



Association of Community
and Comprehensive Schools

*Cumann na Scoileanna Pobail
agus Cuimsitheacha*

10th August, 2023.

The Secretary,
Board of Management and
School Principal in
each Community and Comprehensive School.

Members of the Executive of ACCS.

ACCS/Info Bulletin 14/23. Re:

1. Temporary Changes to the Job-Sharing Scheme for registered teachers in the 2023/24 school year ([Information Note TC/IN 0006/2023](#))
2. Temporary Changes to the Career Break Scheme for registered teachers in the 2023/24 school year ([Information Note TC/IN 0007/2023](#))
3. Teacher Supply Post-Primary: Teaching Hours Extension Scheme for 2023/2024 ([Circular Letter 35/2023](#))

1. Temporary Changes to the Job-Sharing Scheme for registered teachers in the 2023/24 school year ([Information Note TC/IN 006/2023](#))

[Information Note TC/IN 0006](#) confirms that the restriction of engaging in substitute teaching while job-sharing, as imposed in paragraph 11.1(a) of the Job-Sharing Scheme, will continue to be suspended for the 2023/24 school year.

The removal of this restriction means that a job-sharing teacher may be employed to work in a **substitute capacity** in any school during the period that they are rostered off duty.

A job-sharing teacher employed in a substitute capacity will be paid their personal rate of pay, including any personal allowances.

A job-sharing teacher undertaking a combination of work in a job-sharing capacity and as a substitute is not permitted to exceed the maximum number of weekly contracted hours of a full-time teacher.

2. Temporary Changes to the Career Break Scheme for registered teachers in the 2023/24 school year ([Information Note TC/IN 0007/2023](#))

The Department of Education has issued [Information Note TC/IN 0007/2023](#) which advises that certain restrictions in the Career Break Scheme for teachers will continue to be suspended for the 2023/24 school year.

This means that a teacher on career break may be employed **in a substitute capacity** without the limits on the days/hours worked as imposed in the Career Break Scheme (paragraph 8.1). A teacher who is on career break can, therefore, teach up to 22 hours, **in a substitute capacity**, in a school in the 2023/24 school

year. The employment of a teacher on career break to carry out substitute work can also include part-time hours.

The teacher on career break and employed in a substitute capacity will be paid at the same rate as a regular substitute.

3. Teacher Supply Post-Primary: Teaching Hours Extension Scheme for 2023/2024 ([Circular Letter 0035/2023](#))

The Department of Education has recently published [Circular 0035/2023](#) which advises schools that the Teaching Hours Extension Scheme is being made available again for the 2023/24 school year. The purpose of this scheme is to provide school management with an alternative means of sourcing appropriately qualified substitute teaching cover, where none is otherwise available or where schools cannot source cover through the existing arrangements.

Under this scheme, teachers who are paid for 22 hours in a week can provide up to **a maximum of 35 additional teaching hours per term**, during the 2023/24 school year.

There will be four terms for the 2023/24 school year.

The dates for each term are as follows:

- Term 1 – 1st September 2023 to 30th October 2023
- Term 2 – 6th November 2023 to 22nd December 2023
- Term 3 – 8th January 2024 to 22nd March 2024
- Term 4 – 8th April 2024 to 31st May 2024

Operation of the Scheme:

Teachers who wish to engage in this work should indicate their availability to participate to the School Principal.

A record of hours worked should be recorded using the template at Appendix A of [Circular Letter 0035/2023](#).

Schools should submit claims for payment at the end of each term via OLCS.

Points to note:

- This **voluntary** scheme is designed to ensure continuity of teaching and learning in schools and therefore, schools must ensure that teachers who are employed under this scheme have the necessary qualifications for the subject area for which the substitution is required.
- The scheme is open to all post primary teachers employed in the school, including full time teachers, job-sharing teachers, part-time teachers, teachers who work in a substitute or a casual part-time capacity and teachers who are on career break.
- These additional substitute teaching hours can only be utilised when a teacher who is paid for 22 hours in a week has fulfilled these existing contractual obligations.
- Any teacher who is paid for fewer than 22 hours per week, and who undertakes substitution, should continue to claim those substitution hours in the normal way via the OLCS.

- **Only hours taken in excess of the 22 hours per week should be claimed under this scheme.**
- Teachers may work for fewer hours than the maximum limit of 35 hours per term.
- The additional payment provided for in this arrangement will be made only for teaching hours that are delivered under this scheme. Any such teaching hours undertaken are over and above, and do not affect a teacher's existing contractual obligations in terms of their existing commitments to the school(s), including the Supervision and Substitution rota arrangements as already agreed and scheduled for the school year.

If a teacher works in more than one school, they remain subject to the overall maximum limit of 35 hours per term, i.e., the cap applies irrespective of the number of schools in which a teacher works.

Sequence in relation to sourcing substitute teachers:

The general sequence in relation to sourcing substitute teachers should be as follows:

- I. paid substitutes under the existing scheme (where applicable and available)
- II. use of the Supervision & Substitution roster (where appropriate)
- III. use of the Post Primary Teaching Hours Extension Scheme as set out in [Circular Letter 0035/2023](#)

Payment Arrangements:

- Payment is based on the Personal Rate of Pay (to include allowances if applicable). This payment will be non-pensionable.
- The OLCS will be open to accept claims after the closing date of each term.
- Payment will be made approximately 6 weeks after the submission of the claim.

Is mise,

le mór mheas,



John Irwin,
GENERAL SECRETARY.