

Subject:

TEACHERS' PAY STRUCTURE FROM 1 SEPTEMBER 1999

Circular Number:

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Audience:

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

Summary of Contents:

The attached Determination gives effect in law to changes to the Teachers' Pay Structure from 1 September 1999.

The main changes are described in the accompanying guidance, which should not be treated as an authoritative statement of the law.

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:
Circular 1999/12

Expiry Date:
Not applicable

DENI Website:
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GUIDANCE ON THE CHANGES TO THE TEACHERS' PAY STRUCTURE FROM 1 SEPTEMBER 1999

1. The Determination issued with this Circular gives effect in law from 1 September 1999 to:-
 - a new shorter pay spine for principals - under the new structure, a principal's salary cannot be increased by more than one point in the course of a single pay review;
 - eight new school groups, calculated on pupils' key stages, to determine the salary ranges for nursery, primary and secondary school principals. The existing 6 groups based on pupils' ages continue to apply to the vice-principals' pay spine and ranges as set out in paragraph 2 of the Determination issued with the Department's Circular No. 1999/12;
 - a new table to determine the school groups for special school principals. The existing 4 groups continue to apply to the vice-principals' pay spine and ranges as set out in paragraph 2 of the Determination which issued with the Department's Circular No. 1999/12;
 - each employing authority assigning its schools to their principal groups (and vice-principal groups). This change will apply following the Department's assignment of the principal group, or the employing authorities' assignments in the case of special schools, from the start of the 1999/2000 school year;
 - the introduction of individual school ranges comprising 7 consecutive points normally within the salary range for the principal group assigned to the school. This is the range within which a principal is paid, with progression up the range subject to the existing performance criteria review arrangements. Individual school ranges do not apply to special school principal groups;
 - the removal of points 0 and 0.5 on the teachers' pay spine; and
 - relevant bodies no longer being required to review recruitment and retention points biennially. They can decide whether or not to review the award of points, but they must advise the recipients in writing either that the points are permanent or of the date on which they will be reviewed.

Assimilation to the Principals' Pay Spine at 1 September 1999

2. The Department's payroll system will automatically assimilate all existing principals to the next highest salary point on the new pay spine, based on their salary points at 1 September 1999 on the old pay spine. For example, a principal paid £30,843 (point 9) on the old spine would assimilate to £31,155 (point 1) on the new spine. However, if a Board of Governors' annual review of its principal's salary under the existing arrangements, ie, a review of performance against previously agreed performance criteria, resulted in a move at 1 September 1999 from £30,843 (point 9) to £31,287 (point 10) on the old spine, then the principal would assimilate to £31,935 (point 2) on the new one from 1 September 1999. Principals on point 30 of the 1 April 1999 pay spine will assimilate to point 14 on the new pay spine.

Individual School Ranges (ISR)

3. Individual school ranges do not apply to special schools. In all other schools, the relevant body must determine an ISR consisting of 7 consecutive spine points, normally within the salary range for the principal group assigned to the school. For example, there are 9 spine points in the principal school group 1 salary range, so the ISR could be spine points 1 to 7, 2 to 8 or 3 to 9.

The First ISR Determination at 1 September 1999

4. In determining the first ISR as of 1 September 1999, the maximum of the ISR must not be less than 2 spine points above the point on the new pay spine to which the principal has been assimilated, except where:

- (a) the principal's salary following assimilation equals the maximum of the pay spine, which then becomes the maximum of the ISR;
- (b) the principal's salary is assimilated to point 33 on the new pay spine, in which case the maximum of the ISR is the maximum of the pay spine; and
- (c) the principal assimilates to one of the top 2 points of the school's new principal group, or to a point above it, in which case the ISR must be set to allow 2 points for further progression, which is subject to the performance criteria review arrangements.

ISR Determination after 1 September 1999

5. A relevant body can only determine an ISR whenever it is proposed to appoint a new principal or each time the school moves into a different principal group. The ISR must be determined on the basis of the school's size and circumstances, taking account of any difficulties there may be in recruiting a principal.

6. The minimum of the ISR cannot be less than the minimum of the salary range for the principal group assigned to the school and the maximum cannot exceed the maximum of the principal group range, subject to paragraph 7.

7. When determining the ISR for the purpose of a new principal appointment, a relevant body may determine an ISR which exceeds the principal group range, but the maximum of the ISR must not exceed the maximum of the second principal group range above the appropriate principal group range. This exception would only apply where the relevant body considers the school would have substantial difficulty filling the vacant principal post. New principals taking up post from September 1999 should normally be placed on the bottom point of their ISR, but may be placed on any of the bottom 4 points of their ISR at the Board of Governors' discretion. When exercising this discretion, Boards of Governors are strongly advised to consult with their employing authority to ensure that such decisions comply with employment legislation.

8. Where there is a reduction in the ISR, or the principal group in the case of special schools, the serving principal continues to be paid on the same point until there is an increase in the individual school range/principal group.

Spine for Classroom Teachers

9. Spine points 0 and 0.5 of the pay scale at paragraph 3 of the Determination which issued with the Department's Circular No. 1999/12 cease from 1 September 1999. All qualified teachers on points 0 at 31 August 1999 then move to point 1 of the scale. Beginning teachers without a good honours degree start on point 1, while those with a good honours degree, or its equivalent, start on point 2. Any points awarded for previous non-teaching experience, recruitment or retention, or special needs, are additional.

School Salary Policy

10. All salary policies should be updated in the light of these changes from 1 September 1999.

DETERMINATION

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 1999, the salaries paid to teachers in grant-aided schools shall include those set out below:

THE PAY ARRANGEMENTS FOR PRINCIPALS

Pay Spine for Principals

2. The salaries paid to principals shall be based on the following pay spine:

Spine Point	£
1	31,155
2	31,935
3	32,733
4	33,552
5	34,392
6	35,244
7	36,123
8	37,023
9	37,947
10	38,889
11	39,858
12	40,848
13	41,868
14	42,906
15	43,971
16	45,060
17	46,179
18	47,322
19	48,498
20	49,698
21	50,931
22	52,194
23	53,490
24	54,816
25	56,175
26	57,570
27	58,998
28	60,462
29	61,959
30	63,498
31	65,070
32	66,687
33	68,337
34	70,002

Salary Ranges for Principals by Principal Group

3. The salary ranges for principals shall be as follows:

Principal Group	Spine Points	Salary Range £
1	1 - 9	31,155 - 37,947
2	3 - 12	32,733 - 40,848
3	6 - 15	35,244 - 43,971
4	9 - 18	37,947 - 47,322
5	13 - 22	41,868 - 52,194
6	16 - 26	45,060 - 57,570
7	19 - 30	48,498 - 63,498
8	23 - 34	53,490 - 70,002

Unit Totals and Principal Groups for Nursery, Primary and Secondary School Principals

4. Each school shall be assigned to a principal group in accordance with table 1, by reference to its total unit score calculated in accordance with table 2:

Table 1

Total Unit Score	Principal Group
Up to 1,000	1
1,001 - 2,200	2
2,201 - 3,500	3
3,501 - 5,000	4
5,001 - 7,500	5
7,501 - 11,000	6
11,001 - 17,000	7
17,001 and over	8

Determination of Principal Group

5.1 The total unit score shall be determined in accordance with the number of pupils on the school register, as shown on the most recent annual School Census Statistical Return to the Department, and shall be calculated as follows:

Table 2

Key Stage	Units Per Pupil
For each pupil at key stage one or two, including the period before a pupil becomes of compulsory school age	7 units
For each pupil at key stage three	9 units
For each pupil at key stage four	11 units
For each pupil at key stage five	13 units

5.2 The exceptions are:

- (a) each pupil with a statement of special educational needs counts as three additional units; and
- (b) each pupil who attends for no more than half a day counts as half their normal units.

Groups for Special School Principals

6.1 Each special school shall be assigned to a principal group in accordance with table 3:

Table 3

Number of Teaching Staff, including Principal and Vice-principal(s)	Number of Pupils on the School Register, as shown in the most recent annual School Census Statistical Return to the Department	Principal Group
3 - 6	1 - 85	2
7 - 11	1 - 60	2
12 - 16	61 - 170	3 or 4
	1 - 40	2
17 - 24	41 - 140	3 or 4
	141 - 200	4 or 5
	41 - 110	3 or 4
25 - 33	111 - 230	4 or 5
	231 - 280	6
	86 - 200	4 or 5
34 or more	201 - 280	6
	281 or more	6

6.2 Where a special school's principal group cannot be determined from table 3, because of its particular combination of numbers, the school shall be assigned to the principal group the employing authority considers appropriate.

6.3 For the purposes of the first determination of a special school's principal group as of 1 September 1999, where table 3 provides the option of 2 groups, the school's group must be determined by the employing authority on the following basis:

- (a) if the assimilation point (see paragraphs 9.1 to 11) would fall below the minimum point of the lower group, the principal is assimilated to the minimum point of the salary range for that group, which becomes the principal group;
- (b) where the principal's salary following assimilation falls within the salary range of only one of the 2 possible groups, that becomes the principal group;
- (c) where the assimilation point falls within the ranges of the 2 groups, the employing authority may choose either group, subject to there being at least 2 points available for possible further progression before the ceiling of the group is reached;
- (d) if the assimilation point is above the maximum point of the higher of the 2 groups, then the principal will be on a spot salary, the choice of group will not be relevant to pay progression, and the employing authority may choose either group;
- (e) if the principal post is vacant, the employing authority may choose either group.

Determination of Unit Totals and Principal Groups in Particular Circumstances

7.1 Following the Department's assignment for the start of the 1999/2000 school year, or that of the employing authority in the case of special schools, each employing authority shall be responsible for assigning its schools to their appropriate principal groups on the basis of paragraphs 5.1 to 6.2, subject to the following particular circumstances:

- (a) where the employing authority expects the total unit score, or the number of pupils on the register, and/or the teaching establishment in the case of a special school, to rise or fall after the date of the most recent annual School Census Statistical Return to the Department, it may instead assign the school to the appropriate principal group which would result after the expected change in numbers has taken place;
- (b) in the case of a school which is newly opened or not yet open, the employing authority shall assign the school to the principal group appropriate to the unit total, and, in the case of a special school, to the number of pupils on the register and/or the teaching establishment, expected by the employing authority not less than four years from the date of opening, revising the principal group, as necessary, as expectations change.

7.2 Each employing authority shall assign its schools to their appropriate principal group:

- (a) whenever it is proposed to appoint a new principal;
- (b) not more than three years after a school was last assigned its principal group;
- (c) whenever the employing authority considers it appropriate to do so.

Individual School Range

8.1 Except for special schools, the relevant body shall determine an individual school range consisting of seven consecutive spine points, normally within the salary range for the principal group assigned to the school. This is the range within which the principal is paid, with progression up the range subject to the performance review arrangements.

8.2 The relevant body shall determine an individual school range as of 1 September 1999 and thereafter:

- (a) whenever it is proposed to appoint a new principal;
- (b) each time the school moves into a different principal group;

and the individual school range shall not be re-determined except as provided for in this paragraph.

8.3 The minimum of the individual school range shall not be less than the minimum of the salary range for the principal group assigned to the school.

8.4 Subject to paragraph 8.5, the maximum of the individual school range shall not exceed the maximum of the principal group range.

8.5 When determining the individual school range for the purpose of a new principal appointment, if the relevant body considers the school would have substantial difficulty filling the vacant principal post, the relevant body may determine an individual school range which exceeds the principal group range, but the maximum of the individual school range so determined shall not exceed the maximum of the second principal group range above the appropriate principal group range, neither shall it exceed the maximum of the pay spine.

8.6 The individual school range shall be determined on the basis of the school's size and circumstances, and the relevant body shall take account of any difficulties there may be in recruiting a principal.

8.7 For the purposes of the first determination of the individual school range as of 1 September 1999:-

- (a) subject to sub-paragraphs (b), (c) and (d), the maximum of the individual school range shall not be less than 2 spine points above the point on the pay spine at paragraph 2 to which the principal is assimilated under paragraphs 9.1 to 11;
- (b) where the principal's salary following assimilation under paragraphs 9.1 to 11 equals the maximum of the pay spine, the maximum of the individual school range shall be equal to the principal's salary following assimilation;
- (c) where the principal's salary is assimilated to point 33 on the pay spine, the maximum of the individual school range shall be the maximum of the pay spine; and

(d) subject to sub-paragraphs (b) and (c), where the principal's salary following assimilation equals or exceeds the third highest point in the principal group salary range, the maximum of the individual school range shall be the second spine point above the point at which the principal is paid following assimilation.

Assimilation to the New Pay Structure for Existing Principals from 1 September 1999

Step 1 - Annual Salary Reviews

9.1 The statutory Determination issued with the Department's Circular No. 1997/1 requires relevant bodies to agree performance criteria with their principals and vice-principals. It also determines that there can be no movement up the pay spine unless there has first been a review of performance in light of the previously agreed performance criteria, save to the extent that a movement up the pay spine is necessary to ensure that the salary of a principal or vice-principal equals the minimum of the range for the group to which the school is assigned.

9.2 Before assimilating to the pay spine in paragraph 2, relevant bodies must review the salaries of principals under the existing arrangements and notify them in writing of the basis on which their spine points have been determined at 1 September 1999, based on the pay spine laid down in the Determination issued with the Department's Circular No. 1999/12.

Step 2 - Assimilation

10. Subject to Step 3, the principal's salary will then be assimilated to the next higher point on the pay spine at paragraph 2. Principals on point 30 of the 1 April 1999 pay spine will assimilate to point 14 on the pay spine at paragraph 2.

Step 3

11. A principal whose salary under Step 2 is below the minimum of the individual school range determined by the relevant body, or the appropriate principal group salary range in the case of special schools, shall assimilate to the minimum of the relevant range. Individual school ranges do not apply to special schools.

Determination of Principals' Pay on and after 1 September 1999 other than for the purposes of Assimilation

12.1 The relevant body shall determine the salary of a principal in accordance with the following criteria:

(a) a newly appointed principal shall not on appointment be paid at a point exceeding the third point above the minimum of the individual school range determined under paragraphs 8.1 to 8.6;

(b) subject to sub-paragraph (f), a principal's salary shall not be less than the minimum of the individual school range, nor shall it exceed the maximum of the individual school range;

(c) except in the circumstances described in sub-paragraph (d), and save to the extent that a movement up the pay spine is necessary to ensure that the salary of a principal equals the minimum of the individual school range, there shall not be any movement up the pay spine unless there has first been a review of the principal's performance under the arrangements laid down in the Determination which issued with the Department's Circular No. 1997/1;

(d) when making a new appointment, or where there has been a significant change in the responsibilities of a serving principal, the relevant body shall have regard to:

- (i) the responsibilities of the post,
- (ii) the social, economic and cultural background of the pupils attending the school,
- (iii) whether the post is difficult to fill, and
- (iv) whether there has been a sustained high quality of performance by the principal in light of the performance criteria agreed between the relevant body and the principal.

(e) save to the extent that a movement up the pay spine is necessary to ensure that the salary of the principal equals the minimum of the individual school range, a principal's salary shall not be increased by more than one point in the course of a single pay review;

(f) (i) except as provided for in paragraph (ii), where the relevant body determines to reduce the individual school range, the principal's salary shall not exceed the maximum point on the revised individual school range,

(ii) where paragraph (i) would lead to a reduction in a principal's salary, the principal shall remain on the same point until the individual school range is increased.

Special Schools

13. The relevant body shall determine the salary of the principal of a special school in accordance with the following criteria:

(a) the principal's salary shall not be lower than the minimum nor higher than the maximum of the salary range specified in paragraph 3 for the principal group to which the employing authority assigned the school;

(b) except in the circumstances described in sub-paragraph (c), and save to the extent that a movement up the pay spine is necessary to ensure that the salary of the principal equals the minimum of the salary range for the appropriate principal group, there shall not be any movement up the pay spine unless there has first been a review of the principal's performance under the arrangements laid down in the Determination which issued with the Department's Circular No. 1997/1;

(c) when making a new appointment, or where there has been a significant change in the responsibilities of a serving principal, the relevant body shall have regard to:

- (i) the responsibilities of the post,
- (ii) the social, economic and cultural background of the pupils attending the school,
- (iii) whether the post is difficult to fill, and
- (iv) whether there has been a sustained high quality of performance by the principal in light of the performance criteria agreed between the relevant body and the principal.

(d) a principal serving at a special school at a time when it is assigned to a lower principal group shall, while he remains in the principal post at that school, continue to receive a salary appropriate to the higher principal group by reference to which his salary was determined before the change took place. If at that time he was receiving a salary determined pursuant to sub-paragraphs (a) or (b), he shall be entitled to be paid at the point on the spine at which he was at that time being paid.

DETERMINATION OF SCHOOL GROUPS FOR VICE-PRINCIPALS

14. Each employing authority shall assign its schools to their appropriate vice-principal groups:
- (a) whenever it is proposed to appoint a new vice-principal;
 - (b) not more than three years after a school was last assigned its vice-principal group;
 - (c) whenever the employing authority considers it appropriate to do so.

Unit Totals and Vice-Principal Groups for Nursery, Primary and Secondary School Principals

15. Each school shall be assigned to a vice-principal group in accordance with table 4, by reference to its total unit score calculated in accordance with table 5.

Table 4

Unit Total	Group
Up to 300	1
301-700	2
701-1,300	3
1,301-2,400	4
2,401-4,600	5
4,601 and above	6

16.1 The total unit score shall be determined in accordance with the number of pupils on the school register, as shown on the most recent annual School Census Statistical Return to the Department, and shall be calculated as follows, based on the ages of pupils at the preceding 31 August:

Table 5

Age	Units Per Pupil
For each pupil under 14 years of age	2 units
For each pupil aged 14 and under 15	4 units
For each pupil aged 15 and under 16	5 units
For each pupil aged 16 and under 17	7 units
For each pupil aged 17 and over	9 units

16.2 The exceptions are :

- (a) each pupil with a statement of special educational needs counts as 3 additional units;
- (b) each pupil who attends for no more than half a day counts as half their normal units;
- (c) a nursery class in a primary school shall count as 55 units and 2 nursery classes in a primary school shall count as 110 units; and
- (d) the unit total of a nursery school shall be 55 in the case of a 1 class school and 110 in the case of a 2 class school.

16.3 Where the employing authority expects a school's enrolment to rise after the date to which the calculation of the unit total refers, the employing authority may instead assign the school to the group appropriate to the unit total which would result after the expected rise in numbers has taken place.

16.4 The employing authority shall assign a school which is newly opened or not yet open to the group appropriate to the unit total expected not less than four years from the date of opening, revising the assignment, as necessary, as expectations change.

Groups For Special School Vice-principals

17.1 Each special school shall be assigned to a vice-principal group in accordance with table 6:

Table 6

Number of Staff (including Principal and Vice-principal(s))	Number of pupils on the School Register, as shown in the most recent annual School Census Statistical Return	Vice-principal Group
3-6	1-85	1(S)
7-11	1-60	1(S)
	61-170	2(S)
12-16	1-40	1(S)
	41-140	2(S)
	141-200	3(S)
17-24	41-110	2(S)
	111-230	3(S)
	231-280	4(S)
25-33	86-200	3(S)
	201-280	4(S)
34 or more	281 or more	4(S)

17.2 Where a special school’s vice-principal group cannot be determined from table 6, because of its particular combination of numbers, the school shall be assigned to the vice-principal group the employing authority considers appropriate.

18. Each employing authority shall be responsible for assigning its schools to their appropriate vice-principal groups, on the basis of paragraphs 17.1 to 17.2, subject to the following particular circumstances:

(a) if in the opinion of the employing authority the pupil and staff numbers of a school will increase after the date to which the determination of the school group refers, the employing authority may assign the school to the group appropriate to the pupil and staff numbers which the employing authority estimates will result when the increase in pupil and staff numbers has taken place;

(b) where a school is not yet open, or is newly opened, the group for that school shall be determined by reference to the employing authority’s estimate of the number of staff and pupils likely to be reached four years after the date of opening and may be revised as the employing authority’s estimates of staff and pupil numbers are revised;

(c) where the group of a school cannot be determined from table 6 because the particular combination of numbers is not provided for, the school shall be assigned to the group which the employing authority considers appropriate.

CHANGES TO THE PAY ARRANGEMENTS FOR CLASSROOM TEACHERS

Spine for Classroom Teachers

19. Spine points 0 and 0.5 of the pay scale at paragraph 3 of the Department's Determination which issued with Circular No. 1999/12 are removed with effect from 1 September 1999. All qualified teachers on points 0 at 31 August 1999 move to point 1 of the scale. Beginning teachers without a good honours degree, or its equivalent, should be appointed on point 1. Those with a good honours degree, or its equivalent, should be placed on point 2.

Review of Recruitment and Retention Points

20. The statutory requirement that recruitment and retention points must be reviewed biennially is removed. The relevant body may review the award of these points biennially with effect from 1 September commencing with effect from the second 1 September following the initial award.