

**An Roinn Oideachais  
agus Eolaíochta  
Brainse an Iarbhunoideachais  
Baile Átha Luain  
Co. na hIarmhí**



**Department of Education  
and Science  
Post-Primary Branch  
Athlone  
Co. Westmeath**

☎ 0902 - 74621

Fax 0902 - 78043  
0902 - 78024

### **Circular 25/98**

**To: The Board of Management of each  
Community and Comprehensive School**

#### **IMPLEMENTATION OF REVISED IN-SCHOOL MANAGEMENT STRUCTURES IN COMMUNITY AND COMPREHENSIVE SCHOOLS**

1. The Minister for Education and Science hereby authorises Boards of Management 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 community and comprehensive schools.

#### **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 24/98.

2.3 A holder of a Principal's allowance on a personal basis who agrees to undertake 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 agrees to undertake 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 their posts, in accordance with the phased payment method agreed under the PCW deal and specified in Paragraph 5 below.

### **Assistant Principal**

- 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 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 agrees to undertake 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 agrees to undertake 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.

### **Post-holders who do not undertake assigned duties**

- 2.10 Existing post of responsibility holders who do not agree to undertake assigned duties appropriate to their posts, 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 A holder of a Principal's allowance on a personal basis who does not agree to undertake assigned duties appropriate to his/her post, 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 An existing Vice-Principal/Vice-Principal (Personal Basis), who does not agree to undertake assigned duties appropriate to his/her post, will continue to be referred to as a 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. Where an existing Vice-Principal does not upgrade a post of Deputy Principal will not be created.

2.13 An existing Grade A/Grade A (Personal Basis) post of responsibility holder, who does not agree to undertake assigned duties appropriate to his/her post, 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. Where an existing Grade A post-holder does not upgrade a post of Assistant Principal will not be created.

2.14 An existing Grade B/Grade B (Personal Basis) post of responsibility holder, who does not agree to undertake assigned duties appropriate to his/her post, 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. Where an existing Grade B post-holder does not upgrade a post of Special Duties Teacher will not be created.

### 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 Board of Management of the school in question certifies that the Principal, Deputy Principal and post-holder concerned has agreed to undertake the assigned duties appropriate to his/her post and that the appointment to the post concerned has been made in accordance with the terms of Circular 23/98.

### 4. EXERCISING AN OPTION TO UNDERTAKE REVISED DUTIES

4.1 A post of responsibility holder who opts initially not to perform assigned duties appropriate to his/her post, may subsequently elect to do so by writing to her/his Board of Management on or before 30th September 1998 stating that s/he wishes to perform assigned duties appropriate to his/her post. The Board of Management shall implement the necessary arrangements to assign appropriate duties to the teacher.

4.2 A Board of Management will be required to inform the Department in writing that the option referred to at paragraph 4.1 has been exercised by a teacher. The teacher's salary will then be adjusted to reflect the increased allowance.

4.3 Once exercised, the option referred to in Paragraph 4.1 above may not be rescinded.

## 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 Deputy Principal, Assistant Principal and ~~Special Duties Teacher grades.~~

### Deputy Principal

6.2 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

6.3 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/Vice-Principal/Assistant Principal/Grade A (Personal Basis) was redeployed into the school.

### **Special Duties Teacher**

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 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/Vice-Principal/Assistant Principal/Grade A/Special Duties Teacher/Grade B (Personal Basis) was redeployed into the school.

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## **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.

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PRINCIPALS' ALLOWANCES					
		New Principals'	General Round	General Round	Increase
Category	School Size	Allowance payable	Increase	Increase	2nd Phase
		from 1/9/96	1/10/96	1/1/97	1/9/97
I	1-3	£3,241	£3,290	£3,323	£3,712
		£3,263	£3,312	£3,345	£3,722
II	4-5	£3,830	£3,887	£3,926	£4,261
III	6	£4,495	£4,562	£4,608	£5,001
IV	7-8	£5,272	£5,351	£5,405	£5,866
V	9-10	£6,135	£6,227	£6,289	£6,826
VI	11-12	£7,008	£7,113	£7,184	£7,798
VII	13-15	£7,853	£7,971	£8,051	£8,739
VIII	16	£8,708	£8,839	£8,927	£9,690
IX	17-19	£9,337	£9,477	£9,572	£10,389
X	20-22	£9,987	£10,137	£10,238	£11,112
XI	23-26	£10,639	£10,799	£10,907	£11,838
XII	27-30	£11,273	£11,442	£11,556	£12,544
XIII	31-35	£11,892	£12,070	£12,191	£13,233
XIV	36-40	£12,051	£12,232	£12,354	£13,558
XV	41-50	£12,285	£12,469	£12,594	£14,036
XVI	51-60	£12,518	£12,706	£12,833	£14,515
XVII	61+	£12,751	£12,942	£13,071	£14,993

## Assistant Principals' and Special Duties Teachers' allowances

Assistant Principals			
Scale	Scale	Scale	Scale
wef	wef	wef	wef
31/12/96	1/1/97	1/1/97	1/9/97
Existing Scale	1/3 increase	1% PCW	2/3 Increase
£2,905	£3,176	£3,208	£3,481
Special Duties Teacher			
Scale	Scale	Scale	Scale
wef	wef	wef	wef
31/12/96	1/1/97	1/1/97	1/9/97
Existing Scale	1/3 increase	1% PCW	2/3 Increase
£1,285	£1,405	£1,419	£1,540