\_

Awarding Body: \_\_\_\_\_

Date of completion of Course: \_\_\_\_\_

**N.B. You must submit a statement of results with this application.**

I wish to apply for the allowance in respect of the Graduate/ Higher Diploma in Special Educational Needs with effect from \_\_\_\_\_. I certify that I meet all the conditions for payment of the allowance from this date. I undertake to notify the Payroll Section of the Department of Education and Science if the requirements of the Circular cease to be satisfied.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION BY SCHOOL AUTHORITY**

I hereby certify that the above named teacher is employed as a Special Educational Needs resource teacher in this school since \_\_\_\_\_ (date).

I also certify that the requirements of Circular 0135/2006 are satisfied. I undertake to notify the Payroll Section of the Department of Education & Science if the requirements of the Circular cease to be satisfied.

Signature of  
School Principal: \_\_\_\_\_

Date: \_\_\_\_\_

School Stamp

School Stamp
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