

## Frequently Asked Questions – Probation

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| 1. | What are the teaching positions that are recognised for the purposes of probation?   |
|    | <ul style="list-style-type: none"> <li>• Mainstream class teacher</li> <li>• Special class teacher in a mainstream school</li> <li>• Teacher in a special school</li> <li>• Full-time resource teacher (low incidence disabilities)</li> <li>• Newly-qualified post-primary teachers (who have not had their post-qualification experience certified in a post-primary school) and are teaching in a special school where a proportion of the pupils attending the school are of post-primary age and where they are teaching second level certificate programmes.</li> </ul>  |
| 2. | What are the teaching positions that are <b>not</b> recognised for the purposes of probation?  |
|    | <ul style="list-style-type: none"> <li>• Principal teachers (Subject to Circular 02/02)</li> <li>• Learning Support/Resource Teachers (LS/RT) posts under the General Allocation Model</li> <li>• Support teacher</li> <li>• HSCL teacher</li> <li>• Visiting teacher for the Hearing/Visually Impaired (VTHVI)</li> <li>• Language support teacher (LS)</li> </ul>  |
| 3. | What teaching service will be recognised towards the 100 days' service requirement for probation?  |
|    | <ul style="list-style-type: none"> <li>• Service as a teacher in a mainstream class</li> <li>• Service as a teacher in a special class in a mainstream school</li> <li>• Service as a teacher in a special school</li> <li>• Service as a full-time resource teacher</li> <li>• Service as a post-primary teacher in a Special Education Setting where the pupils are of post-primary school age and where second level certificate programmes are being taught</li> <li>• Service as a teacher in a state inspected primary school (4 – 11) outside of Ireland (to date, such service has been accepted as part of a recognised probation/induction process only).</li> <li>• Service in a private school affiliated to the Irish Association of Independent Junior Schools.</li> </ul> |
| 4. | What teaching service will <b>not</b> be recognised towards the 100 days' service requirement for probation?   |
|    | <ul style="list-style-type: none"> <li>• Teaching service as an unqualified person (prior to the completion of a teacher education qualification)</li> <li>• Teaching service as a qualified post-primary teacher in a primary school</li> <li>• Part time resource hours</li> <li>• Language support teaching</li> <li>• Service as a teacher in a post-primary school</li> <li>• Service as a Special Needs Assistant</li> <li>• Learning Support (LS/RT or LS) or mixed service as a resource teacher and learning</li> </ul>   |

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|    | <ul style="list-style-type: none"> <li>support teacher</li> <li>• Service in Applied Behaviour Analysis (ABA) settings which are not recognised by the Department of Education and Skills</li> </ul>  |
| 5. | How long do I have to complete probation from the date I register with the Teaching Council?  |
|    | <ul style="list-style-type: none"> <li>• The Teaching Council stipulates the period during which the registration conditions must be satisfied.</li> <li>• Registration with <b>probationary conditions</b> is valid for a period of three years from the date of first registration.</li> <li>• Registration with conditions <b>other than probation</b> is valid for a period of three years from the date of first registration. Where teachers are registered with <b>both probationary and other conditions, two consecutive three-year periods are allowed</b>. All non-probationary conditions must be met before the probationary period commences.</li> </ul>  |
| 6. | Who is responsible for keeping a record of the teacher's service?   |
|    | From September 2010, it is the responsibility of the probationary teacher to obtain written evidence of his/her service from the management of the employing school or schools. Teachers who had eligible service prior to September 2010 should apply to the Department for evidence of their service.   |
| 7. | Following the successful completion of the professional competence and the service aspects of probation, what must a teacher do to become fully registered with the Teaching Council?   |
|    | The completion of probation is subject to both service and professional competence requirements. For the 2011/12 school year only, the service requirement is 100 days teaching. When the teacher can provide evidence of satisfactory completion of the professional competence aspect of probation and provide evidence of the 100 days' completed service, the teacher then completes Form C which is available on the Teaching Council website and forwards these three pieces of information (service record, statement from Inspectorate and the completed Form C) to the Teaching Council. The Teaching Council decides if all probationary conditions have been met and, where this is the case, removes the probation condition. Full registration normally follows and the teacher will be contacted by the Teaching Council in due course. |
| 8. | What is the situation where a teacher is in a mainstream class for one visit and in a resource or special post for the second visit?  |
|    | The purpose of the evaluation visits is to assess the professional competence of the teacher. Where a teacher is inspected in two different settings and if both evaluations are satisfactory, the teacher can be deemed to have met the full professional competence requirement. In such circumstances, a supplementary evaluation visit will not be necessary.   |
| 9. | How long do I have to complete my termly plans?   |
|    | Planning and preparation is a continuous process. Planning and preparation should commence as soon as the NQT is appointed to a teaching post. The purpose of planning and preparation is to guide the teaching and learning process in order to ensure the best possible outcomes for pupils.  |

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| 10.   | What guidance has been given on planning to probationary teachers?   |
| <p>Probationary teachers who participate in the <i>National Induction Programme for Teachers</i> (NIPT) will be given guidance on how best to plan and prepare for their work in the classroom. The booklet <i>Guidelines for Probationary Teachers in Primary Schools</i> was originally published by the Department in 2005. The guidelines on planning were subsequently refined and are available in both Irish and English on the NIPT website: <a href="http://www.teacherinduction.ie">www.teacherinduction.ie</a></p> <p>In addition to the information posted on the NIPT website, seminars organised by the NIPT cover the topic of planning. Therefore, no situation should arise where a probationary teacher is not aware of the requirements for planning.</p> <p>Teachers should also be aware that planning guidelines have been compiled for teachers in resource positions and special classes. These guidelines are also available on the NIPT website: <a href="http://www.teacherinduction.ie">www.teacherinduction.ie</a></p> |  |
| 11.   | Do you apply to Limerick Education Centre for inspection visits using form OP1, even though you may only have a month's work?            |
| <p>No. An NQT should apply to Limerick Education Centre for inspection visits only if s/he will be in a recognised teaching position for 50/100 consecutive school days.</p>  |  |
| 12  | Is participation in the <i>National Induction Programme for Teachers</i> compulsory for teachers on probation?                           |
| <p>No. While participation in the <i>National Induction Programme for Teachers</i> is not compulsory, probationary teachers are encouraged to avail of the programme through their local Education Centre. Further information is available on <a href="http://www.teacherinduction.ie">www.teacherinduction.ie</a></p>   |  |
| 13  | Can a newly qualified teacher apply for professional competence visits if they are employed as a full-time shared resource teacher?      |
| <p>Yes. A newly qualified teacher (NQT) may apply for professional competence visits if s/he is teaching in a <b>recognised full-time</b> resource teaching post. This full-time resource teaching post may be shared between a number of schools provided the teaching is in a resource teaching context only. A newly qualified teacher is not eligible to be probated in a combined resource/learning support role.</p>  |  |
| 14  | Can a newly qualified teacher apply for professional competence visits if they are employed on a part-time basis in a number of schools? |
| <p>No. A newly qualified teacher (NQT) may apply for professional competence visits only if s/he is teaching in a <b>recognised full-time</b> resource teaching post</p>  |  |

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| 15  | May a newly qualified teacher opt out of probation for a year?  |
| No. Following registration with the Teaching Council, a teacher is conditionally registered subject to satisfactory completion of probation. Once conditionally registered with the Teaching Council, a NQT has three years within which to satisfactorily complete the probationary process. All teachers appointed in schools are subject to inspection on an ongoing basis. An NQT should seek the support of the principal to discuss any areas of concern. |   |
| 16  | If an NQT is subbing from school to school, should he/she inform Limerick Education Centre each time he/she moves school?   |
| Yes, if s/he is in a position for a period of 50 or 100 consecutive school days.  |   |
| 17  | If an NQT is teaching in a resource position can they be fully probated and subsequently be granted full registration by the Teaching Council if they teach Irish to a mainstream class during the probationary period?                             |
| No. A resource teacher is appointed to work with nominated pupils and cannot share this responsibility. A teacher may be probated in a full-time resource teaching-post and subsequently be granted restricted recognition by the Teaching Council.   |   |
| 18  | In the case of an NQT who had begun the probationary process in 2010/11 and had a first inspection visit, will the process start again from the beginning in the new school year, i.e. service requirement and professional competence requirement? |
| No. The process does not begin again. Previous inspections will be taken into account when deciding on the inspections necessary in the new post. A fresh application on the OP1 form should be made to LEC in 2011/12.   |   |
| 19  | Can an NQT teaching in an autism unit, qualified in England, and completing the SCG be probated in restricted setting?  |
| No. Where a teacher has qualifications shortfalls, they are not eligible to participate in the probationary process until all qualifications shortfalls have been met.  |   |
| 20  | Will the board of management get a copy of the <i>Statement of Competence</i> or the written inspection report?   |
| No. Only the teacher receives a copy of the <i>Statement of Competence</i> or the inspector's written report. The Inspectorate will inform the Teaching Council of the outcome of the inspection process in all cases.  |   |
| 21  | Can an NQT be probated when teaching in a mixture of Learning-Support and Resource?   |
| No.   |   |

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| 22   | Can a teacher in resource be probated by ‘borrowing’ a mainstream class for their incidental visits?  |
| No.  |   |
| 23   | What happens where the inspector has recommended that the NQT needs more time to develop and demonstrate his/her teaching skills? Does the process start all over again?                |
| No. The process continues. The decision regarding the number of inspection visits required (1 or 2) will be at the discretion of the inspector.  |   |
| 24   | Can I expect to receive a visit during the first period of 50 days?   |
| An inspector may visit at any time during the 50 day period. Reasonable account will be taken of the settling in phase in a new class context. The NQT should communicate any absences to his/her inspector in as timely a manner as possible. |   |
| 25   | If my first visit does not go well and I really improve by the second visit could I then receive an overall satisfactory rating?  |
| Yes  |   |
| 26   | I sat my exams in May but did not get my results until September – does the subbing I did in June count towards service requirement?  |
| No   |   |
| 27   | When is a teacher deemed qualified?   |
| A teacher is deemed qualified on the date of receipt of successful results transcripts from the relevant Teacher Education Provider.   |   |
| 28   | If I move to a new school/class in term two/three should my planning folder contain long/short term plans from term one?  |
| Yes, as this provides evidence of your commitment to preparation and planning for your work in the classroom.  |   |
| 29   | When the inspector visits, is it in order to have my mentor sit in on the feedback session?   |
| Yes, this is a matter for the newly qualified teacher and subject to the agreement of all parties involved.  |   |
| 30   | If I cannot attend induction workshops as I am currently completing my 4th year in Froebel/Marino/COI, will this affect my probation?   |
| No.  |   |
| 31   | If I get probated in a resource teaching setting this year and do not transfer to mainstream for a few years, is it possible then to apply for my supplementary visit? Is there a time- |

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|   | frame on this?   |
| <p>Yes. The timeframe is a matter for the Teaching Council.</p> <p>When a teacher has been probated in a restricted setting and subsequently takes up a post in a mainstream classroom, the teacher must advise the Teaching Council in writing of the date on which he/she has taken up this post, so that the Council may allow an appropriate two-year period during which this condition must be satisfied.</p>   |  |
| 32  | Is the same amount of planning required for a teacher who has been probated in resource and is now in mainstream and applying for a supplementary visit?   |
| <p>Yes. Preparation and planning guidelines are available for viewing on the National Induction Programme website <a href="http://www.teacherinduction.ie">www.teacherinduction.ie</a></p>  |  |
| 33  | Do you have to register when you qualify from College or can you travel for a year or two and then register?   |
| <p>Ideally, applicants should register on qualification as they may decide to teach when travelling. However, applicants may defer the process of registration until they return to Ireland and apply at least four months in advance of taking up a teaching position in order to complete the Garda Vetting Process.</p> <p>Registration with probationary conditions is valid for a period of three years from the date of first registration with the Teaching Council.</p> |  |
| 34  | If my first visit from the inspector is in the restricted setting and my second in the mainstream setting - will I be fully probated or have restricted recognition?                                       |
| <p>As long as your work is satisfactory, you will be deemed probated in a mainstream setting.</p> <p>The term restricted recognition is no longer used. The settings in which a teacher is eligible to teach are generally determined by the Regulation under which the teacher is registered with the Teaching Council.</p>  |  |
| 35  | If I am teaching in a teaching position recognised for probationary purposes and have not applied to Limerick Education Centre for inspection visits, can this time count towards the service requirement? |
| <p>Registration with probationary conditions is valid for a period of three years from the date of first registration with the Teaching Council. Hence any teaching undertaken in a teaching position for probationary purposes counts as part of the service requirement, providing that it is after the date of qualification as set down on the newly qualified teacher's transcripts.</p>   |  |
| 36  | If an NQT through no fault of his/her own runs over the 3 year time span to be probated, what happens then?  |
| <p>The NQT may apply to the Teaching Council for an extension.</p> <p>The Council will consider extension requests where the teacher has encountered difficulties and/or extenuating circumstances which are preventing the completion of the required measures in the specified period. The Council will consider such requests in the context of the nature of the</p>  |  |

registration condition, the progress that has been made to date towards meeting the requirements of the condition and the remaining work that remains to be completed.

Every application for an extension is evaluated on its own merits. Applications should only be made in the year in which the specified period is due to expire.

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| 37 | From when does the 3 year probationary time frame start? Is it from the day you start in a probationary position? |
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The 3 year probationary time frame starts from the date of registration with the Teaching Council.

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| 38 | If you are in a Language Support post for a year, does that count towards the 3 year timeframe? |
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Years spent teaching in a language support post are not recognised for service in relation to probation, however, it is counted as a year in the three year probationary timeframe. The 3 year timeframe begins from the time the teacher is first registered with the Teaching Council.

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| 39 | Can an NQT job-share in his/her probationary year? |
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An NQT cannot be probated if assigned to a job-sharing position. A teacher assigned in a job-sharing position should be fully probated.

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