Circular 22/98

To: The Chief Executive Officer of each Vocational Education Committee

Implementation of revised in-school management structures in vocational schools and community colleges.

1. The Minister for Education and Science hereby authorises Vocational Education Committees to implement the procedures outlined below in relation to the payment of allowances in respect of posts of Principal, Deputy Principal, Assistant Principal and Special Duties Teacher in vocational schools and community colleges.

2. METHOD OF DETERMINING RATES OF ALLOWANCE PAYABLE Principals and Deputy Principals

2.1 A new schedule, set out at Appendix A attached, will be implemented which categorises schools by reference to the number of authorised teaching posts. In total, seventeen categories exist.

2.2 Principals and Deputy Principals who undertake assigned duties appropriate to their posts will have their allowances determined as set out in Appendix A retrospectively to 1st September, 1996. The increased allowances will be paid retrospectively to 1st September, 1996 in accordance with

(i) the phased payment method agreed under the PCW deal and specified in paragraph 5 below and

(ii) the schedule of teacher posts as set out in Circular 21/98

2.3 A holder of a Principal's allowance on a personal basis who undertakes assigned duties appropriate to his/her post will receive the Principal's allowance on a point of the revised Principal's allowance scale which is, generally, 28% more than the rate of allowance which s/he currently receives.

2.4 An existing Vice-Principal teacher on a personal basis who undertakes assigned duties appropriate to his/her post will henceforth be referred to as a Deputy Principal (Personal Basis). S/he will receive the Deputy Principal's allowance on a point of the scale which is, generally, 28% more than the rate of allowance which s/he currently receives.

Assistant Principal and Special Duties Teacher

2.5 The allowances payable to an Assistant Principal and a Special Duties Teacher will continue to be flat rate allowances. The increased allowances will be paid retrospectively to 1st January, 1997 to teachers who undertake assigned duties appropriate to the post, in accordance with the phased payment method agreed under the PCW deal and specified in Paragraph 5 below.
2.6 An existing Grade A post of responsibility holder, who agrees to undertake assigned duties appropriate to his/her post, will henceforth be referred to as an Assistant Principal. S/he will be paid the Assistant Principal's allowance, details of which are set out at Appendix B hereunder.

2.7 An existing Grade A (Personal Basis) post holder who undertakes assigned duties appropriate to his/her post, will be re-graded to the position of Assistant Principal (Personal Basis) and will be paid the Assistant Principal's allowance.

Special Duties Teacher

2.8 An existing Grade B post of responsibility holder, who undertakes assigned duties appropriate to his/her post, will henceforth be referred to as a Special Duties Teacher. S/he will be paid the Special Duties Teacher allowance, which is set out at Appendix B hereunder.

2.9 A Grade B (Personal Basis) post holder who undertakes assigned duties appropriate to his/her post, will be re-graded to the position of Special Duties Teacher (Personal Basis) and will be paid the Special Duties Teacher allowance.

Non-certification by a VEC

2.10 If, in exceptional circumstances, the CEO cannot certify that existing post of responsibility holders are carrying out assigned duties appropriate to their posts, those post holders will only qualify for increases in their allowances by reference solely to general pay increases and only in so far as these pay increases are specifically applied to allowances.

2.11 If, in exceptional circumstances, the CEO cannot certify that a holder of a Principal's allowance on a personal basis is carrying out assigned duties appropriate to his/her post, that holder of a Principal's allowance on a personal basis will continue to be paid the rate of Principal's allowance which s/he currently receives and will only qualify for an increase in that allowance by reference solely to general pay increases and only in so far as these pay increases are specifically applied to allowances.

2.12 If, in exceptional circumstances, the CEO cannot certify that an existing Vice-Principal/Vice-Principal (Personal Basis) is carrying out assigned duties appropriate to his/her post, that Vice-Principal/Vice-Principal (Personal Basis) will continue to be referred to as Vice-Principal/Vice-Principal (Personal Basis). S/he will continue to be paid the rate of Vice-Principal's allowance which s/he currently receives and will only qualify for an increase in that allowance by reference solely to general pay increases and only in so far as these pay increases are specifically applied to allowances. A post of Deputy Principal will not be created in such circumstances.

2.13 If, in exceptional circumstances, the CEO cannot certify that an existing Grade A/Grade A (Personal Basis) post of responsibility holder is carrying out assigned duties appropriate to his/her post, that existing Grade A/Grade A (Personal Basis) will continue to be referred to as a Grade A/Grade A (Personal Basis) post-holder. S/he will continue to be paid the existing Grade A allowance and will only qualify for an increase in that allowance by reference solely to general pay increases and only in so far as these pay increases are specifically applied to allowances. A post of Assistant Principal will not be created in such circumstances.

2.14 If, in exceptional circumstances, the CEO cannot certify that an existing Grade B/Grade B (Personal Basis) post of responsibility holder is carrying out assigned duties appropriate to his/her post, that Grade B/Grade B (Personal Basis) will continue to be referred to as a Grade B post-holder. S/he will be paid the existing Grade B rate of allowance and will only qualify for an increase in that allowance by reference solely to general pay increases and only in so far as these pay increases are specifically applied to allowances. A post of Special Duties Teacher will not be created in such circumstances.
3. CERTIFICATE OF AGREEMENT TO PERFORM DUTIES
3.1 Formal authorisation for the payment of the revised allowances in the case of Principals, Deputy Principals and other post-holders will issue when the CEO in question certifies that the Principal, Deputy Principal and post-holder concerned is undertaking assigned duties appropriate to the post and that the appointment to the post concerned has been made in accordance with the terms of Circular 20/98.

4. REVISED CERTIFICATION BY A VEC
4.1 Where a CEO, who initially cannot certify that an existing post-holder is carrying out assigned duties appropriate to his/her post, subsequently certifies on or before 30th September, 1998 that the post-holder concerned is carrying out assigned duties appropriate to the post, formal authorisation to adjust the teacher's salary to reflect the increased allowance will then be issued by the Department.

4.2 It will not be possible for a teacher, who has opted to undertake assigned duties appropriate to the post and who has been paid the revised allowance on the basis of that option, to rescind that option once exercised.

5. RATES OF ALLOWANCES
5.1 The full range of revised allowances for all post of responsibility holders is outlined at Appendices A and B.

5.2 The increased allowances payable to Principals, and Deputy Principals will be implemented as follows:

* one-third of the total increase with effect from 1 September, 1996;
* two-thirds of the total increase with effect from 1 September, 1997;
* full increase with effect from 1 September, 1998.

5.3 Increased allowances payable to Assistant Principals and Special Duties Teachers will be implemented as follows:

* one-third of the total increase with effect from 1 January, 1997;
* two-thirds of the total increase with effect from 1 September, 1997;
* full increase with effect from 1 September, 1998.

6. IMPLICATIONS OF PERSONAL ALLOWANCE HOLDERS ON FILLING OF POST(S) OF RESPONSIBILITY
6.1 Subject to the terms of Circular 33/97, which sets forth the arrangements in school amalgamations, the presence on the staff of personal basis post-holders can affect the filling of the post of responsibility at the Principal, Deputy Principal, Assistant Principal and Special Duties Teacher grades.

Principal
6.2 Subject to the terms of Circular 33/97, which sets forth the arrangements in school amalgamations, a Principal (Personal Basis) on the staff of a school will prevent the filling of the Principal's post. However, this provision will be set aside if the Principal (Personal Basis) was redeployed into the school.

Deputy Principal
6.3 Subject to the terms of Circular 33/97, which sets forth the arrangements in school amalgamations, a Principal/Deputy Principal/Vice-Principal (Personal Basis) on the staff of a school will prevent the filling of the Deputy Principal's post. However, this provision
will be set aside if the Principal/Deputy Principal/Vice-Principal (Personal Basis) was redeployed into the school.

**Assistant Principal's Post**

6.4 Subject to the terms of Circular 33/97, which sets forth the arrangements in school amalgamations, the existence of any one of the following personal basis post-holders will prevent the filling of an Assistant Principal's post:

- *a Principal (Personal Basis)*
- *a Deputy Principal (Personal Basis), and/or a Vice Principal (Personal Basis), provided that the rate of allowance in payment to the personal basis post holder is equal to or greater than the allowance due to an Assistant Principal.*
- *an Assistant Principal (Personal Basis)*
- *a Grade A (Personal Basis)*

This provision may be set aside if the Principal/Deputy Principal/VicePrincipal/Assistant Principal/Grade A (Personal Basis) was redeployed into the school.

**Special Duties Teacher**

6.5 Subject to the terms of Circular 33/97, which sets forth the arrangements in school amalgamations, the existence of any one of the following personal basis post holders will prevent the filling of a Special Duties Teacher's post:

- *a Principal (Personal Basis)*
- *a Deputy Principal (Personal Basis)*
- *a Vice Principal (Personal Basis)*
- *an Assistant Principal (Personal Basis)*
- *a Grade A (Personal Basis)*
- *a Special Duties Teacher (Personal Basis)*
- *a Grade B (Personal Basis)*

This provision may be set aside if the Principal/Deputy Principal/VicePrincipal/Assistant Principal/Grade A/Special Duties Teacher/Grade B (Personal Basis) was redeployed into the school.

7. **DISSEMINATION OF CIRCULAR**

You are requested to ensure that copies of this circular are provided to the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

John Dennehy,
Secretary General.

April, 1998.