

Dear

Revised Leadership Group Pay Arrangements

1. Guidance on Leadership Group Pay

The Determination that issued with Department of Education Circular 2006/17 sets out revised arrangements for Principals' and Vice-Principals' pay. Although the arrangements are mostly unchanged from the existing provisions, there are some changes to the responsibilities of Governors.

The enclosed Guidance to Boards of Governors on Leadership Group Pay Arrangements provides updated advice and guidance on all aspects of Leadership pay. It replaces section 3 of the 2000 Guidance to Boards of Governors on the Formulation and Implementation of Salary Policy. Governors should ensure that this revised Guidance is understood and adhered to. The Guidance includes the following changes:

- The extension of the Leadership Spine from 41 to 43 points.
- Each Group Range extended by 2 points.
- The resetting of Groups, and determining the Individual School Ranges (ISR) and the Vice-Principal Ranges within the Group Range, will be the responsibility of the relevant body, subject to certain rules. However, EAs will assist by carrying out this exercise on behalf of schools and advise of recommended ISRs/Vice-Principal Ranges (on a 3-year basis).
- New employing authority guidance on recommended ISRs and Vice-Principal Ranges, which schools should adhere to. This replaces the ranges previously recommended by the Independent Inquiry into Teachers' Pay and Conditions.
- TR268/P authorisation forms to be forwarded to Waterside House via the employing authority to enable employers to fulfil their accountability obligations.

2. Triennial Review of School Groupings and Recommended Individual School Ranges (ISR) and Vice-Principal Ranges – September 2005

Under the revised Leadership Group pay arrangements schools are now responsible for setting the School Principal Group and determining ISRs and Vice-Principal Ranges on certain occasions. However, in order to assist

schools, the employing authorities have agreed to calculate the School Principal Group every three years on schools' behalf.

In determining the School Principal Group, a calculation based on the number of pupils at different key stages is used. The figures are those supplied by the school in the Annual School Census Return to the Department of Education in October 2004.

Accordingly I can confirm that, based on a unit total of [**insert unit total**], [**insert school name**] is classified as a Principal Group [**insert Group**] with effect from **1 September 2005**. This represents [**insert "a change" or "no change"**] from the existing Principal Group.

3. Setting ISRs and Vice-Principal Ranges

Under the revised arrangements, Governors may re-set ISRs and Vice-Principal ranges in the following circumstances:

- When the School moves into a new Group;
- On recruitment of a new Principal/Vice-Principal; or
- In order to retain an existing Principal or Vice-Principal (see paragraphs 1.5.1 and 1.6.1 of the attached Guidance)
- In order to comply with the rules on overlapping (see paragraphs 1.2.3, 1.2.5, 1.5 and 1.6 of the attached Guidance)

Therefore, you will wish to consider if any of the above applies in the case of your school. If so, and it is deemed necessary to select an alternative ISR/Vice-Principal Range, Governors should select an appropriate range within those recommended in Appendix E of the Leadership Group Pay Guidance. In many cases, however, the existing ISR/Vice-Principal Range may still be appropriate and no further action will be required other than confirming this to be the case. **Only** where the Principal's salary point is below the minimum point of the School Principal Group Range (column 2 of Appendix E) is it mandatory to reset the ISR.

Possible outcomes of the review will include the following:

- No change to the existing school Principal Group and/or ISR/Vice-Principal Range.
- The new ISR/Vice-Principal Range is lower than that previously determined, and the Principal's/Vice-Principal's existing salary point is higher than the maximum of the new ISR/Vice-Principal Range. In this case, the individual's salary will be protected at his/her existing point, but there will be no opportunity for further progression through the award of performance points in future years (until such time as the ISR/Vice-Principal Range increases to such extent to allow for further progression, eg if the Principal Group increases at a later date).

- The new ISR/Vice-Principal Range is higher or lower than the previous ISR but the individual's existing salary point still falls within the new ISR/Vice-Principal Range. In this case, there is no immediate effect on the individual's salary placement.
- The new ISR/Vice-Principal Range is higher than the previous ISR/Vice-Principal Range and the individual's existing salary point falls below the minimum point of the ISR/Vice-Principal Range. In this case, it will be necessary for the individual's salary placement to be adjusted up to the minimum of the new ISR/Vice-Principal Range.

Appendix F of the Guidance provides further detail on selecting the ISRs and Vice-Principal Ranges.

Please Note: In the event of selecting a new ISR/Vice-Principal Range any pay progression awarded from 1 September 2005 must be within the previous ISR/Vice-Principal Range. The earliest date that progression can be awarded on the new ISR/Vice-Principal Range is September 2006.

In setting ISRs and Vice-Principal Ranges, Governors should ensure that the school can meet the costs associated with progression from within their budget without the need for additional funding from the Curriculum Reserve or other funds held centrally by the Education and Library Boards. The general requirement for governors is that they must plan for the financial consequences, in salary terms, of meeting performance criteria. Performance pay for all teachers is discretionary on the basis of performance and this is the first consideration in any award. However, relevant bodies should agree budgets to ensure that appropriate funding is allocated for performance pay at all levels and record this in the Board of Governors' minutes. Any decision to award performance points where the school is in a position of significant overspend may be challenged by the Employing Authority.

4. Notification and Authorisation

ISRs and Vice-Principal Ranges

Please complete the attached ISR/Vice-Principal Range Notification Form and forward to your employing authority, even if there is no change to the existing ranges. In the case of Voluntary Grammar and Grant-Maintained Integrated Schools, the Form should be sent directly to Teachers Branch, Waterside House, 75 Duke Street Londonderry BT47 1FP.

**Annual Review of Salaries effective from 1 September 2006 -
Form TR268/P**

An updated TR268/P form is enclosed for use (from 1 September 2006 onwards) in circumstances where the salary of the Principal or Vice-Principal is being increased as a result of the annual review of salaries, following a review of performance. This **must** be forwarded to **your employing authority**, who will in turn forward it to the Department of Education, Teachers Branch, Waterside House, Londonderry, for payment. Voluntary Grammar Schools and Grant-Maintained Integrated Schools should send the form directly to the Department.

Should you have any queries about any aspect of the Leadership Group Pay arrangements, please do not hesitate to contact [***insert E/A contact***] for assistance.

Yours sincerely