

Subject:

TEACHERS' PAY AND CONDITIONS FROM 1 SEPTEMBER 1994

Circular Number:

1994/33

Date of Issue:

December 1994

Audience:

- Principals and Boards of Governors of all grant-aided schools;
- Education and Library Boards; and
- Council for Catholic Maintained Schools.

Summary of Contents:

New arrangements from 1 September 1994 regarding the salaries and terms and conditions of employment of teachers in grant-aided schools..

Enquiries:

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

Governors' Awareness :
Essential

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 FROM 1 SEPTEMBER 1994

1. In accordance with the provisions of Article 69(1) and (6) of the Education and Libraries (Northern Ireland) Order 1986 and Article 42(3) of the Education and Libraries (Northern Ireland) Order 1993, the Department of Education has determined that, from 1 September 1994, the salaries and terms and conditions of employment of teachers in grant-aided schools shall include the arrangements set out in the Appendix to this Circular.

SUMMARY OF CHANGES AND NEW PROVISIONS

2. The changes to the statutory pay and conditions introduced by this Circular are:

a. **Annual Salary Reviews for Principals and Vice-principals**

From 1 September 1994 relevant bodies are required to undertake an annual review of the salaries of the principal and vice-principal at the school, and to notify them in writing of the basis on which their spine points have been determined, and the grounds on which they will be reviewed in the future. It should be noted that the requirement to undertake an annual review does not carry any expectation that there should be annual movement on the pay spine, still less that the ranges should become incremental scales with automatic progression. Rather it implies that any decision to place the principal or vice-principal on a different pay spine, or to leave him or her on the same one, should not be taken arbitrarily, but after proper deliberation in accordance with the school's Salary Policy.

b. **Special Educational Needs**

Entitlement to the award of the mandatory point was restricted to a teacher in a special school or an ordinary school who is engaged wholly or mainly in teaching pupils with statements of special educational needs, whether in a designated special class or otherwise and to a teacher engaged wholly or mainly in taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

From 1 September 1994 relevant bodies may, on a discretionary basis, award 1 point to a teacher who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

If this first discretionary point is awarded, a second point may be added where the relevant body considers a teacher's experience or qualifications are particularly relevant to the work he or she undertakes with special educational needs pupils.

c. **Cessation of the Allowance for Principals and Vice-principals under Regulation 12 Of the Teachers' Salaries Regulations (Northern Ireland) 1993**

The allowance of £702 payable to principals and vice-principals who hold relevant qualifications and are engaged wholly or mainly in teaching visually or hearing impaired children ceases from 1 September 1994. Principals and vice-principals in receipt of the allowance at 31 August will have it rounded up automatically to the next higher spine point by Teachers Administration and Salaries Branch.

d. **Principals' Conditions of Employment**

The professional duties of principals set out in Schedule 1 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 have been amended to include obligations:

- to consider delegating duties to any vice-principal;
- to ensure that teachers receive information they need to carry out their duties effectively; and
- to ensure that newly qualified teachers and returners have adequate support taking account of the general arrangements for all schools within each education and library board area.

e. **Vice-principals' Conditions of Employment**

The professional duties of vice-principals set out in Schedule 2 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 have been revised to focus more clearly on the management role of the vice-principal under the direction of the principal.

RECKONING OF SERVICE PRIOR TO 1 SEPTEMBER 1993 FOR THE AWARD OF EXPERIENCE POINTS

3. Paragraphs 2 to 8 of Circular 1994/12 explain how the 26-week period is calculated for the purpose of qualifying service. This change applies to periods of employment from 1 September 1993. For teachers in service on 31 August 1993, service prior to that date has already been taken into account under the assimilation arrangements. Teachers who were not in service on 31 August 1993 and have been appointed since that date must have their previous service taken into account in accordance with Schedule 6 of the Teachers' Salaries Regulations (Northern Ireland) 1993. In these case relevant bodies should consult the Department's Teachers Administration and Salaries Branch for details of salaries payable to teachers prior to 1 September 1993.

ENQUIRIES

4. Any enquiries regarding this Circular should be directed to the above address, or telephone Bangor 279540 or 279295.

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APPENDIX

Annual Review of Principals' and Vice-Principals' Salaries

1. The relevant body shall undertake an annual review of the salaries of the principal and vice-principals at the school and notify them in writing of the basis on which their spine points have been determined, and the grounds on which they will be reviewed in future.

Special Educational Needs

2. The relevant body may award 1 point to a teacher, other than a principal or vice-principal, who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

3. The relevant body may award a further point to a teacher to whom a point has been awarded under paragraph 2 who has experience or qualifications which the relevant body considers are particularly relevant to the teacher's work.

Consolidation of Allowance for Teaching Blind and Deaf Children

4. The allowance of £702 payable to a principal or vice-principal under Regulation 12 of the Teachers' Salaries Regulations (Northern Ireland) 1993 shall cease on 31 August 1994. A principal or vice-principal in receipt of the allowance on 31 August shall, if he remains in the same post on 1 September 1994, be paid on the spine point equal to or next above the salary payable to him on 31 August 1994, plus that allowance.

Principals Conditions of Employment

5. The professional duties of a principal prescribed in Schedule 1 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall include:

Management of Staff:

considering how far the duties of the principal may be delegated to any vice-principal;

ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.

Training and Development of Staff:

ensuring that newly-qualified teachers and those returning to teaching after a break in service have access to adequate support in their first years of service or resumed service taking account of the general arrangements for all schools within each education and library board area.

Vice-Principals Conditions of Employment

6. The professional duties of a vice-principal prescribed in Schedule 2 of the Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall include playing a major role under the overall direction of the principal in: -

- a. formulating the aims and objectives of the school;
- b. establishing the policies through which they shall be achieved;
- c. managing staff and resources to that end;
- d. monitoring progress towards their achievement;
- e. undertaking any professional duties of the principal delegated to him by the principal;
- f. undertaking to the extent required by the principal or the relevant body or employing authority the professional duties of the principal in the event of his absence from the school; and
- g. entitlement to a break of at least 30 minutes between the hours of 12 noon and 2.00 pm.