

Subject:

Circular Number: 1989/29

**Notification of Appointment of
Temporary and Part-Time Teachers -
Completion of Form TR23**

Date of Issue: 4 September 1989

Target Audience:

Education and Library Boards
Council for Catholic Maintained Schools
Mangers, Boards of Governors
Principals of Grant-aided Schools
and Institutions of Further Education

Summary of Contents:

Completion of Form 23

Enquiries:

Any inquiries about the contents of this Circular should
be addressed to:-

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Status of Contents:

Information for Schools

Cancelled Documents:

1986/19

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NOTIFICATION OF APPOINTMENT OF TEMPORARY AND PART-TIME TEACHERS - COMPLETION OF FORM TR23

1. This Circular is to advise employing authorities and teachers that the Department has reviewed its administrative procedures relating to the notification of appointment of temporary teachers paid on a daily basis and hourly-paid part-time school teachers with a view to further reducing the number of Forms TR23 which teachers, schools, institutions of further education and employing authorities are required to complete.

PRESENT ARRANGEMENTS

2. Under the present arrangements, set out in Circular 1986/19, each school or institution of further education must complete one Form TR23 per month for each such temporary or part-time teacher employed during the month.

NEW ARRANGEMENTS

3. Following successful trials in a number of secondary schools it has been decided that with effect from 1 October 1989 a single Form TR23 will be required for a daily-paid temporary teacher, or hourly-paid part-time school teacher, in the following circumstances only:

- a. on appointment of a teacher to a teaching post in Northern Ireland for the first time;
- b. on appointment of a teacher whose last teaching service in Northern Ireland was prior to 1 March 1987;
- c. on appointment of a teacher to fill a vacant post;
- d. on appointment of a substitute teacher to a post for a duration of 13 weeks or more.

4. It is emphasised that in the above cases, where the completion of Form TR23 is still required, the form should be sent to the Department immediately the teacher is appointed.

5. If these new arrangements are to operate effectively and to the benefit of all concerned, full and accurate completion of the Forms TR140 - Return for Temporary Teaching Staff - and TR141 - School Return for Part-Tim Teaching Staff - is essential. Incomplete or inaccurate information will delay payment of salary.

6. Individual teachers should notify the Department promptly in writing of any changes in their personal details, eg change of address, change of name, additional qualifications obtained, bank details etc.

7. Circular 1986/19 is hereby cancelled.

S PEOVER

Assistant Secretary