

Subject:

Circular Number:
1991/33

**TEACHERS' CERTIFICATE OF SERVICE
(SCHOOL RETURNS)**

Date of Issue:
28 August 1991

Audience:

- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Managers, Boards of Governors, and Principals of grant-aided schools and Institutions of Further Education

Summary of Contents:

The attached Circular revises some instructions and emphasises other instructions set out in Circular 1991/9 "Teachers' Certificates of Service (School Returns)" issued by the Department on 20 February 1991

Enquiries:

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

Teachers' Pay & Administration Branch
Waterside House
75 Duke Street
LONDONDERRY
BT47 6FP

Status of Contents:

Action by Boards of Governors and Employing Authorities.

Information for Principals, Vice-principals and Teachers.

Related Documents:

Circular 1991/9

Expiry Date:

Not applicable

DE Website:

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

TEACHERS' CERTIFICATES OF SERVICE (SCHOOL RETURNS)

1. INTRODUCTION

The purpose of this Circular is to revise some instructions and to emphasise other instructions set out in Circular 1991/9 "Teachers' Certificates of Service (School Returns)" on the completion and return of Teachers' Certificates of Service and issued by the Department on 20 February 1991.

This Circular should therefore be read in conjunction with Circular 1991/9.

2. SUBSTITUTE TEACHERS COMPLETION OF FORMS TR140: TR141A:TR141H

2.1 SCHOOLS WITH DELEGATED BUDGETS

If the cost of employing a substitute teacher is a CHARGE on the SCHOOLS BUDGET, "S" should be entered on the forms as below.

If the cost of employing a substitute teacher is a CHARGE on the relevant EDUCATION AND LIBRARY BOARD BUDGET, "C" should be entered on the forms as below.

Form TR140 - Column 9; or
Form TR141A - Section 5; or
Form TR141H - Column 4 of Sections A and B

2.2 SCHOOLS WITH NON-DELEGATED BUDGETS INCLUDING SPECIAL SCHOOLS

The cost of employing a substitute teacher is a charge on the BUDGET of the relevant EDUCATION AND LIBRARY BOARD. "C" should be entered on the forms as in 2.1 above.

INCORRECT ENTRIES WILL RESULT IN COSTS BEING WRONGLY CHARGED.

3. PART-TIME TEACHERS COMPLETION FORMS TR141A:TR141H

3.1 PART-TIME TEACHERS PAID ON AN ANNUAL BASIS (FORM TR141A)

If the teacher works the full contracted number of hours only Sections 1 and 2, (and if applicable, 10) of the return form TR141A need to be completed. If the teacher undertakes additional hours ie in excess of those contracted, details should be entered in Section 3. Section 5 must also be completed

3.2 PART-TIME TEACHERS PAID ON AN HOURLY BASIS (FORM TR141H)

To ensure that a teacher is paid the correct amount of salary each month, Column 3 and 5 (total hours to be paid) must be completed in addition to Columns 1, 2 and 4.

4. SUBMISSION OF RETURNS - CATHOLIC MAINTAINED SCHOOLS

It has been agreed with the Council for Catholic Maintained Schools (CCMS) that from 1 September 1991 Catholic Maintained Schools will operate the following revised arrangements for the submission of school returns.

i. Certificate of Service of Permanent Teaching Staff (Permanent School Returns)

The form will be signed by the Principal, one copy retained for the school's records and the 3 top copies forwarded to the local Diocesan Education Office. The Diocesan Administrator should ensure that the form is fully completed before countersigning and forwarding the top copy to the Department to arrive NOT LATER THAN THE 6TH DAY OF THE MONTH FOLLOWING THAT TO WHICH IT REFERS. One copy will be retained by the Diocesan Office and the 3rd copy forwarded to the relevant Education and Library Board.

NOTE: THE FORMS WILL NO LONGER BE ROUTED THROUGH THE BOARD OF GOVERNORS

ii. School Returns for Part-time Teaching Staff - Forms TR141(A) and TR141(H)

The arrangements set out for the permanent school returns in 4.i. above will also be applied for these forms.

iii. School Return for Temporary Teaching Staff (Form TR140)

The form will be signed by the Principal. The top copy will be forwarded to the Department, the 2nd and 3rd copies forwarded to the local Diocesan Education Office and the 4th copy retained for the school's records. The Diocesan Administrator will retain one copy for reference and forward one copy to the relevant Education and Library Board.

TO ENSURE THAT TEMPORARY TEACHERS ARE PAID ON TIME, FORMS TR140 WILL BE FORWARDED ON A WEEKLY BASIS, OR AS SOON AS 6 ENTRIES HAVE BEEN MADE, WHICHEVER IS EARLIER, AND IN ANY EVENT NOT LATER THAN THE LAST WORKING

DAY OF THE MONTH FOLLOWING THAT TO WHICH THE RETURN REFERS. TEACHERS WHO ARE EMPLOYED ON A CONTINUOUS BASIS FOR THE SAME ABSENT TEACHER OR FILLING VACANT POSTS WILL BE RECORDED ONCE AT THE END OF EACH MONTH OR (IF EARLIER) AT THE END OF THEIR SERVICE.

5. NOTIFICATION OF APPOINTMENTS

THE DEPARTMENT STILL REQUIRES ADVANCE NOTIFICATION OF PERMANENT AND TEMPORARY/PART-TIME (EXCLUDING CASUAL) APPOINTMENTS ON FORM TR23 IMMEDIATELY A NEW TEACHER IS APPOINTED. FORM TR142 SHOULD ALSO BE SUBMITTED WITH FORM TR23 FOR EACH PART-TIME APPOINTMENT (EXCLUDING CASUALS).

Circular 1989/29 sets out the arrangements for the notification of Appointment of Temporary and Part-time teachers.

6. GENERAL

Any enquiries about this Circular should be addressed to:-

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Department of Education for Northern Ireland
Rathgael House
Balloo Road
BANGOR
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