

Subject:

Circular Number: 1990/35

**EMPLOYMENT AND REMUNERATION
OF PART-TIME TEACHERS IN
GRANT-AIDED SCHOOLS**

Date of Issue: 20 August 1990

Target Audience:

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

Summary of Contents:

Revised arrangements for employing and paying part-time teachers in grant-aided schools from 1 August 1990.

Enquiries:

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

Teachers' Administration & Salaries Branch
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Status of Contents:

Action by employing
authorities and schools.

**Superseded
Documents:**

**Circulars 1987/30
1987/39
1988/8**

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EMPLOYMENT AND REMUNERATION OF PART-TIME TEACHERS IN GRANT-AIDED SCHOOLS

INTRODUCTION

1. The Teachers' Salaries and Conditions of Service Committee (Schools) has reached agreement on revised arrangements for employing and paying part-time teachers in grant-aided schools. This circular sets out the revised arrangements which will apply from 1 August 1990.

RATE OF REMUNERATION

2. All qualified part-time teachers shall be remunerated for each hour worked at a rate based on the annual rate of salary that would be appropriate if they were employed in a full-time capacity as follows:-

- a. if employed for a period of **less than 12 months** at an hourly rate determined by dividing the annual rate of salary by 1265;
- b. if employed for a continuous period of **12 months** or more or in such other circumstances as the Department may determine at a monthly rate determined by dividing the annual rate of salary by 32.4 and multiplying by the contracted hours per week and dividing by 12;
- c. if unqualified, at a fixed hourly rate laid down in the Teachers' Salaries Regulations.

CONDITIONS OF APPOINTMENT

3. Each employer will determine the number of hours a part-time teacher is to be employed and the length of contract (e.g. 12 months or less). In determining the ratio of class contact and directed time employers should use the rate of 1 additional hour of directed time for every 3 hours spent teaching children in a formal situation. Employers may aggregate non-teaching time to enable all part-time teachers to take part in staff meetings, parents meetings, inservice training or such other activities as the employer may decide to include within directed time.

4. A part-time teacher who is appointed after 1 August 1990 for a continuous period of 12 months or more will be eligible:-

- a. for sick leave in accordance with the Teachers' Salaries Regulations;
 - b. for maternity leave in accordance with the Teachers' Salaries (Maternity Absence) Regulations;
 - c. to complete their probationary period in accordance with arrangements laid down by the Department and the Teachers' Eligibility Regulations (NI) 1987;
 - d. for promotion and other allowances;
 - e. to have such service admitted for the purposes of the Teachers' Superannuation Regulations (NI) 1977;
 - f. for incremental progression on the teachers main salary scale on completion of the equivalent of 12 months full-time service.
5. Salary will be paid at monthly intervals usually around the middle of the month following the month in which the teaching service was undertaken.
6. A part-time teacher shall not be employed for more than 1,265 hours in any school year (32.4 hours per week) and shall not be paid more by way of salary in respect of accumulated service than he would have received had he been employed in a full-time permanent capacity throughout the year.
7. Where a teacher is required to undertake additional directed time beyond that provided in his contract he will be paid on a pro rata basis for each extra hour. The reason for the additional hours should be recorded in Section A of the monthly school return.
8. A summary of the conditions is attached as an annex for ease of reference.

PROCEDURE

9. The employing authority should complete Form TR142 for each part-time teacher appointed except those employed on a casual daily basis. The completed form should be attached to the Appointment Form (Form TR23) and both should be forwarded to the Department (Teachers Branch) without delay. A copy of form TR142 is attached for information.

CANCELLED CIRCULARS

10. Circulars 1987/30, 1987/39 and 1988/8 are hereby cancelled.

S PEOVER

Assistant Secretary

ANNEX

TEACHERS EMPLOYED ON A PART-TIME BASIS IN GRANT-AIDED SCHOOLS IN NORTHERN IRELAND

SUMMARY OF THE PAYMENT OF SALARY AND CONDITIONS OF SERVICE EFFECTIVE FROM 1 AUGUST 1990

(To be read in conjunction with Circular 1990/35)

	PART-TIME TEACHERS APPOINTED FOR A PERIOD OF LESS THAN 12 MONTHS	PART-TIME TEACHERS APPOINTED FOR A PERIOD OF 12 MONTHS OR MORE
Contract of Employment (At Employer's discretion)	Daily basis.	Annual basis Note:- A teacher who is appointed to replace a teacher who had a 12 month contract shall be regarded as continuing that contract.
Salary Placing	Shall be placed on main teachers' salary scale having regard to qualifications and or experience as though appointed in a full-time capacity. If unqualified shall be paid at the appropriate fixed hourly rate for such teachers.	Shall be placed on the main teachers' salary scale having regard to qualifications and or relevant experience as though appointed in a full-time capacity.
Payment of Salary	A qualified teacher shall be remunerated at 1/1265 th of annual salary for each hour. An unqualified teacher shall be remunerated at the appropriate fixed hourly rate.	Shall be remunerated at a monthly rate calculated by dividing the annual full-time salary rate by 32.4, multiplying by contract hours per week and dividing by 12.
Incremental Progression	An increment on the teachers' main salary scale shall be awarded on completion of the equivalent of 12 months full-time service, unless paid on a fixed hourly rate.	An increment on the teachers' main salary scale shall be awarded on completion of the equivalent of 12 months full-time service.
Promotion Allowances	At the discretion of the employer.	At the discretion of the employer.
Vacations	Unpaid.	Paid.

Exceptional Closings	Paid.	Paid.
Absences owing to reasons	Unpaid.	Paid in accordance with the illness or other Teachers' Salaries (NI) Regulations 1987 - amended to include such part-time teachers.
Maternity Leave	Unpaid.	Paid in accordance with the Teachers' Salaries (Maternity Absence) Regulations (NI) 1987 - amended to include such part-time teachers.
Probation	With effect from 1 August 1990 the probationary period may be completed even whilst serving in a part-time capacity.	With effect from 1 August 1990 the probationary period may be completed even whilst serving in a part-time capacity.
Directed Time	A part-time teacher shall undertake directed time at a ratio of one hour for every 3 hours class contact time.	A part-time teacher shall undertake directed time at a ratio of one hour for every 3 hours class contact time.
Additional Class Contact Hours	At the discretion of the employer.	At the discretion of the employer.
Superannuation	Not admissible.	All service shall be admissible for purposes of the Teachers' Superannuation Regulations (NI) 1987.