

Circular No 1988/40

Department of Education
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To: Education and Library Boards,
Boards of Governors and Principals
of Grant-aided Schools

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Correspondence should be addressed to:
"The Secretary"

EMPLOYMENT OF SUBSTITUTE TEACHERS

1. This Circular is to advise employing authorities and Principals of new arrangements for the employment of substitute teachers which will apply from 1 September 1988. This follows agreement in the teachers' negotiating machinery on new provisions affecting a number of areas. Authority to grant leave of absence remains with the employer. Circulars 1987/55 and 1988/2 are hereby cancelled.

2.1 In schools with an average daily enrolment of 222 pupils or less, in P1 and P2 classes in schools with an average daily enrolment of greater than 222 pupils, and in nursery classes in primary schools substitute cover may be provided from the first day on which a teacher, other than a supply teacher, is absent.

2.2 In schools with an average daily enrolment greater than 222 pupils substitute cover may be provided after the second day on which a teacher, other than a teacher of a P1 or P2 class or of a nursery class in a primary school or a supply teacher, is absent or otherwise not available, or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance.

2.3 A school may engage additional substitute cover in the case of multiple absences where this is absolutely essential to the functioning of the school. A multiple absence occurs when more than one teacher is absent on the same day from posts for which substitute cover has not already been provided. A multiple absence is not intended to include a series of planned absences by a teacher.

2.4 In special schools, special units in primary schools, and special units in secondary schools substitute cover may be provided from the first day of a teacher's absence.

2.5 The same rules for substitute cover will apply for an absent principal as apply for an absent teacher.

Inservice Training

3.1 The normal rules on substitution will apply, including the rules on

multiple absences, for inservice training courses which take place outside the school. The rules are contained in paragraphs 2.1 to 2.4 above.

3.2 For school-based inservice training schools should, where possible, arrange such training outside class contact hours in order not to involve substitute cover. If exceptionally this is not feasible, the normal rules of substitution, including those on multiple absences, will apply.

3.3 All inservice training involving substitute cover will continue to require DENI approval.

GCSE

4. Substitute teachers may be employed as necessary to provide for the release of teachers to serve as moderators for the Northern Ireland Schools Examinations Council or other examining bodies (including training required directly in relation to their moderation work). In addition, and for the 1988/89 school year only, substitutes may be employed in relation to GCSE.

- to permit release of those teachers completing the NISEC 'consortia' training begun in the 1987/88 school year; and
- to permit release of heads of departments (or other teachers) to attend NISEC courses/seminars in relation to developments in their GCSE subject areas arising from experience of the 1987/88 examinations. The maximum substitute cover will be one day per GCSE subject per school.

After the 1988/89 school year, release of teachers in connection with GCSE (apart from moderation) will be on the basis of the normal arrangements described in preceding paragraphs.

Teacher Representation on Public Bodies, Committees etc

5.1 Substitute cover may be provided for teachers appointed to and attending meetings of

- statutory bodies, eg Education and Library Boards, District Councils and the Northern Ireland Schools Examinations Council or their committees;
- educational bodies which are non-statutory bodies or educational working parties or committees - for example, the Council for Catholic Maintained Schools, Primary and Secondary Standing Conference, NICED (this list is not meant to be exhaustive); and
- non-educational bodies to which a teacher is appointed as a representative of the education service eg Health Advisory Committees.

5.2 Substitution may also be allowed in respect of teachers elected to the Northern Ireland executive of teacher unions (separate consideration will be given to teachers elected to National Executives).

5.3 In the case of teachers appointed to Education and Library Boards and the Council for Catholic Maintained Schools, there will be no restriction on the number of absences for which cover may be granted. In all other cases,

half-day substitution will be available but in all circumstances, substitute cover will be limited to 10 half-day absences or their equivalent in each school year.

Leave Of Absence Without Pay

6. Substitute cover will not be granted automatically because a teacher is on leave of absence without pay; the rules at 2.2 and 2.3 will apply.

Curriculum Programmes and Probation

7.1 **Primary Guidelines:** In primary schools (ie those in paragraph 2.2) which do not have automatic substitute cover for short absences substitutes may be employed to allow for the release of teachers who have been appointed as Subject Co-ordinators in the curriculum area(s) being considered in the school as part of the school's developmental programme. (Subject Co-ordinators include teachers who have taken on the role of lecturer or workshop leader in schools other than those in which they are employed). It is not envisaged that a Co-ordinator will require release to attend courses for more than 6 days in total. If possible, supply teachers should be used to provide substitute cover for this purpose.

7.2 **11-16 Curriculum Review and Development Programme:** Substitutes may be employed to allow the release of Programme Co-ordinators for up to 10 days in each of the first 3 years of a school's involvement in the programme and up to 6 days in each of its 2 final years' involvement to cover attendance at short courses and meetings with the area support team or members of that team. Any unspent balance may be used to cover other absences which arise because of the 11-16 Programme.

7.3 **Induction for Probationer Teachers:** Planned programmes for the induction of probationer teachers provide release for each probationer teacher to allow for attendance at Board run induction courses, visits to other schools and observation of the work of experienced teachers within the probationer's own school, etc. Substitutes may be employed to allow for the release of probationer teachers for up to 9 days for primary school teachers and 8 days for secondary school teachers. In addition to the above it is expected that as part of directed time within the teachers' contracts other school-based elements of the induction programme would be accomplished.

Cross-Community Contact Scheme Education for Mutual Understanding Programmes

8. Substitutes may be employed for up to 10 days in a school year for approved Cross-Community Contact Schemes and other planned Education for Mutual Understanding Programmes. Exceptionally, if the scale and quality of a scheme or programme indicates the need for additional substitute cover over and above 10 days, a separate application detailing the need for additional cover should be made to the Department in support of the case. Applications for additional days should be addressed to the Community Development and Relations Branch of the Department.

Monitoring

9. The Department is monitoring the use of substitute cover for the various purposes described in this Circular.

10. Enquiries by Controlled Schools should be addressed to the appropriate Education and Library Board and enquiries by Catholic Maintained Schools to the appropriate Diocesan Education Committee Office.

J S SMITH
Assistant Secretary