

6. A caretaker's agreement between the manager of the school and the teacher in occupation of the residence must be executed on a form to be obtained from the Ministry, and a duplicate thereof sent to the office of the Ministry.

7. Teachers in occupation of official residences provided with the aid of a loan or a grant from Public Funds are required to provide for the following services at their own expense, viz. :—
Limewashing, cleaning and repairing glass ; cleaning privies and ashpits ; gravelling yards and walks and keeping surface channels in order ; sweeping chimneys.

8. These Regulations may be cited as the Teachers' Residences (Transitional) Regulations, 1924.

Given under the Seal of the Ministry of Education for Northern Ireland this 2nd day of August, 1924.

L. M'Quibban,

Secretary.

(L.S.)

Teachers in Preparatory, Intermediate and Secondary Schools.—Payment of Salaries to

MADE BY THE MINISTRY OF EDUCATION, NORTHERN IRELAND, UNDER SECTIONS 69 AND 77 OF THE EDUCATION ACT (NORTHERN IRELAND), 1923, AFTER CONSULTATION WITH THE MINISTRY OF FINANCE, NORTHERN IRELAND.

1924. No. 62.

DEFINITIONS :

1. For the purpose of these regulations—

- (a) Preparatory, Intermediate and Secondary Schools are those which satisfy the conditions laid down in the Regulations for the Payment of Grants to such schools.
- (b) A "secondary teacher" is a teacher duly certified by the Ministry as qualified to give instruction in specified subjects in an Intermediate or Secondary School in Northern Ireland.
- (c) A "preparatory teacher" is a teacher duly certified by the Ministry as qualified to give instruction in specified subjects in a Preparatory School or Preparatory Department of an Intermediate or Secondary School in Northern Ireland. All certified secondary teachers are eligible also to teach in preparatory classes in the subjects in which they are certified and while doing so are ranked as preparatory teachers.

- (d) "Full-time employment" is employment in a school or schools recognised by the Ministry in teaching subjects in the approved curriculum to recognised classes for not less than 18 hours per week. The headmaster or headmistress of a school shall be deemed to be in full-time employment irrespective of the number of hours during which he or she may be engaged in teaching.
- (e) "Part-time employment" is employment in a school or schools recognised by the Ministry in teaching subjects in the approved curriculum to recognised classes for less than 18 hours per week.
- (f) A teacher in full-time employment may be considered as in full-time employment as a Secondary Teacher even though engaged partly in intermediate or secondary and partly in preparatory classes, provided that he is employed in teaching in the intermediate or secondary classes for not less than 10 hours per week.
- (g) A "school year" is an annual period beginning on 1st August and ending on 31st July following.
- (h) The "Authorised Staff" is the staff of recognised teachers in full-time employment authorised by the Ministry in accordance with the provisions of Regulations 11, 20 and 21, on or after 1st August, 1922, in the case of Intermediate and Secondary Schools or departments, and on or after 1st August, 1923, in the case of Preparatory Schools or departments.

Any teaching service, at whatever date it is given, other than service on the authorised staff of a school as defined above, shall, if recognised under these regulations, be regarded as service not on the authorised staff except as otherwise provided.

2. SCALES OF SALARY :

- (a) That portion of the prescribed salary of any teacher in 2 (b), (c), and (d) below equivalent to the commencing rate in the appropriate scale shall be known as the "basic" portion ; and the remainder of the prescribed salary as the "incremental" portion of such salary.
- (b) The ordinary prescribed scales of salary for secondary teachers in full-time employment as such in a recognised school and on its authorised staff shall be the following :—

| | | |
|-----|----|---|
| MEN | .. | £210 rising by annual increments of £12 to £270 and thence by annual increments of £15 to £450. |
|-----|----|---|

| | | |
|-------|----|--|
| WOMEN | .. | £200 rising by annual increments of £10 and one final increment of £5 to £325. |
|-------|----|--|

- (c) Subject to the provisions of Regulation 1 (f) the ordinary prescribed scales of salary for preparatory teachers in full-time employment as such in a recognised school and on its authorised staff shall be the following :—

MEN .. £160 rising by annual increments of £12 to £220, and thence by annual increments of £15 to £400.

WOMEN .. £150 rising by annual increments of £10 to £300.

- (d) If, however, a teacher in full-time employment on the authorised staff of a school shall have obtained a degree with First or Second Class Honours in a British or Irish University, the prescribed scale for such Secondary Teachers shall be :—

MEN .. £210 rising by annual increments of £12 to £270 and thereafter by annual increments of £15 and one final increment of £5 to £500.

WOMEN .. £200 rising by annual increments of £10 and one final increment of £5 to £375.

and those for Preparatory Teachers shall be :—

MEN .. £160 rising by annual increments of £12 to £220 and thence by annual increments of £15 and one final increment of £5 to £450.

WOMEN .. £150 rising by annual increments of £10 to £350.

Similar scales may be granted to teachers with other qualifications recognised by the Ministry as equivalent to a degree with First or Second Class Honours. The Honours Degree or other equivalent qualification may be obtained by a teacher before or after entering on the salary scale.

- (e) The Ministry may withhold one or more increments in respect of any teacher, if, in the judgment of the Ministry, such increments are not deserved either by reason of inefficiency or for any other reason.

The Ministry may at any time require the school authorities to furnish reports or other information in regard to any teacher.

3. The minimum rates of remuneration for secondary teachers in full-time employment as such in a recognised school, but not on its authorised staff shall be the following :—

| | | | |
|-------|----|----|--------------|
| MEN | .. | .. | £160 a year. |
| WOMEN | .. | .. | £150 a year. |

4. The minimum rates of remuneration for preparatory teachers in full-time employment as such in a recognised school, but not on its authorised staff shall be the following :—

| | | | |
|-------|----|----|--------------|
| MEN | .. | .. | £150 a year. |
| WOMEN | .. | .. | £140 a year. |

5. The minimum rates of remuneration for secondary and preparatory teachers in part-time employment as such in a recognised school, but not on its authorised staff shall be the following :—

| | | | |
|-------|----|----|---------------|
| MEN | .. | .. | 5/6 per hour. |
| WOMEN | .. | .. | 5/- per hour. |

Provided that such teachers may, should the Governing Body so desire, be paid salaries in accordance with the minimum rates set forth in 3 and 4 above for full-time teachers not on the authorised staff.

The Ministry may in the case of Music Teachers and others who give instruction to individual pupils rather than to classes, authorise lower rates of pay, and the same provision shall apply to the case of foreign teachers who are engaged for a limited period to give conversational lessons in Modern Languages and who at the same time receive instruction in English.

6. The rates of remuneration in Regulations 2 to 5 above are based on the assumption that teachers are non-resident. A reduction not exceeding £50 annually may be made by the School Governing Body from these rates where a teacher (including the Principal) receives free board or free lodging, or both.

PRINCIPAL'S GRANT :

7.—(a) The following additional salary allowance known as the "Principal's Grant" shall be paid by the School Governing Body to Principals of recognised schools :—

- (i) £50 a year where the number of pupils on the rolls warrants the employment of not more than four teachers, including the Principal, on the authorised staff, as estimated in accordance with Regulation 20 (c) below ;
- (ii) £100 a year where the number of pupils on the rolls warrants the employment of more than four, but not more than seven teachers, including the Principal, on the authorised staff, as estimated in accordance with Regulation 20 (c) below ;

- (iii) £150 a year where the number of pupils on the rolls warrants the employment of more than seven, but not more than ten teachers, including the Principal, on the authorised staff, as estimated in accordance with Regulation 20 (c) below ;
- (iv) £200 a year where the number of pupils on the rolls warrants the employment of more than ten teachers, including the Principal, on the authorised staff, as estimated in accordance with Regulation 20 (c) below.
- (b) Not more than one Principal's Grant shall be paid to any one school in any year, but in special cases with the approval of the Ministry the Governing Body may be permitted to divide the Principal's Grant between two or more persons. Such permission will be given only in exceptional circumstances such as for a period following the amalgamation of two separate schools.
- (c) A school containing two or more departments, preparatory, intermediate or secondary, shall be regarded for the purpose of the Principal's Grant as a single school.
- (d) No Principal shall be eligible for more than one complete Principal's Grant in any one school year.
- (e) The scale of Principal's Grants shall be applicable to all schools whether secondary, intermediate or preparatory.

8. The Governing Body of the school shall pay to each teacher the salary including increments and allowances prescribed by these Regulations.

9. The School Governing Body, if its funds permit, may pay a higher salary than the prescribed salary or remuneration to any teacher, provided that the sanction of the Ministry has first been obtained. Such sanction will only be given where the Ministry is satisfied that all other demands of the school have already been adequately met and that the teacher is worthy of the extra remuneration.

10. The Ministry will pay to the Governing Body of the school an amount equal to all the increments granted under these Regulations and also an amount equal to the Principal's Grant. The whole amount payable under these Regulations to the Governing Body shall be known as the Increment Grant.

EMPLOYMENT OF A TEACHER IN MORE THAN ONE SCHOOL :

11.—(a) Where a teacher is employed by a School Governing Body in control of two or more recognised schools, in two or more such schools he shall be entitled to the appropriate salary on the same terms and conditions as if he were teaching in a single school.

(b) Where a teacher is in full-time employment in two or more recognised schools under different School Governing Bodies, those Bodies shall make a joint appointment of the teacher and shall pay as remuneration to the teacher at least the appropriate salary for full-time employment in such proportion as may be agreed upon by them with the approval of the Ministry.

(c) The Ministry shall in each case of a teacher in full-time employment in two or more schools consider whether the teacher should be placed on the authorised staffs of all these schools or should not be placed on any authorised staff; and, if placed on the authorised staffs, he shall receive salary at the appropriate rate in the scale under Regulation 2 above, but shall be considered as supernumerary to the number of authorised teachers to which the school is entitled under Regulation 20 below, and shall not be reckoned as an authorised teacher for the purpose of Regulation 7 above.

(d) Where a teacher is employed as a Technical Teacher by an Education Authority, a Technical Instruction Committee, or the managers of a Technical School recognised by the Ministry and is utilised to give instruction in an Intermediate or Secondary School and is employed altogether for at least 18 hours per week the School Governing Body shall pay to the Education Authority, Technical Instruction Committee, or the managers of the Technical School a sum equivalent to its proportion of the basic part of any scale salary as a Technical Teacher on which he may be placed. This sum shall be in proportion to the time given to the schools concerned. The Education Authority or Technical Instruction Committee shall pay the whole salary of the teacher.

PLACING OF TEACHERS AT THEIR APPROPRIATE POSITIONS ON THE SCALES OF SALARIES :

12. When a teacher on the occasion of his first appointment on an authorised staff is placed on the scale of salaries for Secondary Teachers, or when a teacher who has formerly been on an authorised staff of a school is after the lapse of a period of non-employment thereon again appointed on an authorised staff and placed on the scale of salaries for Secondary Teachers, the Ministry may allow to count for the purposes of awarding increments the following :—

- (a) One-half of his previous approved Secondary service while not on the authorised staff of a School, together with the whole of his previous Secondary service as a teacher on the authorised staff of a school.
- (b) The excess over five years of the sum of one-half of his previous approved Preparatory service while not on the authorised staff of a school, and the whole of his previous Preparatory service as a teacher on the authorised staff of a school.

- (c) One-half of the period of his services with the forces of the Crown or Allied Powers, or of internment in an enemy country as a civilian prisoner of war, during the European War 1914-1919.
- (d) One-half of any period of disablement due to the war, which the Ministry at its discretion may allow to count.

13. When a teacher on the occasion of his first appointment on an authorised staff is placed on the scale of salaries for Preparatory Teachers, or when a teacher who has formerly been on the authorised staff of a school is after the lapse of a period of non-employment thereon again placed on an authorised staff and placed on the scale of salaries for Preparatory Teachers the Ministry may allow to count for the purposes of awarding increments the following :—

- (a) One-half of his previous approved Secondary and Preparatory service while not on the authorised staff of a school, together with the whole of his previous service as a teacher on the authorised staff of a school.
- (b) One-half of the period of his services with the forces of the Crown or Allied Powers, or of internment in an enemy country as a civilian prisoner of war, during the European War 1914-1919.
- (c) One-half of any period of disablement due to the war, which the Ministry at its discretion may allow to count.

14. For the purposes of Regulations 12 and 13 above service as a teacher in a Public Elementary School in Northern Ireland recognised by the Ministry given prior to 1st August, 1923, will be treated as if it were Preparatory service not on the authorised staff of a school, while similar service given after 1st August, 1923, will be considered as if it were Preparatory service on the authorised staff of a school.

For the purposes of Regulations 12 and 13 above service as a teacher in a Technical or Junior Technical School in Northern Ireland recognised by the Ministry given prior to 1st August, 1922, will be treated as if it were service not on the authorised staff of a school, while similar service given after 1st August, 1922, will be considered as service on the authorised staff of a school :—

15. For the purposes of Regulations 12 and 13 the following shall be recognised as Preparatory Service :—
approved service—

- (i) in any Preparatory School or preparatory department of an Intermediate or Secondary School in the British Isles during a period when it was recognised as efficient by or in respect of which it was in receipt of grants from the accredited Educational Authority ;

- (ii) in a Primary School in the British Isles during a period when it was recognised by the accredited Educational Authority ;
- (iii) such other service as, in the opinion of the Ministry, should be so recognised.

16. For the purposes of Regulations 12 and 13 the following shall be recognised as Secondary service :—
approved service—

- (i) in a Secondary or Technical School (exclusive of the preparatory department, if any) in the British Isles during a period when it was recognised as efficient by or in respect of which it was in receipt of grants from the accredited Educational Authority ;
- (ii) in a Technical or Junior Technical School in the British Isles during a period when it was recognised as efficient by or in respect of which it was in receipt of grants from the accredited Educational Authority ;
- (iii) on the staffs of university institutions and training colleges in the British Isles or Dominions as specially considered ;
- (iv) such other service as, in the opinion of the Ministry, should be so recognised.

17. No service given before the age of 21 shall be recognised.

18. A teacher shall be regarded as having given a year's service for the purposes of Regulations 15 and 16 :—

- (a) If he has been employed as a full-time teacher for a period of one year during which he has actually taught for at least 35 weeks.
- (b) If he has been employed as a full-time teacher for broken periods for not less than a total of 40 weeks of actual teaching, provided that no period of less than ten continuous weeks, exclusive of vacations, in any one school shall be taken into account.
- (c) Where a teacher has taught for less than 18, but not less than 10 hours a week, the Ministry may, if it considers that the circumstances warrant it, allow a portion which in no case will exceed one-half of such service, to count as part of the teacher's approved service.
- (d) The case of a teacher who has given service in a University Institution may be specially considered, but such service must not have been less than ten hours per week for the full university year.
- (e) Special consideration may be given to breaks in service due to exceptional causes.

The Ministry shall have power to allow, in exceptional cases, a suitable modification of this Regulation where it is satisfied that a strict application thereof would involve hardship to the teachers concerned.

19. No teacher shall be placed on the scale of salary at the point which would be appropriate in view of his past service unless the Ministry is satisfied as to his efficiency.

AUTHORISED STAFFS OF SCHOOLS :

20.—(a) In any recognised Preparatory, Intermediate or Secondary School, the authorised staff of full-time certified teachers, including the Principal shall be determined by the number of pupils of six years of age and over on the rolls of that school for the preceding year. The number of pupils on the roll of the school will, for the purpose of this Regulation, be taken to be one-third of the sum of the numbers of pupils whose names are on the roll on 1st October, 1st February and 1st May of the school year.

(b) In the case of a school not recognised by the Ministry in the preceding year the number on the authorised staff shall be determined by the Ministry after consideration of the number of pupils on the roll of the school on a date selected by the Ministry at its discretion.

(c) The authorised staff shall be in accordance with the following scale :—

| Average number of pupils on the rolls. | Authorised Staff. |
|---|-------------------|
| Less than 40 | 2 |
| 40, but less than 60 | 3 |
| 60, but less than 80 | 4 |

and so forth, an extra teacher being allowed for each additional 20 pupils on the rolls. When, however, a staff has been authorised, no diminution of the number of teachers already authorised will be enforced on the school before all the circumstances shall have been fully considered and due notice has been given by the Ministry to the School Governing Body.

(d) The Ministry, in exceptional circumstances, may decide that the proportion of teachers to pupils, as set forth in Regulation 20 (c) above, shall be increased or diminished in any particular school. No such increase or diminution shall affect the Principal's Grant.

(e) If the Ministry decides that the number of teachers on the authorised staff shall be so increased, it may require the School Governing Body to employ such additional teachers as are needed and to pay them the appropriate scale of salary for authorised teachers.

- (f) If the Ministry decides that the number of the authorised staff shall be so diminished, it will recognise as its authorised staff only such number of teachers as it so decides shall be appointed.
- (g) The nomination of full-time certified teachers to be members of the authorised staff shall be made by the School Governing Body in the first instance on the prescribed form supplied by the Ministry, but their appointment shall be subject to confirmation or otherwise by the Ministry.
- (h) A certified teacher who continues to render full-time service in a school shall not be replaced by another appointment to the authorised staff without the approval of the Ministry. Such approval will only be given for exceptional reasons, and after due consideration of all the circumstances involved.

21. A teacher shall not be regarded as a member of the authorised staff of a school, unless he is recognised by the Ministry as competent to give instruction in the subjects which he is required to teach in the school.

AWARD OF INCREMENTS AND PAYMENT OF SALARIES :

22. During the period of probation of a teacher on the authorised staff no increment will be paid, but on the granting of full recognition an increase of salary may be allowed. This increase in respect of the probationary period will not amount to more than one increment for each probationary year, and in no case will it amount to more than two increments.

23. A teacher who has done the work of a full-time teacher for the whole of that part of the school year during which the school is open shall be paid a full year's salary for that year. If such work has been performed on behalf of more than one school the amount of salary payable to the teacher, shall be paid by the several school authorities by whom the teacher was employed, in such proportion, based upon the amount of his teaching service, given in each school, as may be agreed upon between the authorities of the schools, or, failing such agreement as may be decided by the Ministry.

24. If a teacher has been employed as a full-time teacher for broken periods for not less than a total of 40 weeks of actual teaching he shall be regarded as having completed a year's service for the award of increments, provided that no period of less than ten continuous weeks, exclusive of vacations in any one school shall be taken into account.

25. Increments of salary will only accrue from one of the following dates :—1st August, 1st November, 1st February and 1st May.

26. A teacher having done a full year's work as defined in Regulation 23 shall be regarded for purposes of increment, as having completed one year of service at the next incremental date.

27. A teacher who does not take up duty at the beginning of any school session will be regarded for the purposes of the award of increments as having taken up duty on the incremental date as defined in Regulation 25, following next after or coinciding with the date on which he actually took up duty.

PAYMENT OF TEACHERS IN SCHOOLS CONDUCTED BY RELIGIOUS COMMUNITIES :

28.—(a) In schools conducted by religious communities the members of which receive no personal salaries, while no salary scale shall apply to any member of the community, there shall be paid to the School Governing Body, in lieu of the increments in respect of each member of the community who is certified and recognised as on the authorised staff of the school and who is a teacher in full-time employment, a grant equal to the average amount paid in increments to lay teachers of the same sex and class throughout Northern Ireland.

(b) All lay teachers in full-time employment in such a school who are certified by the Ministry shall be placed on the authorised staff of the school provided always that their number does not exceed that of the authorised staff, and they shall be paid the appropriate rate of salary in the same manner as teachers in other schools.

(c) The authorised staff of such schools shall be determined by Regulation 20 above, and the Principal's Grant shall similarly be payable in accordance with Regulation 7 above. The Principal's Grant shall be payable in respect of such a school whether the Principal is on the authorised staff or not.

(d) Grants payable in respect of members of such communities shall be paid by the Governing Body to the community.

LEAVE OF ABSENCE :

29. Payment of full salary shall be made in respect of absence, extending over not more than two working days in any one instance, occasioned by minor indispositions, subject to the provisions of Regulations 30 and 31 below. After two days' continuous absence payment of salary shall be made only on the production of the certificate of a duly qualified medical practitioner covering the full period of such absence.

30. If the number of days during which a teacher is so absent in any school year without medical certificate shall exceed seven in the aggregate, no payment of increment grant shall be made in respect of the number of days by which such aggregate period of absence exceeds seven.

31. In all cases when absence through illness extends to more than two consecutive days, a report accompanied by the required medical certificate should be submitted through the Governing Body to the Ministry.

32. A teacher may, within any period of twelve calendar months, be allowed sick leave on full pay for not more than the equivalent of thirteen weeks, exclusive of any period during which he would ordinarily be on leave, and the Governors of the school may, at their discretion, allow payment of half-salary for a further similar period not exceeding thirteen such weeks. The Ministry may, in special circumstances, authorise the payment of salary during any further period of sick leave at a rate not exceeding the amount of pension (if any) for which the teacher would have been qualified.

33. When payment of salary has been made to any teacher in respect of periods of absence on sick leave which have amounted in the aggregate to the equivalent of 26 weeks during any period of four years, no further payments shall be made within such period in respect of any subsequent absence owing to illness, unless the circumstances shall have been reported to and the written approval of the Ministry obtained.

34. Payment of full increment grant may be made in respect of a teacher during a brief period of necessary absence on account of the serious illness or death of a near relative.

35. Special leave of absence with full pay, may, subject to the previous approval of the Ministry, be granted by a Governing Body to a teacher who is required to perform special duties elsewhere than at his headquarters.

36. Periods of absence, granted with full or half-pay under this Section of the Regulations, shall be regarded as service for the purpose of increments.

37. A teacher, if on the authorised staff of a school immediately prior to any such period of absence, shall not be removed from the authorised staff except the express sanction of the Ministry shall have first been obtained.

38. The Governing Body is expected to make adequate provision for the continuance of school work during the absence of any teacher on leave given under these Regulations.

GENERAL:

39. In any case where the Governing Body of a school has not been fully constituted and approved by the Ministry, the Ministry may recognise temporarily to act in place of the Governing Body under these Regulations such person or persons as it may deem right.

40. The Interpretation Act, 1921 (2 Geo. 5, c. 4), shall apply for the purpose of the interpretation of these Regulations as it applies for the purpose of the interpretation of an Act of the Parliament of Northern Ireland.

41. In any case of doubt or difficulty as to the construction of these Regulations or as to any claim, right, or liability thereunder, the decision of the Ministry shall be final.

42. These Regulations, shall supersede the previous Regulations, dated 16th October, 1923, and may be applied retrospectively to cases in which the previous Regulations were not applicable. They may be cited as the Regulations for Secondary Salaries, Northern Ireland, 1924.

Given under the Seal of the Ministry of Education for Northern Ireland this 16th day of October, 1924.

L. M'Quibban,
Secretary.

**Preparatory, Intermediate and Secondary Schools.
Payment of Grants to, in 1924-1925.**

MADE BY THE MINISTRY OF EDUCATION, NORTHERN IRELAND,
UNDER SECTION 77 OF THE EDUCATION ACT (NORTHERN
IRELAND), 1923.

1924. No. 12.

Definitions and Recognition of Schools.

1. For the purposes of these regulations:—

(a) A Preparatory School is a school or department of a school providing instruction suitable for preparing pupils for entry to an intermediate or secondary school.

(b) An Intermediate School is a school or department of a school providing at least a three years' course of instruction in such subjects as may from time to time be