

To: EMPLOYING AUTHORITY (CCMS/ELB)

(Note: Voluntary Grammar Schools/ Grant maintained Integrated Schools should send this form directly to: Department of Education, Teachers' Administration and Salaries Branch, Waterside House, 75 Duke Street, LONDONDERRY BT47 6FP)

PRINCIPAL AND VICE-PRINCIPAL ANNUAL SALARY REVIEWS

NB: Please read notes overleaf before completing this form

School Roll No

Teacher's Name TR No

PERFORMANCE REVIEW

Please Specify:-

1. The date of the Board of Governors' meeting at which performance objectives relating to school leadership and management and pupil development were set/agreed:

2. The date the Board of Governors reviewed performance (taking account of the PRSD Review Statement and the performance objectives set/agreed at 1 above) and agreed that there has been a sustained high quality of performance of the principal/vice-principal, and recorded this in the minutes:

SALARY DETAILS

3. Principal School Group Vice-Principal Group.....

4. Individual School Range (ISR): Spinal Point to Spinal Point

Vice-Principal Range Spine Point. to Spine Point

5. Current Spinal Point Current Salary Value

New Spinal Point New Salary Value

Effective Date of Progression (Normally 1 September)

Signed : **Date**

(To be authorised by the Chair of the Board of Governors or the Employing Authority's Representative, as appropriate and forwarded to the Employing Authority)

Employing Authority Action

Signed : **Date :**

To be countersigned by the relevant Employing Authority (ie CCMS/ELB) and forwarded to:

Teachers Branch, Department Of Education, Waterside House, 75 Duke Street, LONDONDERRY BT 47 6FP.

Notes: Annual Salary Reviews

1. This form should be completed, signed by the Chair of the Board of Governors (in the case of schools with fully delegated budgets) and sent to your **employing authority** who will be responsible for forwarding to the Department of Education for payment purposes.
2. Relevant Bodies (i.e., Boards of Governors in schools with delegated budgets and employing authorities in schools without delegated budgets) are required by law to agree/set performance objectives relating to school leadership and management and pupil development (Please refer to DE Circular 2006/ 17).
3. There can be no movement up the pay spine unless there has first been a review of performance in light of the previously agreed performance objectives, save to the extent that a movement up the pay spine is necessary to ensure that the salary of a principal or vice-principal equals the minimum of the ISR/VP Range.
4. Performance pay awards are discretionary. Relevant bodies may award 1 point for a sustained high quality of performance, but in cases where they consider there has been a very high quality of performance, 1 additional point may be awarded. Increases must be within the existing ISR/VP Range – it is not possible to exceed the maximum of the ISR/VP Range. Save to the extent that a movement up the pay spine is necessary to ensure that the salary of the principal equals the minimum of the ISR, a principal's salary cannot be increased by more than two points in the course of a single annual pay review.
5. In deciding on the correct point on the pay spine, relevant bodies must make use of a body of evidence from a wide range of sources including the PRSD Review Statement. New principals and vice-principals should normally be appointed to the minimum of the ISR/VP Range. An ISR/VP Range can only be changed if it is considered necessary to retain an existing principal/vice-principal or, in the case of the principal's ISR, if the Principal Group changes. Where the ISR/VP Range increases, any points awarded for performance in the previous school year shall be calculated on the basis of the **lower range**, before the principal's pay is assimilated to the higher range.
6. The relevant body must plan for the financial consequences of pay progression, and must be able to demonstrate that any proposed increases are affordable and compatible with the school's projected funding in the long-term. Any decision to award performance points in circumstances where the school is in a position of significant overspend may be challenged by the Employing Authority. Performance pay awards for all teachers are **discretionary** on the basis of performance and this is the first consideration in any award. Relevant bodies should agree their budgets to ensure that appropriate funding is available for performance pay progression at all levels.