

A PASSPORT TO TEACHING



A TUI Guide for new teachers 2012/13

Welcome to Teaching

Welcome to the teaching profession!

TUI wishes you the very best in what we are sure will be a long, eventful and fulfilling career.

The work you are doing is vital work for the public good.

In an increasingly complex world you will provide the instruction, guidance and the inspiration that will sustain learners' minds as they mature and develop.

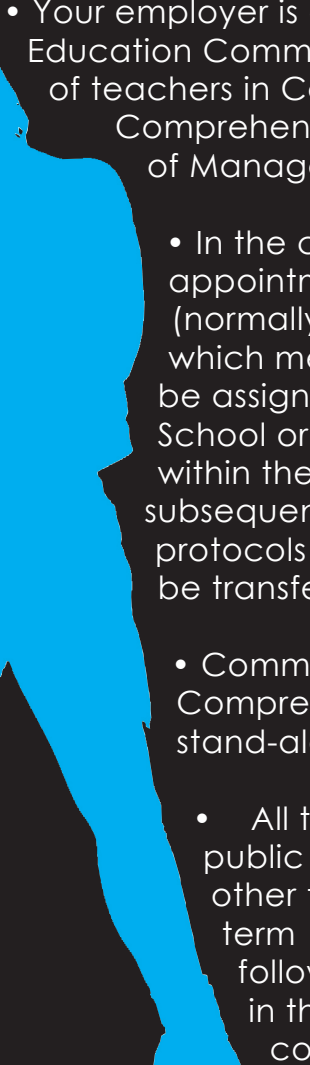
As you begin your career, the TUI would like to offer some practical advice.



PROTECT YOUR CAREER

Join TUI Today

YOUR EMPLOYER

- 
- Your employer is either the Vocational Education Committee or, in the case of teachers in Community and Comprehensive schools, the Board of Management.
 - In the case of a VEC, appointment is to the “scheme” (normally defined by county) which means that one may be assigned to any Vocational School or Community College within the scheme and may, in subsequent years and subject to protocols agreed with the union, be transferred within the scheme.
 - Community and Comprehensive schools are stand-alone employers.
 - All teaching positions with public sector employers, other than casual short-term positions, are filled following advertisement in the national press and competitive interview.

Qualifications

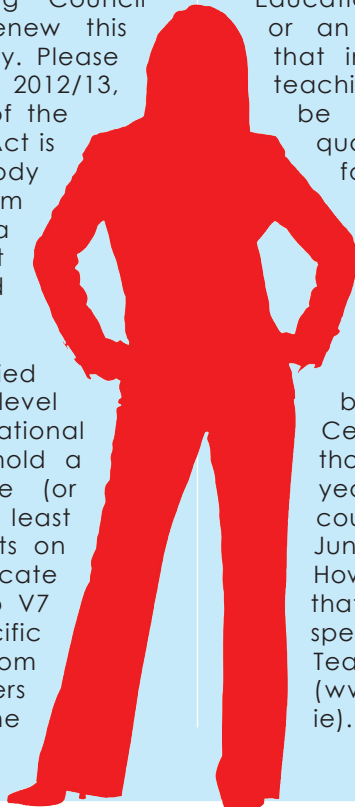
- You need absolute clarity about your qualifications. What are you qualified to teach? Are you recognised by the Teaching Council, your employer and/or the Department of Education and Skills as a fully qualified teacher who is eligible for appointment to a permanent wholetime teaching position in your subject/specialism? You must be registered with the Teaching Council and you must renew this registration annually. Please note that from 2012/13, when Section 30 of the Teaching Council Act is commenced, nobody can be paid from public funds as a teacher without being registered with the Council.

- To be qualified as a second level teacher in the vocational sector you must hold a recognised degree (or equivalent) in at least one of the subjects on the Leaving Certificate programme. Memo V7 details the specific requirements. From 2013 all new teachers appointed to the

vocational sector will also be required to have a training-in-teaching (Postgraduate Diploma in Education) qualification.

- In Community and Comprehensive Schools you require either an appropriate degree (or equivalent) and the Higher Diploma in Education/Postgraduate Diploma in Education (or equivalent) or an appropriate degree that includes a training-in-teaching qualification to be recognised as fully qualified and eligible for appointment as a permanent wholetime teacher.

- Generally speaking, subjects taken in final year degree examinations may be taught to Leaving Certificate level while those taken in earlier years of the degree course may be taught to Junior Certificate level. However, it is important that you check the subject specific criteria on the Teaching Council website (www.teachingcouncil.ie).



Contracts/Written Statements

PERMANENT WHOLETEIME

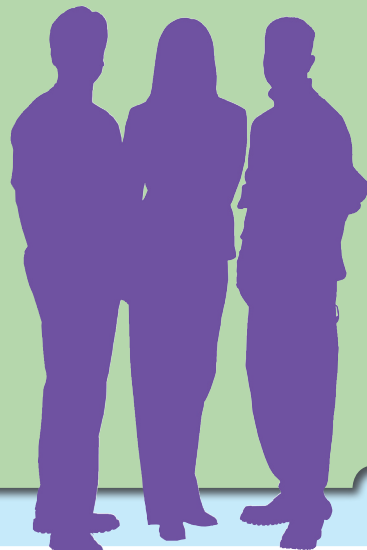
- Permanent wholetime teachers in the VEC sector are employed under memo V7.
- Permanent wholetime teachers in the Community and Comprehensive sector do not have a written contract but are employed under terms no less favourable than memo V7.
- By definition, a permanent wholetime teacher is deemed to be fully qualified.

PRO RATA CONTRACTS/ FIXED TERM CONTRACTS

- Teachers on fixed term pro rata contracts are employed for the full year, meaning they are paid a regular salary until August 31. They are also paid during holidays.
- If you are a fully qualified part-time teacher (i.e. with fewer than 22 teaching hours per week) and have been engaged to teach for

a specified number of hours per week over the course of the full school year (with a start date not later than 5th November – first day of term following mid term-break) you are entitled to a pro-rata contract.

- A fixed term contract is a contract of employment for a specified period - usually 1st September to 31st August - and must be signed by both the employer and employee.
- You are entitled to a fixed term contract in written form.



- The standard contract is appended to Circular Letters PPT 19/03 (Community and Comprehensive schools) and PPT 20/03 (VECs) which can be downloaded from the TUI website.

- To be entitled to a pro-rata contract you must have been appointed following a formal selection process. This process involves national public advertisement of the position and competitive interview conducted by a properly constituted interview board.

- If you otherwise satisfy the conditions for award of a pro-rata contract (i.e. if you are qualified and have specified hours over the course of the school year) but have not been appointed following a formal selection process, you should contact your TUI Workplace Representative and, assisted by her/him, ask your employer to advertise the position and make an appointment following

a formal selection process. There is the risk in this that you might not be appointed but the cost to you of not pursuing the matter is considerable.

- Do not sign any contract without consulting your Workplace Representative.

Once teachers applied for jobs, now they apply for hours. TUI will continue to campaign against this damaging casualisation of the profession.

- Keep a copy of each contract you receive and of all related documentation/correspondence.

- If, before 5th November (first day of term following mid-term break) additional teaching hours are added to your weekly timetable – as sometimes happens after the commencement of the school year when a school's timetable eventually "settles" – your contract is augmented to take account of those hours.

- Any further hours – undertaken on an occasional basis – that are worked by a pro-rata contracted teacher during the school year will be paid at an hourly rate calculated by dividing the sum of your point on the standard common basic scale (CBS) and

your qualifications allowances by 735 (i.e. the number of teaching hours in the school year of a permanent whole time teacher).

- Having a pro-rata contract means that you are entitled to a salary for the full school year. For this purpose the school year runs from the date of commencement of your contract to 31st August, inclusive. For the academic year 2012/13, the commencement date must fall within the period from 1st September to 5th November (first day of term following mid-term break).

- If you have a fixed term pro-rata contract your salary for the school year is based on your weekly hours as a proportion of the weekly whole time hours (22). To calculate your annual salary, you apply that proportion to the sum of your point of the CBS plus your qualifications allowances.

- Full salary details are available on the TUI website (www.tui.ie) or in the relevant section of the TUI diary/handbook.



NON-CASUAL PART-TIME TEACHING CONTRACT

- A fully qualified part-time teacher who is employed to teach for a period in excess of 150 hours during the school year but for less than the course of a full school year is classified as a “non-casual part-time teacher” and is entitled to a non-casual part-time teaching contract. Also, a fully qualified part time teacher who is employed to teach for a period of at least 22 successive weeks during the school year but for less than the course of a full school year is also classified as a non-casual part time teacher, even if the sum of the hours to be worked in that period does not exceed 150.

- As such a teacher, you will be paid at an hourly rate calculated by dividing the sum of your point on the CBS and your qualifications allowances by 735 (i.e. the number of teaching hours in the school year).

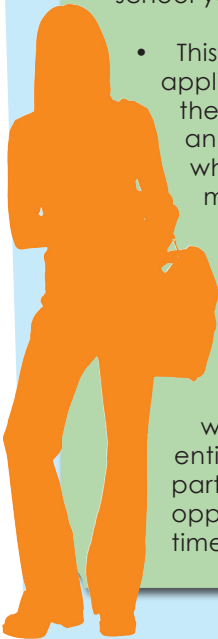
- If you are employed to replace a teacher on maternity leave or extended sick leave you may be in this category.

CASUAL PART-TIME TEACHING CONTRACT

- If it is anticipated that a teacher will work no more than 150 hours and/or for fewer than 22 weeks in the course of the school year, the hours worked – to a maximum of 150 – will be paid at a fixed hourly rate.
- If, as such a teacher, you work for more than 150 hours in the school year, each additional hour in excess of 150 will be paid at an hourly rate calculated by dividing the sum of your point on the CBS and your qualifications allowances by 735 (i.e. the number of teaching hours in the school year).
- This type of contract applies in cases in which the work arises only on an intermittent basis and where the employer may reasonably expect that the hours worked will not exceed 150 in the course of the school year. (Please note that if you are employed to work specified hours for 22 weeks or more you are entitled to a non-casual part-time contract as opposed to a casual part time contract).

CONTRACTS OF INDEFINITE DURATION

- A contract of Indefinite Duration (CID) confers permanency in respect of the number of hours specified in the contract
- Entitlement to a CID arises where a teacher has over four years of continuous employment with the same employer under two or more fixed term contracts. The entitlement to a CID is set out in legislation and arises on the fourth anniversary of commencement of employment.
- Pro-rata teachers who have been in successive fixed-term contracts with the same employer, who satisfy particular conditions and whose teaching service will be required on an ongoing basis have an entitlement to a CID.
- A CID must be awarded at the commencement of the fifth year of continuous employment (ie typically after four consecutive fixed term contracts) unless there are legitimate objective grounds to prevent this and these grounds have been set out in writing in the fixed term contract provided to the teacher in his/her fourth year. Always seek the advice of your workplace representative in checking your contract to see if it contains legitimate objective grounds.



A QUICK REFERENCE OF COMMONLY USED TERMS

PRO RATA CONTRACT:

A part-time teacher who is employed for the full school year for a specified number of hours during each week shall be offered a Pro-Rata Contract. This would run for the duration of the school year (with a start not later than the first day of term following the mid-term break - November 5th) until August 31st and the teacher is paid during all holiday periods in this timeframe.

HOURLY PAID:

A part-time teacher who is employed, generally for less than the full year and is paid for each hour actually taught. These hours have to be claimed from the employer, usually monthly. Different rates apply depending on qualification status and whether the teacher is employed for more or less than 150 hours in the year.

CONTRACT OF INDEFINITE DURATION:

A Contract of Indefinite Duration (CID) gives the holder the same entitlements as a permanent wholetime teacher, except that the salary of the CID holder is based on the number of hours they teach per week. A CID holder on 18 hours or more is paid full time salary.

COMMON BASIC SCALE:

The common basic scale (CBS) is the scale upon which the salaries of teachers in State employment are based. It is available on the TUI website and in the TUI diary/handbook.

CIRCULAR LETTERS:

These letters are issued by the Department of Education and Skills and contain relevant information on terms and conditions of many aspects of your employment. The most important are available on TUI's website.

Your Union - Teachers' Union of Ireland

- Join the union and actively shape your professional environment, both locally and nationally.

- Find out who the TUI Workplace Representative is and who the Workplace Committee members are. Have the name and contact details of the Branch Chair and Area Representative. Get to know them. The same applies to the union/teacher representatives on the VEC and/or the Board of Management. Avail of the earliest opportunity to attend a TUI meeting in your workplace or/and your local Branch.

- Use your TUI Diary where your conditions of service and the range of union services are more fully explained. Regularly check the TUI website for information and updates. Be active in your union. Remember the TUI is only as

strong as its members. Be committed to being a strong member.

- There are certain conditions of service that are regarded by the union as so important as to require the protection of directives. These conditions relate to the upper limits that apply to class contact hours, class size (i.e. student numbers) and the number of days in the school year. As a member of the TUI you are obliged to abide by these directives – there is no discretion in the matter. Therefore, if an employer seeks to break a directive, the employer has a dispute with the TUI, not with you.

- The directives should be displayed on the TUI Noticeboard in the school and can be downloaded from the TUI website.

**TUI
will continue
to campaign
vigorously to have the
unfair and inequitable
cuts to new teachers'
pay and pension
reversed.**

DETAILED INFORMATION ON SALARY, CONTRACTS AND ALL OTHER CONDITIONS OF SERVICE IS SET OUT IN THE TUI DIARY/HANDBOOK WHICH MEMBERS RECEIVE AT THE START OF THE SCHOOL YEAR.

IN CASE OF DIFFICULTY

- If you encounter a difficulty with your employer, address it at the earliest opportunity. In this as in other matters, keep the issue and the personality separate and always consult your TUI Workplace Representative.

- Informal resolution of difficulties is desirable, provided the rights of all parties are respected. If informal resolution is not possible, approach the TUI Workplace Representative

and process the issue through the agreed grievance procedures for your sector. The procedures may be downloaded from the union website.

- Remember - you are the union. Your commitment as a member is what will keep TUI strong. It is important that you are not isolated in your workplace. Be part of a professional family by joining TUI. Teaching is a rewarding profession. Decide from the outset that you are going to enjoy it and help shape it.

TUI offers members a range of benefits and services

- Expert advice from experienced industrial relations officials
- Your questions on pay and conditions answered
- Free legal advice
- The TUI diary and handbook
- Regular editions of TUI News magazine
- Special interest rates and other incentives with TUI Credit Union
- Low cost insurance
- Membership Plus discount card
- Professional development seminars

MOST IMPORTANTLY – TUI OFFERS A ROBUST DEFENCE OF YOUR PAY AND CONDITIONS IN THE CLASSROOM, ACROSS THE NEGOTIATING TABLE AND IN THE MEDIA



PROTECT YOUR CAREER
Join TUI Today



**Teachers' Union of Ireland,
73 Orwell Road,
Rathgar,
Dublin 6,
Ireland.**

**Tel: +353 1 492 2588
Email: tui@tui.ie
www.tui.ie**

