

Subject:

TEACHERS PAY AND CONDITIONS OF SERVICE

Circular Number:

1987/26

Date of Issue:

2 June 1987

Audience:

- Education and Library Boards and
- Principals and Boards of Governors of all grant-aided schools

Summary of Contents:

Agreement regarding the Pay and Conditions of Teachers - referred to as the Jordanstown Agreement.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to the relevant employing authority.

Status of Contents:

Action by Boards of Governors and Employing Authorities.

Information for Principals, Vice-principals and Teachers.

Related Documents:

Not applicable

Expiry Date:

Not applicable

DENI Website:

<http://www.deni.gov.uk>

TEACHERS PAY AND CONDITIONS OF SERVICE

1. Agreement was reached on 18 May 1987 at the Northern Ireland Negotiating Committee on the pay and conditions of service for school teachers in Northern Ireland.
2. A copy of that agreement is attached to this circular for your information.
3. The agreement will now be embodied in Regulations which will provide for:
 - a. a pay increase for teachers from 1 January 1987;
 - b. new conditions of service for teachers to come into effect on 1 August 1987;
 - c. a further pay increase for teachers to come into effect on 1 October 1987.
4. The Department would wish to draw particular attention to the new conditions of service for teachers. Employers and Principals will wish to consider the implications of the far-reaching changes which are proposed.
5. Central to the new Conditions of Service is the concept of Directed Time. An employer or their representative who may be the Principal or a senior member of staff of the school will seek to agree with each teacher the range of activities/duties which that teacher will undertake and the amount of time which that teacher will spend on each of these.

However the final decision rests with the employing authority.

In practice this will mean that each Principal will be responsible for determining a Time Budget for each member of staff. This will include the time which that teacher will spend in class contact hours, in supervising pupils (including cover for absent colleagues); in staff meetings, in meeting parents etc.

Directed Time means time spent on any activity which the Principal has determined that teacher shall undertake. Directed time may not exceed 1,265 hours per year nor apply to more than 195 days per year.

Principals will need to plan the use of the 1,265 hours carefully. If they do not there could be a real danger that staff will exhaust their obligatory hours before the end of the school year.

It follows that while the spirit of the agreement is that Principals and each member of their staff should seek to reach agreement on a teacher's Time Budget, teachers will not have freedom to decide for themselves how they allocate their time. It is the Principal's responsibility to ensure that all that needs to be included in a Time Budget is included.

It follows that each Principal will need to determine before the beginning of each academic year the number of meetings (of staff/parents etc) that he/she will require each teacher to attend and the length of those meetings.

6. A teacher's directed time of 1,265 hours per year (plus additional time needed to prepare and mark lessons) is the basic legal requirement for a teacher to satisfy his/her contractual obligations.

However, schools have always been dependent on a commitment from teachers beyond the legal minimum requirement and the new agreement does not change this. Schools would, for example, find it impossible to include within a teacher's 1,265 hours all of the time currently given by teachers to such activities as games, drama, music and school trips. Nevertheless, the extent of this commitment is for each teacher to determine for himself or herself. A teacher cannot be directed to undertake duties beyond 1,265 hours on 195 days.

7. As in the past, schools can give recognition to additional responsibilities through promotion allowances. In addition, the agreement places a new emphasis on promotion allowances in recognition of teaching skills of particular quality.

Employers will wish to ensure that they have well-understood procedures and criteria for the award of any such promotion allowances.

8. Employers and Principals should note that the terms of the agreement do not change the existing requirements for the attendance and instruction of pupils.

R T HOLMES
Assistant Secretary

NORTHERN IRELAND TEACHERS NEGOTIATING MACHINERY

PAY AND CONDITIONS OF SERVICE FOR TEACHERS IN NORTHERN IRELAND AS AGREED BY THE NORTHERN IRELAND TEACHERS NEGOTIATING MACHINERY

A. Permanent and Temporary Teachers other than Principals and Vice-Principals

1. From 1 October 1987 teachers as identified above shall be paid on a single scale of:

£ 7,600	entry point for non-graduates
£ 7,900	entry point for graduates
£ 8,200	
£ 8,500	entry point for good honours graduates
£ 9,200	
£10,000	
£10,600	
£11,200	
£11,850	
£12,600	(12,800)*
£13,300	

*Teachers on Point 13 of Scale 2 at 30 September 1987 would be paid £12,800 from 1 October 1987.

2. Teachers with an incremental date between 1 January 1987 and 1 October 1987 inclusive will receive an increment on 1 January 1987 scale and will be assimilated from that point to the 1 October 1987 scale. Thereafter increments will be paid on their normal incremental date on the scale at (1) above.

Teachers with an incremental date of 1 November 1987 or 1 December 1987 will be assimilated on 1 January 1987 and again on 1 October 1987 and will proceed on their incremental date to the next point on the 1 October 1987 scale in accordance with agreed assimilation arrangements. Increments will thereafter be paid on the basic scale as at (1) above at the normal incremental date.

3. The salary protection afforded by Regulation 14(4) of the Teachers Salaries Regulations (NI) 1984 and the reorganisation provisions in the Teachers Salaries (Reorganisation Allowances) Regulations (NI) 1976 shall continue to apply. With effect from 1 October 1987 teachers currently on Scale 3 will be paid an allowance of £1,000; teachers on Scale 4 an allowance of £3,000 and senior teachers an allowance of £4,200.
4. Progression on the scales set out above shall be by means of annual increments awarded in accord with Salary Regulations
5. As an addition to the basic salary a teacher may be paid a promotion allowance in recognition of responsibilities beyond those common to the majority of teachers or in recognition of an outstanding contribution to the objectives of the school which shall be understood to include the highest possible standards of classroom teaching and the development of curriculum best suited to the needs of the pupils. In accordance with existing regulations the award of a promotion allowance shall not always require that a teacher accepts additional responsibilities. A promotion allowance may also be paid with the prior approval of DENI where this is necessitated by shortage skills or by a post which is difficult to fill.

Responsibility for the award of a promotion allowance will rest with a teacher's employer. The total amount of promotion payments within a school shall be determined for each recognised primary and secondary school in Northern Ireland by DENI and shall be calculated to ensure that the total amount payable as allowances in schools in Northern Ireland shall not be less proportionately than the total amount payable in allowances in schools in England and Wales. From 1 October 1987 the rates of allowances in primary and secondary schools will be £500 p.a.; £1,000 p.a.; £2,000 p.a.; £3,000 p.a. and £4,200 p.a. The maximum level of allowances and the number of allowances at that level payable in each recognised primary and secondary school in Northern Ireland will be determined by DENI and will reflect the size of the school.

6. Special class allowances shall continue to be paid on the same terms and conditions as previously determined save that the special class allowance shall be £927 with effect from 1 January 1987 and £1,000 with effect from 1 October 1987.

A special class allowance may, therefore, be paid to a teacher who is in receipt of a promotion allowance of £3,000 p.a. or less.

7. Substitute teachers shall be paid on 1/190 per day on the basic salary scale. Service as a substitute teacher will continue to be taken into account in determining salary.
8. The arrangements whereby qualified teachers of the blind and partially sighted or deaf and partially hearing proceed by one increment beyond the maximum of their scales would be discontinued. Such teachers would revert to the normal maximum of their scale and would instead receive an allowance of £462 from January 1987 and £500 from October 1987 (in addition to whatever other allowances they may be receiving).
- 9,10,11. Employing Authorities or their representative, who may be the Principal or a senior member of staff of the school, shall discuss with each teacher at the beginning of each academic year or as often as is required, the range of teaching and other duties/activities which that teacher will undertake to assist the school and the teacher in the achievement of their objectives and so far as can then be determined the times and places thereof. Save that:
 - (a) a teacher shall be available for work on 195 days a year of which not more than 190 days should involve teaching children in a formal situation. It is expected that working days which do not involve teaching children in a formal situation will be reasonably contiguous with days which do involve teaching children;
 - (b) a teacher, other than a teacher employed in a residential establishment, shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal for 1,265 hours per year exclusive of time spent off school premises in preparing and marking lessons and time spent travelling to and from the place of work;
 - (c) a teacher may not be required to teach as distinct from supervise children in a formal situation for more than 25 hours per week in a primary school and 23.5 hours per week in a secondary school;
 - (d) flexibility is clearly important but employers will want to ensure that principals plan the use of the 1,265 hours carefully.
12. A teacher shall be required to carry out a range of professional duties as may reasonably be determined by the employing authority (authorities) or their representative(s) to be appropriate in his/her case and a teacher shall obey the reasonable directions of an employing authority or its representative.
13. The following duties shall be deemed to be included in the professional duties which a school teacher may be required to perform although it is not expected that every teacher would be required to undertake the full range of such duties.

- (i)(a) Planning and preparing courses and lessons.
- (b) Teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- (c) Assessing, recording and reporting on the development, progress and attainment of pupils.
- (ii)(a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him.
- (b) Providing guidance and advice to pupils on education and social matters and on their further education and future careers including information about sources of more expert advice on specific questions; making relevant records and reports.
- (c) Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position.
- (d) Communicating and consulting with the parents of pupils.
- (e) Communicating and co-operating with persons or bodies outside the school as may be approved by the school authorities.
- (f) Participating in meetings arranged for any of the purposes described above.
- (iii) Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils subject to the provisions of paragraph 13(ii)c.
- (iv)(a) Reviewing from time to time his methods of teaching and programmes of work.
- (b) Participating in arrangements for his further training and professional development as a teacher.
- (v) Advising and co-operating with the principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- (vi) Maintaining good order and discipline among pupils in accordance with the policies of employing authorities and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- (vii) Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- (viii) Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations. The employers acknowledge that the above is without prejudice to the teacher's right to seek payment for those elements of public examinations which involve assessment.
- (ix) Contributing to the selection for appointment and professional development of other teachers, including the assessment of probationary teachers.
- (x) (a) Co-ordinating or managing the work of other teachers.
- (b) Taking such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

- (xi)(a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- (b) Attending assemblies subject to the provisions in Article 22 of the Education and Libraries Order (NI) 1986 registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school.

14. A teacher may be required by an employing authority or their representative to supervise and, where desired by the employing authority or their representative, teach pupils whose teacher is absent provided that:

- (a) In schools with a complement of 1, 2 or 3 teachers and in nursery units in primary schools, the employing authority or their representative shall seek to arrange for the employment of a supply or substitute teacher from the first day on which a teacher is absent.
- (b) In schools with an average daily enrolment of less than 222 pupils the employing authority or their representative shall seek to arrange for the employment of a supply or substitute teacher after the first day on which a teacher is absent or from the first day if a teacher's absence is a planned absence of more than 1 day's duration and has been agreed by the employing authority or their representative in advance.
- (c) In all other schools the employing authority or their representative shall seek to arrange for the employment of a supply or substitute after the second day on which a teacher is absent or from the first day of absence if the teacher's absence is a planned absence of more than 2 days' duration and has been agreed by the employing authority or their representative in advance.
- (d) In cases of multiple absences a school may engage additional substitute cover to the extent only that this is absolutely essential to the functioning of the school. Additional substitute cover employed under this provision shall be monitored by the Department of Education.

Any substitute cover additional to the above shall require the prior approval of the Department of Education.

The provisions set out above shall be subject to regular review.

- 15. Unless employed under a separate contract as a midday supervisor, a teacher shall not be required to undertake midday supervision. All teachers shall be required to have a break of at least 30 minutes between the hours of 12 noon and 2.00pm.
- 16. Employers and recognised teachers' unions in Northern Ireland are agreed to co-operate in the establishment of pilot schemes of staff development and performance review for teachers with the objective of establishing agreed criteria and practice. A teacher shall, if required, participate in any such agreed scheme.

B. Principals and Vice-Principals, Second Masters and Mistresses

17. From 1 October 1987 Principals, Vice-Principals and Second Masters and Second Mistresses shall be paid on spot salaries according to the size of the school.
18. A principal shall be required to carry out a range of professional duties in accordance with the school's policy and objectives as determined by the employing authority or Board of Governors and shall obey the reasonable directions of the employing authority or Board of Governors.
19. Subject to Paragraph 18 above the Principal shall be responsible for the internal organisation, management and control of the school.
20. In carrying out his duties he shall consult, where this is appropriate, with the employing authority, the Board of Governors and the staff of the school.
21. The professional duties of a Principal shall include:
 - (1) Formulating the overall aims and objectives of the school and policies for their implementation.
 - (2) Participating in the selection and appointment of the staff of the school.
 - (3)(a) Deploying and Managing all teaching and non-teaching staff of the school and allocating particular duties to them (including such duties of the Principal as may properly be delegated to the Vice-Principal or other members of the staff), in a manner consistent with their conditions of employment, maintaining a reasonable balance for each employee.
 - (b) Ensuring that the duty of providing cover for absent teachers, as prescribed in paragraph 14 is shared equitably among all teachers in the school, taking account of their teaching and other duties.
 - (4) Maintaining relationships, as appropriate, with organisations representing teachers and other persons on the staff of the school.
 - (5) Subject to the provisions of Paragraph 18 determining, organising and implementing an appropriate curriculum for the school, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
 - (6) Keeping under review the work and organisation of the school.
 - (7) Evaluating the standards of teaching and learning in the school, and ensuring that proper standards of professional performance are established and maintained.
 - (8)(a) Providing information about the work and performance of the staff employed at the school where this is relevant to their future employment.

- (b) Participating in any arrangements agreed under the terms of Paragraph 16.
- (9) Ensuring that all staff in the school have access to advice and training appropriate to their needs, in accordance with the policies of the employing authority for the development of staff.
- (10) Ensuring that the progress of the pupils of the school is monitored and recorded.
- (11) Determining and ensuring the implementation of a policy for the pastoral care of the pupils.
- (12) Determining, in accordance with any written statement of general principles provided for him by the Board of Governors, measures to be taken with a view to promoting, among the pupils, self-discipline and proper regard for authority, encouraging good behaviour on the part of the pupils, securing that the standard of behaviour of the pupils is acceptable, and otherwise regulating the conduct of the pupils; making such measures generally known within the school, and ensuring that they are implemented.
- (13) In accordance with the policy of the employing authority having responsibility for good order and discipline on the school premises whenever pupils are present, including the midday break.
- (14) Making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- (15) Promoting effective relationships with persons and bodies outside the school as may be approved by the school authorities.
- (16) Advising and assisting the Board of Governors in the exercise of its functions, including attending meetings of the Board of Governors and making such reports to it in connection with the discharge of his functions as it may properly require either on a regular basis or from time to time.
- (17) Providing for liaison and co-operation with the employing authority: making such reports to the authority in connection with the discharge of his functions as it may properly require either on a regular basis or from time to time.
- (18) Maintaining liaison with other schools and further education establishments with which the school has a relationship.
- (19) Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Principal.
- (20) Making arrangements in co-operation with the employing authority, for the security and effective supervision of the school buildings and their contents and of the school grounds; and ensuring (if so required) that any lack of maintenance is promptly reported to the employing authority or, if appropriate, the Board of Governors.
- (21) Participating in the identification of areas in which he would benefit from further training and undergoing such training.

- (22) Arranging for a Vice-Principal or if he is not available other suitable person to assume responsibility for the discharge of his functions as Principal at any time when he is absent from the school.
 - (23) Participating to such extent as may be appropriate having regard to his other duties in the teaching of the pupils at the school, including the provision of cover for absent teachers.
22. Without prejudice to his duties under Paragraph 21(13) and (22) above, a Principal shall be allowed break of at least 30 minutes between the hours of 12 noon and 2.00pm.
23. A person appointed Vice-Principal in a school, in addition to carrying out the professional duties of a school teacher, including those duties particularly assigned to him by the Principal in Paragraph 12 shall -
- (1) assist the Principal in managing the school or such part of it as may be determined by the Principal;
 - (2) undertake any professional duty of the Principal, which may be delegated to him by the Principal;
 - (3) undertake, in the absence of the Principal to the extent required by him or his employers, the professional duties of the Principal.
24. The provisions of Paragraphs 12 to 16 inclusive above shall apply to Vice-Principals, Second Masters and Second Mistresses.