Subject:

EMPLOYMENT OF SUBSTITUTE TEACHERS – NORTHERN IRELAND SUBSTITUTE TEACHERS REGISTER (NISTR)

Circular Number: 2010/17

Date of Issue: 2 July 2010

Target Audience:

- Principals and Boards of Governors of all Grant-Aided Schools
- Teachers' Unions
- Education and Library Boards
- Council for Catholic Maintained Schools
- Association of Governing Bodies of Grammar Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaiochta:
- General Teaching Council (NI)
- Northern Ireland Substitute Teachers Register
- Teacher Employment Agencies

Summary of Contents:

This Circular advises that as all substitute qualified teachers employed by schools must be booked on-line via the Northern Ireland Substitute Teachers Register.

Enquiries:

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

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Governor Awarness:
Essential

Status of Contents:
Advice for Schools and Employers

Related Documents:
Circular 2008/10
Circular 2008/03
Circular 2007/04
Circular 2006/07

Expiry Date:
Not applicable

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1. This Circular is to advise all schools and employing authorities that the Northern Ireland Substitute Teachers Register (NISTR) must be used for booking **all** qualified substitute teachers.

2. NISTR offers further protection to pupils, schools and employers by ensuring that all substitute teachers are properly checked as suitable to work with children as well as being suitably qualified to work in schools. The application process to join NISTR also includes checks that teachers are considered 'eligible to teach', satisfy relevant health requirements and are registered with the General Teaching Council for Northern Ireland.

3. Teachers on a pro-rata contract who intend to work temporary hours/days outside of their current pro-rata contract in another school must also be registered and booked through NISTR.

4. Form TR23 – "Notification of appointment of a teacher" must still be fully completed, countersigned by the relevant employing authority and forwarded to Teachers' Pay and Pensions Team.

5. Schools should advise substitute teachers whom they employ, that if they have not already done so, they must register with NISTR immediately. Teachers can apply on-line at www.nistr.org.uk, or can contact the administrators on 028 9056 4000 ext 4427.

7. Teachers must ensure that their details held on NISTR are accurate and that their personal profile is kept up to date. This will ensure that the NISTR system works effectively for all stakeholders.

8. Regulation 8 of the Teachers' Eligibility Regulations (NI) 1997 makes the provision for schools where no eligible teacher is available, to employ a person who is not eligible, with the approval of the employing authority, for a period **normally not exceeding 4 weeks.** The Department will continue to process manual TR140/141H returns for payment in such situations while employers will be advised when the 4 week rule has been breached.