

## **Supervision and Substitution Scheme - School Year 2023/2024**

**Notes:** *This guideline relates to the **regular** Supervision and Substitution scheme. The guidance and rates remain unchanged and are as per the previous school year.*

### **1. Introduction**

Where a teacher has opted out of supervision and substitution scheme, an amount equivalent to the supervision and substitution allowance has been allocated to the teacher's school for the provision of supervision and substitution duties. This grant cannot be used to pay full-time teachers or teachers who have opted out of the scheme for supervision and substitution on a casual/ non-pensionable basis.

The following sequence is recommended when considering when to use the supervision and substitution grant;

- i. In the case of certified leave, approved in-service and other approved absences where the Department of Education provides paid substitution cover, every effort should be made to employ a suitably qualified substitute.
- ii. The substitution roster is primarily intended to cover approved absences on school business, uncertified leave, the first day of force majeure and the first day of illness in family leave. Where there is no substitute teacher available to cover approved leave as specified in (i) above, a school may use the substitution roster.
- iii. If no one is available from the substitution roster the recommended sequence is to use the substitution hours (Batt Hours) to pay a part-time teacher on OLCS or to use the supervision & substitution grant to pay a part-time teacher.

### **2. Supervision and Substitution payments to schools during the school year 2023/2024**

Payments from the Department of Education to schools for supervision and substitution for the school year 2023/2024 are as follows:

**Payment 1:** Schools are due to receive a payment in December 2023. This payment represents the first instalment of Supervision and Substitution for 2023/2024 based on the number of teachers who have opted out of the scheme in each school.

**Payment 2:** Schools will receive a payment in June 2024. This payment represents the balancing amount of Supervision and Substitution due for the school year 2023/2024.

### 3. Hourly rates of pay for Supervision and Substitution duties

As per **Department of Education Circular 0015/2015** the following are the hourly rates for part-time teachers performing supervision and substitution duties additional to their compulsory supervision and substitution liability with effect from commencement of 2015/16 school year:

Note that the hourly rate and the value of the statutory annual leave per hour should not be added together at time of payment. A separate payment should be made in respect of accumulated holiday pay.

| <b>Status of Part-Time Teacher</b>                        | <b>Hourly Rate<br/>excluding holiday<br/>pay<br/>€</b> | <b>Value of Statutory Annual<br/>Leave Accumulated per<br/>Hour Worked<br/>€</b> |
|-----------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------|
| Pre-1 January 2011 Entrant to Teaching                    | 42.08                                                  | 5.74                                                                             |
| Entered teaching between 1 January 2011 & 31 January 2012 | 37.88                                                  | 5.16                                                                             |
| Entered teaching on or after 1 February 2012              | 28.59                                                  | 3.90                                                                             |

The following are the hourly rates for external supervisors:

| <b>Status of Supervisor</b>                    | <b>Hourly Rate<br/>excluding<br/>holiday pay<br/>€</b> | <b>Value of Statutory Annual<br/>Leave Accumulated per Hour<br/>Worked<br/>€</b> |
|------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------|
| Employed prior to January 1 <sup>st</sup> 2011 | 21.31                                                  | 1.70                                                                             |
| Employed after 1 <sup>st</sup> January 2011    | 19.18                                                  | 1.53                                                                             |

Please note schools should include employer's PRSI at 11.05% in addition to the above rates when calculating the amount of grant available to spend.

#### **4. Supervision and Substitution Scheme – Opt-in for Principals and Deputy Principals with effect from 1 September 2022**

Circular [0032/2023](#) notifies of amendments to the supervision and substitution scheme from 1 September 2022.

The option to opt back into the supervision and substitution scheme is confined to teachers who:

- a. previously opted out from compulsory participation in the supervision and substitution scheme under Circulars 0006/2014 or 0047/2017, and
- b. subsequently have been promoted to a permanent Principal or Deputy Principal position since opting out.

For those wishing to opt back into the scheme for 2022/2023 and 2023/2024, a completed application form must be submitted to the Department of Education by 1<sup>st</sup> December 2023.

For Principals or Deputy Principals promoted after the 2023/2024 school year an application must be submitted within 6 weeks of appointment to the post.

Further details can be found in Circular [0032/2023](#).

#### **5. Allocation of substitution hours on the OLCS (Batt hours) [Circular 50/2014](#)**

Each post-primary school will be provided with a defined number of hours of substitution to provide cover for teacher absences arising from official school business. This will be calculated on the basis of the number of pupils in a school with a minimum number of available hours for all schools with less than 100 pupils.

For example in the 2014/15 school year 0.22 hours substitution cover were to be allocated for each pupil in a school as per the school's recognised enrolment on the 30<sup>th</sup> of September 2013. This substitution allocation is commonly known as Batt Hours.

Example: A school with an enrolment of 500 is allocated:  $500 \times 0.22 = 110$  hours. This would be shown in a revised teacher allocation schedule, due early in the new school year as 0.15 WTE.

These hours will be included in the total part time hours available to the school on the OLCS. These hours must be used for substitution only and cannot be allocated as a portion of a part time teachers' contract.

#### **6. References**

This guideline is based on Circulars [0006/2014](#), [0042/2014](#), [0041/2017](#) and [0032/2023](#).

*Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.*

Tel: 01-269 0677

[info@fssu.ie](mailto:info@fssu.ie)

4<sup>th</sup> October 2023

## **An Scéim Maoirseachta agus Ionadaithe - Scoilbhliain 2023/2024**

**Nótaí:** Baineann an treoirlíne seo leis an **nGnáthscéim** Maoirseachta agus Ionadaithe. Níl aon athrú ar an treoir ná ar na rátaí agus is ionann iad agus a raibh ann sa scoilbhliain roimhe.

### **1. Réamhrá**

Sa chás gur dhiúltaigh múinteoir a bheith páirteach sa Scéim Maoirseachta agus Ionadaithe, rinneadh méid is ionann agus an liúntas maoirseachta agus ionadaithe a leithdháileadh ar scoil an mhúinteora chun dualgais mhaoirseachta agus ionadaithe a chomhlíonadh. Ní ceadmhach an deontas sin a úsáid le múinteoirí lánaimseartha ná múinteoirí a dhiúltaigh a bheith páirteach sa scéim a íoc as maoirseacht ná ionadú ar bhonn neamhfhoirmeálta/neamh-inphinsin.

Moltar an t-ord seo a leanas lena oibriú amach cathain is cuí an deontas maoirseachta agus ionadaithe a úsáid;

- i. I gcás saoire dheimhnithe, tréimhsí inseirbhíse faofa agus asláithreacht fhaofa eile, a soláthraíonn an Roinn Oideachais clúdach ionadaithe íoctha ina leith, ba chóir go ndéanfaí gach iarracht múinteoir ionaid a fhostú, atá cáilithe go cuí.
- ii. Is é príomhchuspóir an uainchláir ionadaithe ná clúdach a sholáthar maidir le hasláithreacht fhaofa le haghaidh gnó scoile, saoire gan teastas, an chéad lá de force majeure agus an chéad lá de shaoire i gcás breoiteacht sa teaghlach. Sa chás nach bhfuil aon mhúinteoir ionaid ar fáil chun saoire fhaofa a chlúdach mar atá sonraithe in (i) thuas, is féidir le scoil an t-uainchlár ionadaithe a úsáid.
- iii. Mura bhfuil aon duine ar fáil ón uainchlár ionadaithe, is é an t-ord a mholtar ná na huaireanta ionadaithe (uaireanta Batt) a úsáid chun múinteoir páirtaimseartha a íoc ar OLCS nó an deontas maoirseachta agus ionadaithe a úsáid chun múinteoir páirtaimseartha a íoc.

### **2. Íocaíochtaí Maoirseachta agus Ionadaithe le scoileanna le linn na scoilbhliana 2023/2024**

Is iad seo a leanas na híocaíochtaí ón Roinn Oideachais le scoileanna as maoirseacht agus ionadú le linn na scoilbhliana 2023/2024:

**Íocaíocht 1:** Tá íocaíocht dlite do scoileanna i Nollaig 2023. Is ionann an íocaíocht sin agus an chéad tráthchuid de Mhaoirseacht agus Ionadú le haghaidh 2023/2024 bunaithe ar líon na mhúinteoirí a dhiúltaigh a bheith páirteach sa scéim i ngach scoil.

**Íocaíocht 2:** Gheobhaidh scoileanna íocaíocht i Meitheamh 2024. Is ionann an íocaíocht sin agus an méid comhardaithe maidir leis an íocaíocht as Maoirseacht agus Ionadú atá dlite i gcomhair na scoilbhliana 2023/2024.

### 3. Rátaí pá in aghaidh na huaire ar dhualgaís Mhaoirseachta agus Ionadaithe

De réir [Chiorclán 0015/2015](#) ón Roinn Oideachais, is iad seo a leanas na rátaí in aghaidh na huaire do mhúinteoirí páirtaimseartha a dhéanann maoirseacht agus ionadú sa bhreis ar a ndlíteanas éigeantach maoirseachta agus ionadaithe le héifeacht ó thús na scoilbhliana 2015/16:

Tabhair faoi deara nach cóir an ráta in aghaidh na huaire agus luach na saoire reachtúla in aghaidh na huaire a shuimiú le chéile tráth na híocaíochta. Ba chóir íocaíocht ar leith a dhéanamh i ndáil le pá saoire carnach.

| <b>Stádas an Mhúinteora Pháirtaimseartha</b>                                           | <b>Ráta in aghaidh na huaire gan pá saoire san áireamh<br/>€</b> | <b>Luach na Saoire Bliantúla Reachtúla arna Carnadh in aghaidh na hUaire Oibre<br/>€</b> |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Thosaigh sé/sí ag múineadh den chéad uair roimh an 1 Eanáir 2011                       | 42.08                                                            | 5.74                                                                                     |
| Thosaigh sé/sí ag múineadh den chéad uair idir an 1 Eanáir 2011 agus an 31 Eanáir 2012 | 37.88                                                            | 5.16                                                                                     |
| Thosaigh sé/sí ag múineadh den chéad uair tar éis an 1 Feabhra 2012 nó ar an dáta sin  | 28.59                                                            | 3.90                                                                                     |

Is iad seo a leanas na rátaí in aghaidh na huaire do mhaoirseoirí seachtracha:

| <b>Stádas an Mhaoirseora</b>       | <b>Ráta in aghaidh na huaire gan pá saoire san áireamh<br/>€</b> | <b>Luach na Saoire Bliantúla Reachtúla arna Carnadh in aghaidh na hUaire Oibre<br/>€</b> |
|------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Fostaithe roimh an 1 Eanáir 2011   | 21.31                                                            | 1.70                                                                                     |
| Fostaithe tar éis an 1 Eanáir 2011 | 19.18                                                            | 1.53                                                                                     |

Tabhair faoi deara gur chóir do scoileanna ÁSPC an fhostóra ag ráta 11.05% a chur san áireamh sa bhreis ar na rátaí thuas, agus méid an deontais atá ar fáil lena chaitheamh á ríomh.

#### **4. An Scéim Maoirseachta agus Ionadaithe – An Rogha le Dul Isteach Arís do Phríomhoidí agus Leas-Phríomhoidí le héifeacht ón 1 Meán Fómhair 2022**

In Imlitir [0032/2023](#) tugtar fógra maidir le leasuithe ar an scéim maoirseachta agus ionadaithe atá le teacht i bhfeidhm ar an 1 Meán Fómhair 2022.

Ní bhaineann an rogha le dul isteach sa scéim maoirseachta agus ionadaithe arís ach le múinteoirí:

- a. a roghnaigh gan bheith páirteach sa scéim éigeantach maoirseachta agus ionadaithe faoi Imlitir 0006/2014 nó faoi Imlitir 0047/2017, agus
- b. ar tugadh ardú céime dóibh chun post buan Príomhoide nó Leas-Phríomhoide ó roghnaigh siad gan bheith páirteach.

Dóibh siúd ar mian leo dul isteach sa scéim arís do 2022/2023 agus 2023/2024, ní mór dóibh foirm iarratais chomhlánaithe a chur faoi bhráid na Roinne Oideachais faoin 1 Nollaig 2023.

I gcás Príomhoidí agus Leas-Phríomhoidí a fuair ardú céime tar éis scoilbhliain 2023/2024, ní mór dóibh iarratas a chur isteach tráth nach déanaí ná ó seachtaine tar éis a gceaptha chun an phoist.

Tá tuilleadh sonraí ar fáil in Imlitir [0032/2023](#).

#### **5. Leithdháileadh uaireanta ionadaithe (uaireanta Batt) ar an gCóras Éileamh ar Líne (OLCS) [Ciorclán 50/2014](#)**

Soláthrófar do gach iar-bhunscoil méid sonraithe uaireanta d'ionadú chun go mbeadh clúdach ann le haghaidh asláithreachta múinteoirí mar thoradh ar ghnó scoile oifigiúil. Déanfar é sin a ríomh ar bhonn líon na ndaltaí i scoil, agus beidh íosmhéid maidir leis na huaireanta atá ar fáil i gceist i gcás gach scoile ina bhfuil níos lú ná 100 dalta.

Mar shampla, i scoilbhliain 2014/15, bhí 0.22 uair an chloig de chlúdach ionadaithe le leithdháileadh i leith gach dalta i scoil de réir rollú aitheanta na scoile amhail ar an 30 Meán Fómhair 2013. Glaoitear Uaireanta Batt ar an leithdháileadh ionadaithe sin go hiondúil.

Mar shampla: I gcás scoil ina bhfuil rollú de 500 dalta, leithdháiltear:  $500 \times 0.22 = 110$  uair an chloig. Thaispeánfaí an méid sin, i sceideal nuashonraithe um leithdháileadh múinteoirí a bheadh dlite go luath sa scoilbhliain nua, mar choibhéis múinteora lánaimseartha de 0.15.

Áireofar na huairanta sin leis na huairanta páirteimseartha iomlána atá ar fáil don scoil ar an OLCS. Ní foláir go n-úsáidfí na huairanta sin i gcomhair ionadú amháin, agus ní féidir iad a leithdháileadh mar sciar de chonradh múinteora páirteimseartha.

## 6. Teistimeireachtaí

Tá an treoirlíne seo bunaithe ar Chiorcláin [0006/2014](#), [0042/2014](#), [0041/2017](#) agus [0032/2023](#).

*Déan teagmháil le FSSU le tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo.*

Guthán: 01-269 0677

[info@fssu.ie](mailto:info@fssu.ie)

An 4 Deireadh Fómhair 2023