

## **Calculation of Principal Group, ISR and Vice-Principal Range**

*(NB - Steps 1 – 3 will be carried out by the employing authorities on behalf of controlled and Catholic maintained schools with effect from 1 September 2005, and on a triennial basis thereafter)*

### **Step 1**

Get pupil enrolment data (from previous October Annual School Census return).

### **Step 2**

Apply appropriate Key Stage weighting (see Appendix C) and calculate unit score.

### **Step 3**

Assign school to its Principal Group in accordance with unit score (see Appendix E).

### **Step 4**

Consider if further action is necessary: -

- A. If the school has moved into a new Principal Group the school should re-determine the ISR within the new group range. If there is a significant change in the responsibilities of the Vice-Principal, the VP Range can be re-set.
- B. Schools may also re-determine the ISR or VP Range in order to recruit or retain a Principal/Vice-Principal (See paragraphs 1.5 and 1.6).
- C. In all other circumstances no action is required and schools should not re-set the ISR or VP Range (Subject to step 5 of the of the example overleaf in relation to overlapping)

If A or B above is applicable, select an appropriate ISR/Vice-Principal Range (in accordance with Appendix E) and confirm in writing, through the provision of a salary statement.

## Example

### Step 1 and 2:

<u>Key Stage</u>	<u>Pupils</u>	<u>Weighting</u>	<u>Unit Total</u>
Key stage 1	300	7	2100
Key Stage 2	270	7	1890
Statemented Pupils	10	3	30
<b>Total Unit Score</b>			<b>4020</b>

### Step 3:

In accordance with Appendix E unit score of 4020 equates to Principal Group 4, which has a range of points L14 - L27.

### Step 4: If necessary reset the ISR and VP Range

The corresponding recommended highest ISR Maximum for the Principal is **L25**. Therefore the ISR could be any of the following:

L14 - L20; L15 - L21; L16 - L22; L17 - L23; L18 - L24 or L19 – L25.

In selecting the ISR, the relevant body must take account of paragraphs 1.5 and 1.6 and 1.10 of this guidance.

**NB - It may well be that the existing ISR is one of these recommended ranges and that this is still considered appropriate – if so there is no need to increase or reduce the existing ISR.**

The corresponding recommended highest VP Range Maximum for the Vice-Principal is **L15**. Therefore the VP Range could be any of the following:

L1 - L5; L2 - L6; L3 - L7; L4 - L8; L5 - L9; L6 - L10; L7 - L11; L8 - L12; L9 – L13; L10 – L14; or L11 – L15.

In selecting the VP Range, the relevant body must take account of paragraphs 1.5 and 1.6 and 1.10 of this guidance.

**NB - It may well be that the existing VP Range is one of these recommended ranges and that this is still considered appropriate – if so there is no need to increase or reduce the existing VP Range.**

## **Step 5**

### **Rules on Overlapping (see paragraphs 1.2.3, 1.2.5 and 1.5 and 1.6)**

Ensure that the following rules are adhered to:

- The bottom point of the ISR must be higher than the maximum point of the VP Range/ the value of the highest paid teachers salary (which is a notional salary deemed to be **UPS 1** plus the value of any Management or Special Educational Needs Allowance payable to that teacher).
- The bottom point of the VP Range must be higher than the salary of the highest paid classroom teacher (which is a notional salary deemed to be **UPS 1** plus the value of any Management or Special Educational Needs Allowance payable to that teacher).
- The Principal's salary must not be lower than the minimum of the ISR.
- The Vice-Principal's salary must not be less than the minimum of the VP Range.

## **Step 6**

Confirm the ranges and salary point in writing – ie through the provision of the annual salary statement to the staff member.

## **Step 7**

In the event of a change to the Principal's or Vice-Principal's pay, complete from TR268/P and send to your **employing authority**, who will in turn forward it to the Department of Education for payment purposes.

In the case of Voluntary Grammar and Grant Maintained Integrated Schools, the TR268/P must be sent directly to the Department of Education, Teachers Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.