



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

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

### **Introduction**

1. The purpose of this Circular is to notify Post Primary Managerial Authorities, Education and Training Boards, Principals and Deputy Principal Teachers of certain amendments to the Supervision and Substitution Scheme (S&S) to take effect from 1 September 2022 (or date of appointment, if later).
2. These amendments arise from an agreement reached at the Teachers Conciliation Council (TCC) in May 2023 under Agreed Report 2-2022.
3. As stated in [Circular 0006/2014](#) and [Circular 0047/2017](#), participation in the S&S Scheme is compulsory for all teachers, save for those who availed of the opt-out arrangement under those Circulars.

### **Eligibility Criteria**

4. Under the terms of this agreement, the option to opt back in to the S&S Scheme is confined to teachers who:
  - a. previously opted out from compulsory participation in the S&S 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.
5. For the avoidance of doubt, where a teacher opted out of S&S duties under previous circulars, that opt-out remains in place unless the teacher has been promoted to a permanent Principal or Deputy Principal position and opts back in to the S&S scheme under the terms of this Circular.
6. This offer to opt back into the S&S Scheme is provided on the basis that such permanently appointed principals and deputy principals carry out S&S duties and agree to be included on S&S rosters where applicable.
7. The opt-in is irrevocable and having so opted, a teacher may not subsequently opt out of the requirement to carry out S&S duties.

8. The salary reduction associated with the opt-out will be restored to the teachers salary with effect from 1 September 2022 (or date of appointment, if later).

## **Application Process**

9. In order for the opt-in to take effect, permanent Principal and Deputy Principal Teachers who wish to avail of the opt-in must submit an application to the Board of Management of their school for approval as per the application form included at Appendix 1 below.
10. For those persons applying to opt back into the scheme, for the 2022/2023 and 2023/2024 school year, the completed application form must be submitted to the Department of Education by 1<sup>st</sup> December 2023. Late applications will not be accepted for these years. Applications forms received after this date will not take effect until the next school year, commencing from September 2024.
11. For Principals and Deputy Principal Teachers promoted after the 2023/2024 school year, an application must be submitted within 6 weeks of appointment to the post. Late applications will be processed with effect from September of the next school year and no retrospective payment will apply.
12. These measures will ensure that the correct substitution and supervision grants can be paid to schools, in a timely manner each year, in respect of persons who have opted out of the scheme.
13. Completed applications forms in respect of:
  - i. Voluntary Secondary, Community & Comprehensive schools should be submitted for processing to the S&S Scheme Opt-in Application, Post-Primary Teachers Payroll, Department of Education, Cornamaddy, Athlone, Co. Westmeath.
  - ii. ETB schools should be submitted for processing to the S&S Scheme Opt-in Application, Human Resources section of the Education and Training Board.
14. A copy of the completed form should be retained by the school and the teacher.

## **Circulation and Queries**

15. 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.

16. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>

17. Enquiries regarding this Circular should initially be brought to the attention of the school management who may wish to consult with their management representative organisation/ETB. Any further queries may be directed to the following email address: [ESR@education.gov.ie](mailto:ESR@education.gov.ie).

Mark Bohan  
External Staff Relations  
31<sup>st</sup> August 2023

**PRINCIPALS AND DEPUTY PRINCIPALS SUPERVISION & SUBSTITUTION  
OPT-IN APPLICATION FORM**

Teacher Name:	
Teacher Payroll Number: (not Teaching Council Registration No.)	
Appointment Position: (i.e. Principal / Deputy Principal)	
Date of Permanent Appointment:	
School Name:	
School Address:	
School Roll Number:	

**Teacher Declaration:**

I have read and understand the terms of DES Circular 0047/2017. I confirm that I opted out of S&S duties under Circular 0006/2014 / Circular 0047/2017 [delete as appropriate] and that, following my appointment to a permanent Principal/Deputy Principal post I wish to opt-in back into the S&S Scheme.

I accept that this opt-in is irrevocable and having so opted in I may not subsequently opt back out of the requirement to carry out supervision and substitution duties.

I understand and accept that pension contributions are payable on the salary which I will receive.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Completed applications forms in respect of:

- **Voluntary Secondary, Community & Comprehensive schools** should be submitted for processing to the S&S Scheme Opt-in Application, Post-Primary Teachers Payroll, Department of Education, Cornamaddy, Athlone, Co. Westmeath.
- **ETB schools** should be submitted for processing to the S&S Scheme Opt-in Application, Human Resources section of the Education and Training Board.

**Data Protection:** The Department of Education will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Department's registration with the Data Protection Commissioner (DPC) - REF 10764/A. If the information you have provided is to be used for purposes other than outlined in the Department's registration with the DPC your permission will be sought.