

Northern Ireland Teachers' Council
c/o Justin McCamphill, Secretary
Ben Madigan House
Belfast
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Rathgael House
43 Balloo Road
Bangor
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(by email Justin.McCamphill@mail.nasuw.org.uk)

31 May 2022

Dear Justin

Queen's Platinum Jubilee 2022 – Substitute Teacher Pay

Thank you for your letter of 24 May 2022 regarding the impact of both the Queen's Platinum Jubilee and the use of schools as polling stations, on substitute teachers' pay.

As you know, the Department's response to the additional bank holiday for the Queen's Platinum Jubilee is in line with the precedent set for the Diamond Jubilee in 2012. It ensures that substitute teachers who are already contracted to work at the time of the additional bank holiday (i.e. on Friday 3 June 2022) and who, as part of their contract, would be working in the school on that day had it not been designated as an optional additional closure date, do not suffer any detriment.

Where a substitute teacher does not normally work in the school on a Wednesday, but they are contracted to work there on Fridays, the school should look favourably on the circumstances and process a payment to the teacher through NISTR for Friday 3 June 2022. The key point is that the substitute teacher should have a contract to work in a school that includes Friday 3 June 2022. If the substitute teacher does not normally work on Fridays or doesn't have a contract for that date, they have no entitlement to the additional payment. Individual cases that cannot be resolved within the school should be directed to the HR team within the relevant employing authority for a decision.

In relation to the issue of schools being used as a polling station and the impact that this has on substitute teachers' pay, you will be aware that NISTR should only be used to engage teachers to provide immediate, unplanned, short-term cover for a period not in excess of 6 months. Where this is the case, the teacher will be paid a daily rate of 1/195, which includes rolled-up holiday pay, for the days that they work in the school. If cover is required for periods in excess of 6 months, the agreed procedure in [TNC 2016/1 - The appropriate use of the NISTR](#) should be followed, i.e. the post should be publicly advertised as a temporary position and the substitute teacher should be placed on a temporary contract and paid through the monthly payroll. Where this is the case, they should be treated the same as permanent teachers within the school and should be paid for days that the school is closed, including when the school is used as a polling station. I assume that the 'permanent equivalent' teachers you refer to have been engaged for a period in excess of 6 months but the school is paying them through NISTR when they should be on a temporary contract. If this is the case, the discrepancy should

be raised directly with the school and / or employing authority, reminding them of the procedures in TNC 2016/1, as the Department does not intervene in the day-to-day running of schools.

I hope this is helpful.

Kind regards

A handwritten signature in black ink that reads "Mark Bailey". The letters are cursive and slightly slanted to the right.

Mark Bailey
Director of Workforce