



Circular 0024/2009

To: Boards of Management and Principal Teachers of Primary Schools

Arrangements for the 2009/2010 School Year in Relation to Learning Support/Resource Teacher (LS/RT) posts, Resource Teacher (RT) Posts and associated Part time hours.

1. 2009/2010 arrangements

The main purpose of this circular is to enable schools to meet their September 2009 requirements for learning support/resource teacher posts and resource teacher posts.

The arrangements for 2009/2010 will be based on [Circular 0034/2007](#) which is available on the Department's website at www.education.ie. References in [Circular 0034/2007](#) to the school staffing schedule and panel arrangements should now be taken to refer to the equivalent arrangements for 2009/2010.

2. Schools are now requested to complete the following forms:

- 1) [Form LS/RT 1](#) - to be completed for each full time post and
- 2) [Form LS/RT 2](#)- to be completed in respect of any part time hours remaining after each full time post has been assigned 25 approved teaching hours per week.

and return before **Friday 22nd May, 2009** to:

Primary Allocations - LSRT Posts,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Please note that from 1st September 2009, part time resource teachers will be paid via the Department's payroll. It is imperative, therefore, that schools furnish the fully completed forms LSRT1 and LSRT2 by **Friday 22nd May, 2009**. Failure to furnish full and correct information on time may impact on the Department's capacity to ensure the timely payment of teachers through the payroll.

3. Vetting

In appointing teachers to teaching positions (full time or part-time) approved under the terms of this circular, school authorities must ensure that their obligations under [Circular 0094/2006](#) regarding the vetting of staff have been met.

4. Hours of full time posts

Schools are reminded that all full-time posts must be catering for 25 approved teaching hours per week before any further part time hours may be assigned.

5. Suppression of posts that are no longer warranted

Where the number of hours making up a LS/RT or RT post fall below the required minimum level, (22 hours to retain the 1st Post and 44 hours for 2nd Posts) the post reverts to part-time and a teacher is placed on the relevant panel. Contact should be made with the Primary Allocations Section of the Department if the teacher is to be placed on the main panels and with Primary Allocations - LSRT Posts Section, if the special national panel applies. It is the responsibility of all schools to ensure that contact is made with the relevant section in the Department if a fulltime post is no longer warranted i.e. if the post no longer has the required minimum hours.

6. Special National Panel:

The Special National Panel exists for certain teachers with restricted recognition (conditional registration), whose posts are suppressed, and are teaching in special schools, in special classes in primary schools, as resource teachers (low incidence) in primary schools or who hold LSRT posts in primary schools (Learning Support Resource Teacher under the general allocation system) on the basis of Circular 02/05 and Circular 36/06.

Special schools with vacancies and primary schools with special class and resource teacher (low incidence) vacancies can fill such posts by way of advertisement provided the offer to remaining teacher(s) on the panel is turned down on grounds of distance or all panels, including the special national panel, are cleared.

The requirement to use the Special National Panel does not apply if the vacant post is in a special school/class for pupils with Specific Learning Disability (SLD) or in Hospital Schools where Irish is a requirement.

The Special National Panel is currently in operation. Schools with vacancies should email enquiries relating to teachers on the panel to

<mailto:lsrt@education.gov.ie>

When teachers are going on the special national panel they are requested to indicate if they are interested in receiving offers of posts outside the 45km limit and, if yes, the counties in which they are willing to consider the offer of a post. This information will be provided to schools with vacancies and is aimed at ensuring the smooth operation of the special national panel.

7. Teachers on career break

Schools are also reminded that in accordance with the terms of the career break scheme as outlined in Primary Circular 10/03, any primary teacher who is on a career break and takes up part time employment will be paid at the unqualified rate.

8. Developing Schools

If your school has been approved for Developing School Status, an appropriate adjustment will automatically be made to the school's allocation under the General Allocation Model.

9. Please note that queries regarding the Circular may be E-Mailed to:

<mailto:lsrt@education.gov.ie>

Hubert Loftus,
Principal Officer,
Primary Teacher Allocations.

April, 2009.



Form LS/RT 1

Composition of LS/RT or RT Post for 2009/2010 School Year.

Please use a separate form for EACH post (photocopy or download from the Department's website www.education.ie).

Base School Details:

School Name: _____ Roll No.: _____
 School Address: _____
 Telephone No: _____ Fax No: _____
 Email: _____

A) Please indicate below the position regarding the overall number of fulltime posts granted under the terms of Circular 0024/2009 for the 2009/10 school year compared to the number of such posts sanctioned for your school in 2008/09.

Tick the appropriate box.

Number of fulltime posts will reduce in 2009/10	<input type="checkbox"/>
Number of fulltime posts will increase in 2009/10	<input type="checkbox"/>
Number of fulltime posts remains at the same level as in 2008/09	<input type="checkbox"/>

(B) Proposed Composition of Post for 2009/2010:

Fill in details in table below for each school(s) involved in the post

School Name	Roll No.	General Allocation hours	Low-incidence hours (approved by SENO)	Transitional hours (attach supporting documentation)
Base School				

(C) **Details of pupils with Low incidence SEN (Approved by SENO)**

Standard/ class	Pupil's Name	Hours sanctioned

(D) **Schools with Developing School Status for 09/10**

If your school has Developing school status for 2009/10 please complete the following:

No. of pupils in special classes _____

No. of pupils with RTT support _____

Declaration:

I declare that the above information is correct and that I am in agreement with the proposed cluster arrangements for this post as outlined in Section (B) above **(to be signed by Principal/ Chairperson BOM of all schools involved in post)**.

In instances where there is a proposed change to an existing clustering arrangement, schools involved in the original cluster and not involved in the new arrangement must also sign below to indicate their agreement to the new arrangement.

Principal / Chairperson BOM
Base School

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____

Principal / Chairperson BOM

Date: _____ Roll No.: _____



Form LS/RT 2
Details of Part-Time LS/RT or RT hours for 2009/2010 School Year

School Name: _____ Roll No.: _____
 School Address: _____
 Telephone No: _____ Fax No: _____
 Email: _____

General Allocation hours: _____

Resource hours: _____

Total Part time hours: _____

Pupils sanctioned resource hours in respect of low-incidence special educational needs (do not include hours being covered by fulltime learning support/resource teacher or resource teacher)					
Standard/class	Pupil's Name	Hours sanctioned	Standard/class	Pupil's Name	Hours sanctioned

Declaration:

I declare that the above information is correct for the 2009/2010 school year (to be signed by Principal/Chairperson BOM of the school).

 Principal / Chairperson BOM

Date: _____