

**Circular Number: 2023/10**

**Subject:**

Method of Calculating Additional Days and Hours for Part-Time Teachers

**Date of Issue: June 2023**

**Target Audience:**

- Principals and Boards of Governors (BoG) of all grant-aided schools;
- Education Authority (EA);
- Council for Catholic Maintained Schools (CCMS);
- Comhairle na Gaelscolaíochta (CnaG);
- Northern Ireland Council for Integrated Education (NICIE);
- Governing Bodies Association;
- Controlled Schools' Support Council; and
- Teachers' Unions.

**Governor Awareness:**  
Essential

**Status of Contents:**  
For information and action by schools and employing authorities.

**Superseded Documents:**  
1990/35  
1995/1

**Effective Date**  
1 July 2023

**Summary of Contents:**

This circular, issued by the Department of Education, sets out the method of calculating additional days and hours for part-time teachers from 1 July 2023.

**Enquiries:**

Any enquiries about the content of this circular should be addressed to:

Teachers' Negotiating Team  
Department of Education  
Rathgael House  
BANGOR,  
BT19 7PR

**DE Website:**  
[Department of Education NI](http://www.education-ni.gov.uk)

**E-mail:**  
[TNT.Team@education-ni.gov.uk](mailto:TNT.Team@education-ni.gov.uk)

## **Method of Calculating Additional Days and Hours for Part-Time Teachers**

The purpose of this circular is to advise schools that:

1. Any part-time teacher working additional days should be paid at the rate of 1/195th of the annual salary (pro rata) and additional hours should be paid the additional hours at the rate of 1/1265th of the annual salary.
2. Full-time teachers should not be asked, directed or required to work additional hours.
3. There is no facility for Principals and Vice Principals to work additional hours therefore there should not be additional hours payments for these categories of staff.
4. Functionality has been incorporated into NISTR to facilitate permanent part-time teachers who wish to provide additional cover at their own school during their non contracted hours removing the normal registration pre-employment checks including the AccessNI check.
5. Full registration and checks will continue to be required if a part-time teacher wishes to work addition hours/days in alternative schools. The use of NISTR for the recording of additional hours/days for a permanent part-time teacher eliminates the requirement for the TR269 form. The TR269 should no longer be used.

**JOHN MASON**

**Head of Teachers' Negotiating Team**