



Circular 0042/2014

To: The Managerial Authorities of Recognised Secondary and Community and Comprehensive Schools and the Chief Executives of Education and Training Boards

Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement)

Teachers - Rostering of Supervision and Substitution

Purpose of Circular

1. [Circular 0006/2014](#) stated that a working group involving the Department, school management bodies and unions would consider the issue of the rostering of supervision and substitution duties, with a view to putting a protocol in place for the 2014/15 school year. The purpose of this Circular is to notify Managerial Authorities, Education and Training Boards, Principals and Teachers of the arrangements agreed by the Department, school management bodies and unions for the rostering of substitution duties to take effect for the 2014/15 school year. These arrangements are set out at Appendix 1.

Circulation and Queries

2. Please ensure that copies of this Circular are provided to all members of the Board of Management/ Education and Training Board and its contents are brought to the attention of all teachers in your employment including those on leave of absence.
3. This Circular can be accessed on the Department's website under <http://www.education.ie>
4. Queries in relation to the operation of the agreed arrangements should be directed to school management in the first instance and then if necessary to the relevant school management body.

Philip Crosby
External Staff Relations
15 May 2014

Padraig Maloney
Payroll Division
15 May 2014

Appendix 1

Agreed arrangements for the creation of the substitution roster

AGREEMENT

Following discussions between the management bodies (JMB/ACCS/ETBI), the unions (ASTI/TUI) and the DES, the following arrangements for the rostering of substitution duties have been agreed.

OBJECTIVE

The objective of these arrangements is to develop a substitution roster which (a) meets the substitution needs of the school following the Haddington Road Agreement (as defined in advance by the Principal in accordance with the process described below), which (b) is fair and transparent and (c) about which teachers will continue to be consulted.

PRELIMINARY WORK BY PRINCIPAL

- 1. Calculation of the number of substitution slots to be filled:** The Principal calculates the total number of substitution slots to be filled, based on the weekly class period commitment of the teachers who have not opted out of S&S duties, as set out in [Circular 0006/2014](#):
 - Each teacher working up to and including 12 hours class contact per week = 3 class periods
 - Each teacher working more than 12 and up to and including 17 hours class contact per week = 4 class periods
 - Each teacher working more than 17 hours class contact per week = 5 class periods
- 2. The Principal decides how the rota slots should be distributed, based on an analysis of the absence patterns of teachers in the current school year.** For example it may be that cover requirement for the afternoons is greater than the mornings due to the scheduling of schools' sport. The Principal should also bear in mind other factors such as the fact that some teachers may have completed their weekly commitment by the time Friday is reached.
- 3. The Principal decides on the target distribution table of the slots for the year ahead.**

This example, which is for illustrative purposes only, is a school with 40 periods and 125 slots to be filled (25 teachers x 5 periods)

	P1	P2	P3	P4	P5	P6	P7	P8
Mon	3	2	2	2	4	4	4	4
Tue	2	2	2	2	4	4	4	4
Wed	2	2	2	2	4	4	4	4
Thur	2	2	2	2	4	4	4	4
Fri	3	3	3	3	4	4	4	4

4. After the class contact timetable is completed, **the Principal lists the available teachers for each period in a spreadsheet** and the target distribution table is then superimposed on this list. This can be done by simply 'highlighting' the number of teachers required for substitution in each of the 40 periods, in line with the target distribution table. Here is what it looks like for the sample school:

TARGET DISTRIBUTION TABLE		Available teachers in alphabetic order								
	P1	P2	P3	P4	P5	P6	P7	P8	Spare	
Monday										
1	Conlon	Balfe	Balfe	Bailey	Bailey	Bailey	Brown	McCabe	P	
2	Fahey	Brown	Burke	McKenna	Conlon	Balfe	Long	McGlynn	P	
3	Hall	Byrne	Conlon	Murphy	Dunne	Brown	McGrath		P	
4	Long	Conlon	Fahey		Gill	Lane			P	
5	McCabe	Fahey	Groves		Groves	Mooney			P	
6	McCarthy	Lee	McCabe		Lee	Murray			DP	
7		Long	McGlynn		Mooney	Vaughan			DP	
8		McGrath	Mooney						DP	
Tuesday										
1	Brown	Burke	Burke	Bailey	Conlon	Balfe	Balfe	Bailey	DP	
2	Groves	Fahey	Gill	Dunne	Dunne	Hall	Byrne	Brown	DP	
3	Hall	Groves	Lane	Lane	Gill	Long	McGlynn	Byrne		
4	Mooney	McCabe	McCabe	Long	McGrath	Murphy	McGrath	Gill		
5	Murphy	McCarthy		McKenna			Murphy	Lane		
6				Murphy						
7				Murray						
Wednesday										
1	Bailey	Balfe	Bailey	Bailey	Bailey	Bailey	Conlon	Balfe		
2	Burke	Byrne	Dunne	Brown	Brown	Balfe	Fahey	Fahey		
3	Lee	Conlon	Groves	Burke	McCabe	Lane	Lee	McGlynn		
4	Long	Lee	Hall	Fahey	Murray	McCabe	McGlynn	McKenna		
5	McCabe	McCabe	Lee	Groves		Murphy	McGrath	Vaughan		
6	McCarthy	McCarthy	McKenna	Murray		Vaughan				
7		Murray	Mooney							
Thursday										
1	Brown	Groves	Dunne	Bailey	Bailey	Burke	Balfe	Dunne		
2	Byrne	Hall	Gill	Gill	Burke	McGlynn	Byrne	Fahey		
3	Conlon	Lane	Groves	Long	Hall	McGrath	Gill	McCarthy		
4	Groves	Lee	McCabe	McCarthy	Lee	Murphy		Vaughan		
5	Hall	McCarthy	McKenna	McGrath	McKenna	Murray				
6	Lane	McGuinness		Mooney	Mooney					
7	Long	McKenna								
8	Murphy	Murray								
Friday										
1	Balfe	Byrne	Byrne	Dunne	Burke	Bailey	Bailey	Brown		
2	Burke	Lane	McCabe	Fahey	Dunne	Byrne	Dunne	Conlon		
3	Conlon	Lee	McGlynn	Gill	Lane	Lane	McCabe	Gill		
4	Fahey	Long	McKenna	Groves	Long	Long	McKenna	Hall		
5	Gill	McCabe		Lee	McGlynn	McGlynn	Murray	Murphy		
6	Hall	McCarthy				Mooney	Vaughan	Murray		
7	Mooney	McGrath				Vaughan		Vaughan		
8		Murphy								
9		Murray								

CONSULTATION PROCESS

1. The Principal emails each teacher with their individual class contact timetable (plus the Principal's **target distribution table**) by a date in August. The date will be set individually by each school and will be notified to the teachers in the school before the commencement of the summer holidays. (A text message alerting the teachers about the email will also be sent).
2. Teachers are invited to indicate preferences for substitution periods by filling in **all the unallocated periods on their timetable in numbered order of preference**. Here are some examples of how these timetables would look when they have indicated their preferences:

LEE		LONG		McCABE	
M	T	W	T	F	
1	ENG	REL	10	MUS	MUS
2	2	MUS	9	7	1
3	MUS	MUS	8	SED	REL
4	REL	ENG	MUS	SED	4
5	3	MUS	MUS	5	MUS
6	MUS	REL	MUS	MUS	MUS
7	MUS	REL	6	MUS	REL
8	MUS	MUS	ENG	ENG	MUS

LONG		McCABE			
M	T	W	T	F	
1	1	ENG	10	9	GEO
2	2	GEO	GEO	GEO	7
3	GEO	GEO	ENG	ENG	GEO
4	GEO	3	GEO	4	ENG
5	ENG	GEO	GEO	ENG	5
6	ENG	8	ENG	GEO	6
7	11	GEO	PE	GEO	ENG
8	GEO	ENG	PE	GEO	12

McCABE		Job share example			
M	T	W	T	F	
1	1	SCI	11	GEO	MAT
2	MAT	9	10	SCI	5
3	8	2	GEO	7	6
4	Dean	SCI	MAT	MAT	SCI
5	GEO	SCI	12	BIO	BIO
6	SCI	BIO	13	SCI	SCI
7	BIO	BIO	PE	SCI	4
8	3	SCI	PE	SCI	GEO

McCARTHY		McGLYNN			
M	T	W	T	F	
1	8	ENG	5	ENG	REL
2	REL	1	6	2	3
3	REL	CIN	ENG	ENG	ENG
4	REL	Past	DRA	4	ENG
5	ENG	REL	DRA	ENG	REL
6	ENG	REL	ENG	REL	REL
7	REL	ENG	REL	SPH	ENG
8	REL	ENG	ENG	7	SPH

McGLYNN					
M	T	W	T	F	
1	FRE	ENG	FRE	FRE	FRE
2	ENG	FRE	FRE	FRE	ENG
3	1	FRE	ENG	ENG	2
4	FRE	ENG	FRE	ENG	ENG
5	ENG	ENG	ENG	ENG	3
6	ENG	FRE	ENG	6	4
7	FRE	5	8	ENG	ENG
8	7	ENG	9	FRE	FRE

Note to Job share / Part-time teacher example: If the maximum timetabled class periods for a full time teacher is 32 periods, then a job-sharer blocks off 16 periods (half of 32) before completing their timetable with their numbered preferences. A part-time teacher blocks off up to 32 periods before completing their timetable with their numbered preferences. This ensures that the teacher on job-share/ part-time teacher will in the first instance identify those periods for which he/she is not available for substitution.

- The teachers return their completed timetable by email to the Principal by the deadline which will be three days from the sending of the individual timetables.
- If a teacher does not return his/her completed timetable to the Principal by the deadline, then he/she will be allocated as the Principal sees fit.
- The Principal adds the teacher's preference numbers to each of the free periods in the spreadsheet and then sorts each period using the preferences.
- The available teachers are thus listed in order of preference in each period of the timetable. **This is the starting point for the agreed rostering system.** How it looks for the sample school is outlined below:

Roster Starting point - Target Distribution Table is shaded - Teachers in order of preference (A to Z)													
Monday	P1 Rank	P2 Rank	P3 Rank	P4 Rank	P5 Rank	P6 Rank	P7 Rank	P8 Rank		1	2	3	4
1	Long 1	Balfe 1	Groves 1	Bailey 4	Conlon 1	Bailey 1	Brown 2	McCabe 3		Bailey			
2	McCabe 1	Byrne 1	McGlynn 1	McKenna 5	Gill 1	Brown 1	McGrath 7	McGlynn 7		Balfe			
3	Hall 4	McGrath 1	Balfe 2	Murphy 7	Groves 2	Vaughan 6	Long 11			Brown			
4	Vaughan 7	Lee 2	Mooney 3		Lee 3	Lane 7				Burke			
5	McCarthy 8	Long 2	Conlon 8		Mooney 5	Mooney 7				Byrne			
6	Conlon 10	Brown 5	Fahey 8		Dunne 6	Murray 7				Conlon			
7	Fahey 10	Conlon 9	McCabe 8		Bailey 7	Balfe 9				Dunne			
8		Fahey 9	Burke 9							Fahey			
Tuesday	P1	P2	P3	P4	P5	P6	P7	P8					
1	Mooney 1	Burke 1	Burke 2	Dunne 1	McGrath 2	Hall 1	Balfe 3	Bailey 2		Gill			
2	Brown 3	Fahey 1	Gill 2	Murphy 1	Gill 3	Murray 6	McGlynn 5	Gill 8		Groves			
3	Hall 6	McCarthy 1	McCabe 2	Murray 1	Dunne 5	Balfe 8	McGrath 6	Brown 9		Hall			
4	Vaughan 8	Groves 6	Lane 5	Long 3	Conlon 7	Long 8	Murphy 6	Byrne 9		Lane			
5	Groves 9	McCabe 9		Lane 8			Byrne 8	Lane 10		Lee			
6	Murphy 9			McKenna 8						Long			
7				Bailey 10						McCabe			
8										McCarthy			
Start	P1	P2	P3	P4	P5	P6	P7	P8					
1	McCarthy 5	Conlon 2	Hall 2	Fahey 2	Murray 3	Bailey 3	Conlon 4	McKenna 1		McGlynn			
2	Burke 8	Balfe 4	Groves 3	Murray 2	Brown 8	Murphy 3	Fahey 6	Fahey 7		McGrath			
3	Vaughan 9	Byrne 6	McKenna 7	Burke 3	McCabe 12	Balfe 5	Lee 6	McGlynn 9		McKenna			
4	Lee 10	McCarthy 6	Lee 8	Brown 4	Bailey 14	Vaughan 5	McGlynn 8	Balfe 10		Mooney			
5	Long 10	Lee 9	Dunne 9	Groves 4		Lane 9	McGrath 8			Murphy			
6	Bailey 11	Murray 9	Mooney 9	Bailey 13		McCabe 13				Murray			
7	McCabe 11	McCabe 10	Bailey 12							Vaughan			
Thursday	P1	P2	P3	P4	P5	P6	P7	P8					
1	Lane 1	Lane 2	McKenna 3	Long 4	Hall 3	Murphy 2	Byrne 5	Vaughan 1					
2	Byrne 2	McCarthy 2	Gill 4	McCarthy 4	Burke 4	Burke 5	Gill 6	Dunne 4					
3	Conlon 3	McKenna 2	Groves 7	McGlynn 4	McKenna 4	McGrath 5	Balfe 7	Fahey 5		DP			
4	Brown 6	McGrath 3	McCabe 7	Mooney 4	Lee 5	Murray 5		McCarthy 7		P			
5	Murphy 8	Murray 4	Dunne 8	Gill 5	Mooney 6	McGlynn 6							
6	Hall 9	Lee 7		Bailey 9	Bailey 8								
7	Long 9	Groves 8											
8	Groves 10	Hall 8											
9	Vaughan 10												
Friday	P1	P2	P3	P4	P5	P6	P7	P8					
1	Mooney 2	Lee 1	McGlynn 2	Dunne 2	Dunne 3	McGlynn 4	Vaughan 3	Vaughan 2					
2	Fahey 4	Byrne 3	Byrne 4	Fahey 3	McGlynn 3	Vaughan 4	McCabe 4	Hall 5					
3	Conlon 5	Lane 3	McCabe 6	Lee 4	Lane 4	Bailey 6	Bailey 5	Murphy 5					
4	Balfe 6	McCarthy 3	McKenna 6	Groves 5	Long 5	Lane 6	Dunne 7	Conlon 6					
5	Burke 7	Murphy 4		Gill 7	Burke 6	Long 6	McKenna 9	Brown 7					
6	Hall 7	McCabe 5				Byrne 7	Murray 10	Gill 10					
7	Gill 9	Long 7				Mooney 8		Murray 11					
8		Murray 8						Long 12					
9		McGrath 9											

Note: Principal and Deputy Principal spare and to be included at end where required

OVERVIEW OF THE PROCESS

- The first step uses the teachers' preferences to fill each period (from first period Monday to last period Friday) to one less than the target number of teachers for that period. [*The rationale is*

that any period which remains unfilled at the end of the process will be short a maximum of one teacher]. As each teacher is marked, the preference is noted in a count box until he/she reaches five periods.

- The second step involves filling the remaining slot in each period using the teachers' highest preferences until as much as possible of the target table has been filled
- The final step is to add the Principal and Deputy Principal to the remaining gaps.

PROCESS

Step 1

Starting at Monday Period 1, fill each period on the target table to one less than the target number of teachers for that period. As each teacher is selected, fill the count box on the right hand side. Some teachers may reach five periods filled during this step. **Whenever a teacher already has five periods, disregard any further appearances of that teacher and move to the next option.**

It may be necessary to use the Principal or Deputy Principal during this step. The unused periods for the Principal and Deputy Principal will be used during the final step.

This step is outlined below for the sample school. At the end of this step, each 2 person period will have 1 person allocated, each 3 person period will have 2 persons allocated, each 4 person period will have 3 persons allocated etc.

Roster Step 1 completed		Teacher selected								Teacher already 5 periods					Count box					
Day	Period	P1 Rank	P2 Rank	P3 Rank	P4 Rank	P5 Rank	P6 Rank	P7 Rank	P8 Rank						1	2	3	4	5	
Monday	1	Long 1	Balfe 1	Groves 1	Bailey 4	Conlon 1	Bailey 1	Brown 2	McCabe 3						Bailey	4	1	2	3	6
	2	McCabe 1	Byrne 1	McGlynn 1	McKenna 5	Gill 1	Brown 1	McGrath 7	McGlynn 7						Balfe	1	8	3	5	7
	3	Hall 4	McGrath 1	Balfe 2	Murphy 7	Groves 2	Vaughan 6	Long 11	DP						Brown	1	2	9	8	
	4	Vaughan 7	Lee 2	Mooney 3		Lee 3	Lane 7								Burke	1	2	4	5	
	5	McCarthy 8	Long 2	Conlon 8		Mooney 5	Mooney 7								Byrne	5	3	4		
	6	Conlon 10	Brown 5	Fahey 8		Dunne 6	Murray 7								Conlon	1	2	4		
	7	Fahey 10	Conlon 9	McCabe 8		Bailey 7	Balfe 9								Dunne	1	5	4	2	3
	8		Fahey 9	Burke 9											Fahey	2	6	7	5	4
Tuesday	1	Mooney 1	Burke 1	Burke 2	Dunne 1	McGrath 2	Hall 1	Balfe 3	Bailey 2					Gill	1	3	8	6		
	2	Brown 3	Fahey 1	Gill 2	Murphy 1	Gill 3	Murray 6	McGlynn 5	Gill 8					Groves	1	2				
	3	Hall 6	McCarthy 1	McCabe 2	Murray 1	Dunne 5	Balfe 8	McGrath 6	Brown 9					Hall	1	2	3	5		
	4	Vaughan 8	Groves 6	Lane 5		Conlon 7	Long 8	Murphy 6	Byrne 9					Lane	1	2	4	6		
	5	Groves 9	McCabe 9			Lane 8		Byrne 8	Lane 10					Lee	6	1	4			
	6	Murphy 9			McKenna 8									Long	1	11	4			
	7				Bailey 10									McCabe	1	3	12	4		
Wednesday	1	McCarthy 5	Conlon 2	Hall 2	Fahey 2	Murray 3	Bailey 3	Conlon 4	McKenna 1					McGlynn	7	5	9	2	3	
	2	Burke 8	Balfe 4	Groves 3	Murray 2	Brown 8	Murphy 3	Fahey 6	Fahey 7					McGrath	7	2	6	5		
	3	Vaughan 9	Byrne 6	McKenna 7	Burke 3	McCabe 12	Balfe 5	Lee 6	McGlynn 9					McKenna	1	3	4	9		
	4	Lee 10	McCarthy 6	Lee 8	Brown 4	Bailey 14	Vaughan 5	McGlynn 8	Balfe 10					Mooney	1	2				
	5	Long 11	Lee 9	Dunne 9	Groves 4		Lane 9	McGrath 8						Murphy	3	2	5			
	6	Bailey 11	Murray 9	Mooney 9	Bailey 13		McCabe 13							Murray	6	3				
	7	McCabe 11	McCabe 10	Bailey 12										Vaughan	6	1	4	3	2	
Thursday	1	Lane 1	Lane 2	McKenna 3	Long 4	Hall 3	Murphy 2	Byrne 5	Vaughan 1											
	2	Byrne 2	McCarthy 2	Gill 4	McCarthy 4	Burke 4	Burke 5	Gill 6	Dunne 4											
	3	Conlon 3	McKenna 2	Groves 7	McGlynn 4	McKenna 4	McGrath 5	Balfe 7	Fahey 5						DP		X			
	4	Brown 6	McGrath 3	McCabe 7	Mooney 4	Lee 5	Murray 5		McCarthy 7					P						
	5	Murphy 8	Murray 4	Dunne 8	Gill 5	Mooney 6	McGlynn 6													
	6	Hall 9	Lee 7		Bailey 9	Bailey 8														
	7	Long 9	Groves 8																	
	8	Groves 10	Hall 8																	
	9	Vaughan 10																		
Friday	1	Mooney 2	Lee 1	McGlynn 2	Dunne 2	Dunne 3	McGlynn 4	Vaughan 3	Vaughan 2											
	2	Fahey 4	Byrne 3	Byrne 4	Fahey 3	McGlynn 3	Vaughan 4	McCabe 4	Hall 5											
	3	Conlon 5	Lane 3	McCabe 6	Lee 4	Lane 4	Bailey 6	Bailey 5	Murphy 5											
	4	Balfe 6	McCarthy 3	McKenna 6	Groves 5	Long 5	Lane 6	Bailey 7	Conlon 6											
	5	Burke 7	Murphy 4		Gill 7	Burke 6	Long 6	McKenna 9	Brown 7											
	6	Hall 7	McCabe 5				Byrne 7	Murray 10	Gill 10											
	7	Gill 9	Long 7				Mooney 8		Murray 11											
	8		Murray 8						Long 12											
	9		McGrath 9																	

Note: Principal and Deputy Principal spare and to be included at end where required

P or DP has to be used

Step 2

Starting at Monday Period 1, look for teachers with an unallocated 1st preference. As a teacher is chosen, the period will be complete (since Step 1 filled the period to one less than the target number). As each teacher is selected, fill the count box on the right hand side. As a teacher reaches five periods, disregard any further appearances of that teacher in later periods and move to the next option in that period. In the sample school, the unallocated 1st preferences were: Monday Period 2, Tuesday Period 2 and Tuesday Period 4

Repeat for 2nd preferences, then 3rd preferences, and continue for 4th, 5th, 6th, 7th etc. preferences until as many teachers as possible have 5 periods filled. This is how the sample school's table now looks after Step 2 has been completed:

Roster Step 2 completed		Teacher selected								Teacher already 5 periods					Count box										
Monday	P1 Rank	P2 Rank	P3 Rank	P4 Rank	P5 Rank	P6 Rank	P7 Rank	P8 Rank																	
1	Long 1	Balfe 1	Groves 1	Bailey 4	Conlon 1	Bailey 1	Brown 2	McCabe 3	Bailey	4	1	2	3	6											
2	McCabe 1	Byrne 1	McGlynn 1	McKenna 5	Gill 1	Brown 1	McGrath 7	McGlynn 7	Balfe	1	8	3	5	7											
3	Hall 4	McGrath 1	Balfe 2	Murphy 7	Groves 2	Vaughan 6	Long 11	DP	Brown	1	2	9	8	3											
4	Vaughan 7	Lee 2	Mooney 3		Lee 3	Lane 7			Burke	1	2	4	5	8											
5	McCarthy 8	Long 2	Conlon 8		Mooney 5	Mooney 7			Byrne	5	3	4	1	2											
6	Conlon 10	Brown 5	Fahey 8		Dunne 6	Murray 7			Conlon	1	2	4	5	6											
7	Fahey 10	Conlon 9	McCabe 8		Bailey 7	Balfe 9			Dunne	1	5	4	2	3											
8		Fahey 9	Burke 9						Fahey	2	6	7	5	4											
Tuesday																									
1	Mooney 1	Burke 1	Burke 2	Dunne 1	McGrath 2	Hall 1	Balfe 3	Bailey 2	Gill	1	3	8	6	2											
2	Brown 3	Fahey 1	Gill 2	Murphy 1	Gill 3	Murray 6	McGlynn 5	Gill 8	Groves	1	2	3	5	7											
3	Hall 6	McCarthy 1	McCabe 2	Murray 1	Dunne 5	Balfe 8	McGrath 6	Brown 9	Hall	1	2	3	5	4											
4	Vaughan 8	Groves 6	Lane 5	Long 3	Conlon 7	Long 8		Byrne 9	Lane	6	1	4	3	5											
5	Groves 9	McCabe 9		Lane 8				Byrne 8	Long	1	11	4	5	6											
6	Murphy 9			McKenna 8					McCabe	1	3	12	4	6											
7				Bailey 10					McCarthy	5	1	2	4	6											
Wednesday																									
1	McCarthy 5	Conlon 2	Hall 2	Fahey 2	Murray 3	Bailey 3	Conlon 4	McKenna 1	McGlynn	7	5	9	2	3											
2	Burke 8	Balfe 4	Groves 3	Murray 2	Brown 8	Murphy 3	Fahey 6	Fahey 7	McGlynn	1	3	4	9	5											
3	Vaughan 9	Byrne 6	McKenna 7	Burke 3	McCabe 12	Balfe 5	Lee 6	McGlynn 9	McCarthy	7	2	6	5	8											
4	Lee 10	McCarthy 6	Lee 8	Brown 4	Bailey 14	Vaughan 5	McGlynn 8	Balfe 10	McKenna	1	3	4	9	5											
5	Long 10	Lee 9	Dunne 9	Groves 4		Lane 9	McGrath 8		Mooney	1	2	3	7	1											
6	Bailey 11	Murray 9	Mooney 9	Bailey 13		McCabe 13			Murphy	3	2	5	1	6											
7	McCabe 11	McCabe 10	Bailey 12						Murray	6	3	2	5	10											
8									Vaughan	6	1	4	3	2											
Thursday																									
1	Lane 1	Lane 2	McKenna 3	Long 4	Hall 3	Murphy 2	Byrne 5	Vaughan 1																	
2	Byrne 2	McCarthy 2	Gill 4	McCarthy 4	Burke 4	Burke 5	Gill 6	Dunne 4																	
3	Conlon 3	McKenna 2	Groves 7	McGlynn 4	McKenna 4	McGrath 5	Balfe 7	Fahey 5	DP																
4	Brown 6	McGrath 3	McCabe 7	Mooney 4	Lee 5	Murray 5		McCarthy 7	P																
5	Murphy 8	Murray 4	Dunne 8	Gill 5	Mooney 6	McGlynn 6																			
6	Hall 9	Lee 7		Bailey 9	Bailey 8																				
7	Long 9	Groves 8																							
8	Groves 10	Hall 8																							
9	Vaughan 10																								
Friday																									
1	Mooney 2	Lee 1	McGlynn 2	Dunne 2	Dunne 3	McGlynn 4	Vaughan 3	Vaughan 2																	
2	Fahey 4	Byrne 3	Byrne 4	Fahey 3	McGlynn 3	Vaughan 4	McCabe 4	Hall 5																	
3	Conlon 5	Lane 3	McCabe 6		Lee 4	Lane 4	Bailey 6	Bailey 5																	
4	Balfe 6	McCarthy 3	McKenna 6	Groves 5	Long 5	Bailey 6	Balfe 5	Conlon 6																	
5	Burke 7	Murphy 4		Gill 7	Burke 6	Long 6	McKenna 9	Brown 7																	
6	Hall 7	McCabe 5				Byrne 7	Murray 10	Gill 10																	
7	Gill 9	Long 7				Mooney 8		Murray 11																	
8		Murray 8						Long 12																	
9		McGrath 9																							

Note: Principal and Deputy Principal spare and to be included at end where required

P or DP has to be used

Step 3

At the end of Step 2 there will still be some unfilled periods. In addition to the unallocated periods for the Principal and Deputy Principal, these unfilled periods may be the result of teacher(s) who have not been able to be allocated to five periods. (In the sample there is one such period for Teacher Mooney)

Decide on the period(s) which won't be filled. (In the example it is Period 5 Tuesday)

Fill the remaining periods by Principal and Deputy Principal.

Allocate teacher(s) with less than 5 periods to their highest unfilled preference.

This is the final result for this roster with the unused teachers removed, the Principal and Deputy Principal added and the extra period added for the teacher who only had four periods from the previous steps:

Completed roster - unused teachers removed, P & DP added, period added for unfilled teacher										Count box					
Monday	P1 Rank	P2 Rank	P3 Rank	P4 Rank	P5 Rank	P6 Rank	P7 Rank	P8 Rank		1	2	3	4	5	
1	Long 1	Balfe 1	Groves 1	Bailey 4	Conlon 1	Bailey 1	Brown 2	McCabe 3		Bailey	4	1	2	3	6
2	McCabe 1	Byrne 1	Mooney 3	McKenna 5	Gill 1	Brown 1	McGrath 7	McGlynn 7		Balfe	1	8	3	5	7
3	Hall 4				Groves 2	Vaughan 6	Long 11	DP		Brown	1	2	9	8	3
4					Lee 3	Mooney 7	P	P		Burke	1	2	4	5	8
5										Byrne	5	3	4	1	2
6										Conlon	1	2	4	5	6
7										Dunne	1	5	4	2	3
8										Fahey	2	6	7	5	4
Tuesday										Gill	1	3	8	6	2
1	Mooney 1	Burke 1	Burke 2	Dunne 1	McGrath 2	Hall 1	Balfe 3	Bailey 2		Groves	1	2	3	5	7
2	Brown 3	McCarthy 1	Gill 2	Murphy 1	Gill 3	Murray 6	McGlynn 5	Gill 8		Hall	1	2	3	5	4
3					Dunne 5	Balfe 8	McGrath 6	Brown 9		Lane	1	2	4	6	3
4						DP	Murphy 6	DP		Lee	6	1	4	3	5
5										Long	1	11	4	5	6
6										McCabe	1	3	12	4	6
7										McCarthy	5	1	2	4	6
Wednesday										McGlynn	7	5	9	2	3
1	McCarthy 5	Conlon 2	Hall 2	Fahey 2	Murray 3	Bailey 3	Conlon 4	McKenna 1		McGrath	7	2	6	5	8
2	Burke 8	McCarthy 6	Groves 3	Murray 2	Brown 8	Murphy 3	Fahey 6	Fahey 7		McKenna	1	3	4	9	5
3					McCabe 12	Balfe 5	Lee 6	McGlynn 9		Mooney	1	2	3	7	4
4					P	DP	McGrath 8	P		Murphy	3	2	5	1	6
5										Murray	6	3	2	5	10
6										Vaughan	6	1	4	3	2
7															
Thursday															
1	Lane 1	Lane 2	McKenna 3	Long 4	Hall 3	Murphy 2	Byrne 5	Vaughan 1							
2	Byrne 2	McCarthy 2	Groves 7	McCarthy 4	Brown 8	Burke 5	Gill 6	Dunne 4		Principal & Deputy					
3				Mooney 4	McKenna 4	McGrath 5	Balfe 7	Fahey 5		DP	M	Tu	Tu	W	Th
4					Lee 5	Murray 5	P	DP		P	M	M	W	W	Th
5															
6															
Friday															
1	Mooney 2	Lee 1	McGlynn 2	Dunne 2	Dunne 3	Vaughan 4	Vaughan 3	Vaughan 2		Outcome for teachers					
2	Fahey 4	Byrne 3	Byrne 4	Lee 4	McGlynn 3	Bailey 6	McCabe 4	Hall 5		with regard to					
3	Conlon 5	Lane 3	McCabe 6	Groves 5	Lane 4	Lane 6	McKenna 9	Murphy 5		preferences					
4					Long 5	Long 6	Murray 10	Conlon 6		5 of 5 first preferences	3				
5										4 of 5 first preferences	12				
6										3 of 5 first preferences	7				
										<3 of first five pres	1				

Note: In the example shown, 123 out of the 125 spots on the target table were filled as planned (98%)

PUBLISHING THE ROTA AND FURTHER CHANGES

1. The completed roster will be made available to all teachers.
2. After the roster is published to staff, teachers may swop rostered periods once the agreed swop is notified to the Principal in writing.
3. If timetable changes occur after the start of the school year (e.g. special needs allocation or changes necessitated by changes to the PLC programme etc.), then school management will make the necessary adjustments to the roster.
4. Notes:
 - It has been agreed that the completed roster will be in place before the start of each school year.
 - Under the S&S scheme, supervision arrangements should also be put in place and timetabled over the course of the school year as per CL PPT 01/03.