

Subject:**TEACHERS' PAY AND CONDITIONS OF SERVICE****Circular Number: 2003/5****Date of Issue :**
16 April 2003**Audience:**

- Principals, Vice-Principals and Teachers in Grant-aided Schools;
- Boards of Governors of Grant-aided Schools;
- Education and Library Boards;
- Council for Catholic Maintained Schools; and
- Teachers' Unions.

Summary of Contents:**INTERIM REPORT - PRINCIPAL AND VICE-PRINCIPAL
PAY - NOVEMBER 2002**

The attached Determination makes provision for the Agreement reached by the Teachers' Salaries and Conditions of Service Committee (Schools) on 17 December 2002 in relation to the above Report, including the new formula for calculating unit totals for special schools. It also clarifies the salary position of Principals and Vice-Principals who become teachers again.

Enquiries:

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

Governors' Awareness:
Essential**Status of Contents:**

Information for Schools

Related Documents:
1999/22**Expiry Date:**
Not applicable**DENI Website:**
<http://www.deni.gov.uk>

DETERMINATION

In accordance with the provisions of Article 69(1) and (6) of the Education and Libraries (Northern Ireland) Order 1986, the Department of Education has determined that, from 1 September 2000, the salaries paid to teachers in grant-aided schools shall include those set out below:

PRINCIPALS OF ORDINARY SCHOOLS

Determination of a school's individual school range

- 1.1.1 The relevant body shall determine a school's individual school range in accordance with paragraph 1.
- 1.1.2 The individual school range shall consist of 7 consecutive spine points.
- 1.1.3 The relevant body shall determine the individual school range:
- (a) as of 1st September 2000, and as of 1st September 2002;
 - (b) when it is proposed to appoint a new principal;
 - (c) when it is determined that the school has moved into a different principal group; or
 - (d) if they determine to set a vice-principal pay range the maximum of which equals or exceeds the minimum of the individual school range,

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

- 1.2. The relevant body shall secure that the minimum of the individual school range:
- (a) exceeds by not less than one point the maximum of the pay range of any vice-principal at the school; and
 - (b) shall not be less than the next leadership group pay spine point above the salary of the highest paid classroom teacher (calculated in accordance with paragraph 1.3).
- 1.3.1 For the purpose of determining the individual school range or a vice-principal pay range, the relevant body shall calculate the salary of the highest paid classroom teacher in accordance with paragraph 1.3.2:
- (a) as of 1st September 2000; and
 - (b) whenever they propose to determine the individual school range, or a vice-principal pay range.

- 1.3.2 The salary of the highest paid classroom teacher is the sum of:
- (a) the value of point 1 of the upper pay scale;
 - (b) the value of any management allowance awarded to the highest paid classroom teacher at the school; and
 - (c) the value of any special education needs allowance awarded to the highest paid classroom teacher at the school.
- 1.3.3 When calculating the salary of the highest paid classroom teacher the relevant body may, in addition to the sums referred to in sub-paragraphs (a) to (c) of paragraph 1.3.2, include the value of any recruitment and retention allowance awarded to the highest paid classroom teacher at the school.
- 1.3.4 In paragraphs 1.3.2 and 1.3.3, the highest paid classroom teacher at the school is the classroom teacher with the highest allowance total, being the total value of any special educational needs or management allowance awarded to him.
- 1.3.5 The calculation of the salary of the highest paid classroom teacher under paragraph 1 shall not affect the salary entitlement of such teacher.

VICE-PRINCIPALS OF ORDINARY SCHOOLS

Determination of a vice-principal pay range

- 2.1.1 With effect from 1 September 2000, the relevant body shall determine a vice-principal pay range for each vice-principal in accordance with paragraph 2.
- 2.1.2 A vice-principal pay range shall consist of 5 consecutive spine points on the leadership group pay spine.
- 2.1.3 The relevant body shall determine a vice-principal pay range:
- (a) as of 1st September 2000, and as of 1st September 2002;
 - (b) when it is proposed to appoint a new vice-principal,
- and the vice-principal pay range shall not be re-determined except as provided for in this paragraph.
- 2.2.1 When a vice-principal pay range is determined pursuant to paragraph 2.1.3, the relevant body shall secure that the minimum of the vice-principal pay range shall not be less than the next leadership group pay spine point above the salary of the highest paid classroom teacher as set out in paragraph 1.3.

- 2.2.2 When a vice-principal pay range is determined pursuant to paragraph 2.1.3, the relevant body shall secure that the maximum of the vice-principal pay range shall not equal or exceed the minimum of the individual school range.
- 2.2.3 Where there is insufficient space on the leadership group pay spine to accommodate a vice-principal pay range of five points between the salary of the highest paid classroom teacher and the minimum of the individual school range, the individual school range shall be increased to the extent necessary to accommodate the vice-principal pay range.
- 2.2.4 Subject to paragraphs 2.2.1 and 2.2.3, the relevant body shall not determine a vice-principal pay range at so high a level that they are required by virtue of any other provision of this Determination to increase the individual school range beyond the maximum of the principal group range.

SPECIAL SCHOOLS

Unit totals and principal groups - special schools

- 3.1 Subject to paragraph 4, a special school shall be assigned to a principal group in accordance with the following table by reference to its modified total unit score calculated in accordance with paragraphs 3.2 to 3.5:

Modified total unit score	Principal group
Up to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

- 3.2 The relevant employing authority shall calculate the proportion of staff to pupils at the school expressed as a percentage (“the staff:pupil ratio”) in accordance with the following formula:

$$\frac{A}{B} \times 100$$

where A is the number of teachers and non-teaching staff weighted as provided in paragraph 3.2.1, and B is the number of pupils at the school weighted as provided in paragraph 3.2.2.

- 3.2.1 The weighting for a teacher is two units for each full-time equivalent teacher, and the weighting for each non-teaching staff member is one unit for each full-time equivalent individual.

3.2.2 The weighting for a full-time pupil is one unit and the weighting for a part-time pupil is half a unit.

3.3 The relevant employing authority shall calculate the staff:pupil ratio modifier in accordance with the following table by reference to the staff:pupil ratio determined in accordance with paragraph 3.2:

Staff:pupil ratio	Staff:pupil ratio modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

3.4 The relevant employing authority shall determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

Key Stage	Units per pupil
For each pre-key stage one pupil	10
For each pupil at key stage one or two	10
For each pupil at key stage three	12
For each pupil at key stage four	14
For each pupil at key stage five	16

3.5 The relevant employing authority shall determine the school's modified total unit score by multiplying the school's total unit score determined under paragraph 3.4 by the staff:pupil ratio modifier calculated under paragraph 3.3.

3.6 In paragraph 3 "non-teaching staff member" means a member of the school staff who is not:

- (i) a teacher,
- (ii) a person employed in connection with the provision of meals,
- (iii) a person employed in connection with the security or maintenance of the school premises, or
- (iv) a person employed in a residential school to supervise and care for pupils out of school hours.

Determination of a special school's individual school range

- 4.1.1 The relevant body shall determine a special school's individual school range in accordance with paragraph 4.
- 4.1.2 The individual school range shall consist of 7 consecutive spine points.
- 4.1.3 The relevant body shall determine the individual school range:
- (a) as of 1st September 2000, and as of 1st September 2002;
 - (b) when it is proposed to appoint a new principal;
 - (c) when it is determined that the school has moved into a different principal group;
or
 - (d) if they determine to set a vice-principal range the maximum of which equals or exceeds the minimum of the individual school range,
- and the individual school range shall not be re-determined except as provided for in this paragraph.
- 4.2.1 The minimum of the individual school range shall not be less than the minimum of the salary range in relation to the principal group assigned to the school.
- 4.2.2 Subject to paragraph 4.2.3, the maximum of the individual school range shall not exceed the maximum of the principal group range.
- 4.2.3 The relevant body shall secure that the minimum of the individual school range:
- (a) exceeds by not less than one point the maximum of the pay range of any vice-principal at the school; and
 - (b) shall not be less than the next leadership group pay spine point above the salary of the highest paid classroom teacher (calculated in accordance with paragraph 1.3).
- 4.2.4 For the purpose of determining the individual school range or a vice-principal pay range, the relevant body shall calculate the salary of the highest paid classroom teacher in accordance with paragraph 1.3.2.
- (a) as of 1st September 2000; and
 - (b) whenever they propose to determine the individual school range or a vice-principal pay range.

VICE-PRINCIPALS OF SPECIAL SCHOOLS

Determination of a vice-principal pay range

- 5.1 The pay range for vice-principals of special schools should be calculated on the same basis as for vice-principals of ordinary schools set out in paragraph 2.

PRINCIPALS AND VICE-PRINCIPALS WHO BECOME TEACHERS AGAIN

Designation of a Post-Threshold Classroom Teacher

- 6.1 A post-threshold classroom teacher means a teacher who:
- (a) has passed the performance threshold under Northern Ireland arrangements;
 - (b) has passed the performance threshold under the arrangements approved by the Secretary of State for Education in England and Wales;
 - (c) at any time was employed as a Principal or Vice-Principal and in the case of a teacher appointed to such a post since 1st September 2000 held such a post for an aggregate period of one year or more;
 - (d) is appointed as a teacher at a school and had previously been employed by a local education authority as an education adviser for a period of not less than one year and paid on the Soulbury pay spine.