



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

## **SCHEME FOR EXCHANGE OF EXPERIENCED TEACHERS WITH GERMANY 2021/2022**

Five exchanges with teachers in Germany will be arranged on a post-to-post basis during the school year 2021/2022. The exchanges will take place during the first term, i.e. September - Christmas, for a period of thirteen weeks (approx).

Subject to regular and satisfactory full time service, the Irish teacher, while on exchange, will continue to receive salary in the usual way. The Irish teacher will, in addition be paid an extra tax-free allowance each week while resident in Germany under this scheme.

Teachers on exchange will be responsible for their own travel arrangements and for finding suitable accommodation abroad. The Authorities of the schools to which the Irish teachers are assigned should give whatever help they can in the matter of accommodation and may be contacted for advice and help. The Irish teacher, may be paid an additional amount up to a maximum of €500 towards travel and accommodation costs. To receive this payment the teacher will be required to submit the prescribed claim form within 6 months of their return providing proof of cost of travel/accommodation arrangements and certification from their host school.

The scheme provides Irish teachers with a unique opportunity to perfect their knowledge of German and the experience of working in an educational system different to the Irish system. The Irish pupils benefit from the presence in the school of a native speaker of German, with particular gain to the area of oral/aural skills.

Teachers wishing to participate in this scheme must be currently registered with the Teaching Council and be graduates in German who have at least two years experience of teaching German. They must be competent and prepared to teach English language and literature at all levels in the German school and may also be expected to take an interest in out-of-school activities, particularly those connected with the teaching of English. Teachers who apply to participate in this scheme, and who are selected to do so, may not normally withdraw from participation. Applicants may be required to attend for interview and the applicants will be responsible for any expenses incurred.

As the teacher from Germany will usually be in a position to take German classes only, School Authorities must be prepared to make appropriate adjustments to time-tables in order to make the best use of the exchange teacher.



School authorities are requested to bring this scheme to the notice of all teachers of German in their schools.

Schools wishing to participate in this scheme must apply in writing on the official application form to reach the Department not later than **15 February 2021.** Only applications on the official forms will be considered.

Please return the completed forms to: **Eileen Boyce, Teacher/SNA Terms and Conditions, Department of Education, Cornamaddy, Athlone, Co. Westmeath.**

All enquires regarding this scheme should be e-mailed to:  
[teachersna fla@education.gov.ie](mailto:teachersna fla@education.gov.ie)

Teacher/SNA Terms and Conditions  
19 January 2021



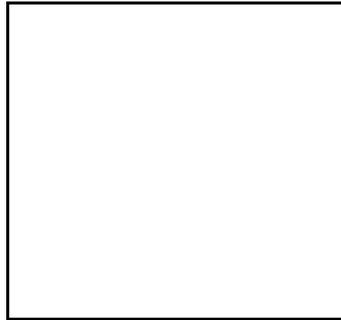
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### APPLICATION FOR A POST AS AN EXCHANGE TEACHER TO GERMANY

TO: GERMANY 1 Term (September/Christmas 2021)

Attach Photograph

School Roll No: \_\_\_\_\_



**PART 1** - To be completed by the applicant. Please type this form or complete it in BLOCK LETTERS using black ink. A recent passport type photo must be attached to the space above.

A. Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

PPSN: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone No: \_\_\_\_\_

Are you currently registered with the Teaching Council: \_\_\_\_\_

Teaching Council Registration Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you have ever changed your name please indicate

(i) Circumstances (e.g. marriage, deed poll) \_\_\_\_\_



(ii) Former Name \_\_\_\_\_ (iii) Date of Change: \_\_\_\_\_

**B.** (i) School in which you are serving at present:

\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

School website: \_\_\_\_\_

Please tick school type

Secondary \_\_\_\_\_ Vocational \_\_\_\_\_  
Community \_\_\_\_\_ Comprehensive \_\_\_\_\_

(ii) Number of Pupils: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_

Current Timetable

(iii) Total hours per week \_\_\_\_\_

Total periods per week \_\_\_\_\_

Subjects you teach to which classes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age range of pupils \_\_\_\_\_

(iv) List in chronological order details of your teaching service to date, giving names of schools, classes and subjects taught: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**C.** (i) Qualifications (give date, place obtained, level of award and subjects studied) \_\_\_\_\_

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(ii) Inservice training courses followed: \_\_\_\_\_

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(iii) Details of periods of a month or more spent abroad: \_\_\_\_\_

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(iv) Would you be willing to teach a second subject in Germany? YES/NO  
If yes, state subject \_\_\_\_\_

(v) Have you ever taken part in a **teacher** exchange before? YES/NO

If yes, please state year and country: \_\_\_\_\_

(vi) Have you ever taught English as a foreign language? YES/NO

If yes, please state period and age of students \_\_\_\_\_

**D.** (i) Will you be accompanied by family members? YES/NO

If yes, state name and date of birth



of any adults or children who would accompany you: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) Would your home be available for your partner during the exchange? YES/NO

If yes, please state

No. of Rooms: \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_

Give details of its location \_\_\_\_\_

And transport facilities available: \_\_\_\_\_

(iii) I would prefer an exchange partner who is:

Male \_\_\_\_ Female \_\_\_\_ Smoker \_\_\_\_ Non-smoker \_\_\_\_\_

(iv) Have you pets (a) you wish to take along

\_\_\_\_\_

(b) to be cared for by exchange partner

\_\_\_\_\_

**E.** (i) Do you participate in school extra-curricular activities? YES/NO

If yes, give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) List your hobbies, interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F.** Part(s) of Germany to which you would like to be assigned (in order of choice) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**N.B.** This section is included to enable you to indicate your preferred destinations. It does not entitle you to a posting in these areas.

**G.** Any further details you wish to have \_\_\_\_\_  
taken into account in support of your \_\_\_\_\_  
application: \_\_\_\_\_

**I have read the conditions governing the exchange of teachers with Germany for 2021/2022. I agree to be bound by the terms of the scheme. If I am selected for participation in the exchange scheme I shall be prepared to accept any post which may be offered to me and to fulfil all the duties of that post.**

**Signature of Applicant:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## **PART II**

### **RECOMMENDATION BY HEAD OF SCHOOL**

I \*am/am not prepared to release the applicant for the duration of the exchange mentioned above and to accept a teacher from Germany in \*his/her place during that period. I understand that the incoming teacher will be **normally in a position to take German classes only** and **I am prepared to make any necessary timetable adjustments** to take account of this.

Signature: \_\_\_\_\_

\*MANAGER/PRINCIPAL

School: \_\_\_\_\_

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

\* Delete words not applicable.

**NOTE:** In furnishing a recommendation heads of schools should have regard to the following points:

A Teachers wishing to participate in the exchange scheme **must be registered with the Teaching Council, be graduates in German, having at least 2 years experience of teaching German.**

B They should be employed in a recognised second-level school on a permanent basis or under contract of indefinite duration for 22 hours



per week or fixed term contract for 22 hours per week.

- C They should be competent and prepared to teach English language and literature at all levels in a school in Germany and would be expected to take an interest in out-of-school activities, particularly those connected with the teaching of English.

**Applications will not be accepted from teachers serving in a probationary capacity**

This form should be returned to:

**Helen McCloskey  
Teacher/SNA Terms and Conditions  
Department of Education  
Cornamaddy  
Athlone, Co. Westmeath**

***Privacy Statement***

The main purpose for which the Department requires the personal data provided by you is for the application as an exchange teacher to Germany scheme 2020/21. The personal data provided may be exchanged with your host school for the purpose of their records. The privacy notice outlining further information in relation to this form can be found at [\[link\]](#). Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the Department Of Education upon request.