

EASTER REVISION SCHEME 2022 – GCSE/AS/A LEVEL

SUPPLEMENTARY GUIDANCE and FAQs

This supplementary information complements the Easter Revision Scheme Guidance provided previously and should be read in conjunction with it. This document deals specifically with pay related issues and financial arrangements.

Pay

Q: What is the rate of pay for staff?

1. **A:** Principals, Vice-Principals, teachers and substitute teachers can receive additional pay of **£30.00 per hour**.
2. All Easter Scheme hours must be worked within the school's Easter holiday period.
3. When budgeting, schools should note that the wages of teaching staff are non-pensionable but include National Insurance contributions. The estimated budget for Revision Schemes should therefore include provision for National Insurance Contributions of circa 15.55%. Non-teaching staff working additional hours are pensionable if included within the scheme.

Q: Can substitute teachers be used?

A: If required, yes. Substitute teachers who are live and active on NISTR should be booked using a **TR270 (See Annex A)**. This will be processed as a miscellaneous payment.

Schools are reminded of the appropriate use of NISTR and although the booking of a teacher will not be placed on system the school search will be available during the Easter school closure period.

Q: Will substitute teachers be paid the same as permanent teachers?

4. **A:** Yes – substitute teachers will receive the same rate of pay as permanent teachers - **£30.00 per hour**.

Q: Is Revision Scheme pay taxable?

5. **A:** Yes. Pay received from working in the Easter Revision Scheme is taxable.

Q: How will teaching staff be paid?

6. **A:** Teaching staff must complete a **TR270 Form** which must be authorised by the School Principal and Chair of the Board of Governors and submitted to Teacher's Branch. **See Annex A.**

Please Note: the 4 digit cost-code requested on the TR270 is NOT appropriate in this instance and schools should enter **S** for this specific Scheme.

Q: What will non-teaching staff be paid?

7. **A:** Classroom/general assistants employed on a 52 week or 52 week with unpaid leave contract of employment will be paid at their normal rate of pay for their contractual hours. Excess hours will be paid at the Easter revision scheme rate of pay (**£10 per hour**).
8. **A:** Classroom/general assistants employed on a term time contract of employment who work in the Easter Revision Scheme will be paid the appropriate Easter revision scheme rate of pay (**£10 per hour**).
9. School secretaries, Cleaners and Building Supervisors, carrying out additional administrative duties outside of their normal hours can be paid additional hours at their current rate of pay. **See Annex B.**
10. Additional hours for non-teaching staff who are members of NILGOSC will be pensionable

Q: Access NI?

A: An Access NI check will not be required for current teaching and non-teaching employees.

Finance Arrangements

Q: What arrangements are in place for processing staff pay?

11. **A:** For teaching staff, schools should submit a **TR270** form. For Non-teaching staff, schools will need to complete an EXT form and submit to “EA People Services” and complete appropriate timesheets for hours worked. (**See Annex C**).

When Form TR270 for teaching staff is completed and authorised, it must be forwarded directly to Teachers Pay & Pensions Team (TPPT). Any queries should be directed to the contacts below:

belfastsection@education-ni.gov.uk

westernsection@education-ni.gov.uk

northeasternsection@education-ni.gov.uk

southeasternsection@education-ni.gov.uk

southernsection@education-ni.gov.uk

Queries in relation to Temporary or Substitute teachers should be directed to:

temporarysection@education-ni.gov.uk

Q: How should VG/GMI schools pay the Easter Revision Scheme staff?

12. **A:** Normal payment procedures should be followed for payment of teaching and non-teaching staff. VG and GMI schools should not use the TR270 form.

Q: When will staff receive payment for operating the Easter Revision Scheme?

13. **A:** Provided appropriate paperwork is submitted promptly, it is envisaged that staff will receive payment by the end of June 2022.

ANNEX A**FORM TR270****ADDITIONAL HOURS DETAILS FOR INITIATIVES**

THIS FORM SHOULD ONLY BE USED FOR ADDITIONAL HOURS WORKED IN SPECIAL INITIATIVES OR FUNDINGS

TEACHER'S NAME TR NUMBER

SCHOOL NAME

SCHOOL REF

MONTH DUTIES CARRIED OUT YEAR

ADDITIONAL HOURS THIS MONTH

1	TOTAL ADDITIONAL HOURS AND MINUTES TO BE PAID			
2	IS THIS WORK PAYABLE AT A PRE-DETERMINED HOURLY RATE YES / NO	IF NO GO TO QUESTION 4		
3	HOURLY RATE PAYABLE IS	PER HOUR		
4	COST-CODE (4 DIGITS)	S		
5	NAME OF INITIATIVE UNDER WHICH HOURS ARE BEING PAID			

Duties must be completed before the form is completed and authorised.

I certify that the details given on this return are to the best of my knowledge correct.

Authorisation
details

Signed Principal for all teachers		Date	
BOG's for Principal and Vice Principals only		Date	
Employer but only when specifically instructed		Date	

Guidance notes for the completion of the TR270

4,	COST- CODE	The scheme guidance should confirm whether a 4 digit cost-code should be used or whether you should record it simply as a school charge. (S)
5,	NAME OF INITIATIVE UNDER WHICH HOURS ARE BEING PAID	The scheme guidance should confirm the name of the initiative/scheme EASTER REVISION SCHEME

Duties must be completed before the form is completed and authorised.

ANNEX B

PAYMENT SCHEDULE FOR STAFF ENGAGED IN THE EASTER REVISION SCHEME 2022

JOB TYPE	RATE OF PAY	PAYMENT ARRANGEMENTS
Principal	£30.00 per hour	For Teaching Staff a Form TR270 (as attached) should be completed, signed and forwarded to DE Salaries Branch.
Teacher/substitute teacher	£30.00 per hour	For Teaching Staff a Form TR270 (as attached) should be completed, signed and forwarded to DE Salaries Branch.
Classroom Assistant (52 week contract of employment)	Normal rate of pay for contractual hours.	Existing members of staff completing their usual role should have hours recorded on the timesheet in the normal manner and will be paid their contractual rate of pay.
	£10.00 per hour for excess hours	For Non-Teaching staff an EXT SS form should be completed and returned to EA people services. An appropriate timesheet will also need to be completed and forwarded to EA's payroll department
Classroom Assistant (term time contract of employment)	£10.00 per hour	For Non-Teaching staff an EXT SS form should be completed and returned to EA people services. An appropriate timesheet will also need to be completed and forwarded to EA's payroll department
Catering Assistant	Normal hourly rate in accordance with NJC salary scales	Existing members of staff completing their usual role should have hours recorded on the timesheet in the normal manner and will be paid their contractual rate of pay.
Cleaner/ Building Supervisor, School Secretary undertaking additional hours	Normal hourly rate applicable to that employee	Additional hours/overtime should be completed on the timesheet in the normal manner.

If required, substitute teachers who are live and active can be sourced from NISTR. However, NISTR should not be used to process payment for substitute teachers, or record duties in connection with this Scheme. Schools should use TR270 for this purpose.

Pay rates for substitute teachers will be on the same basis as permanent teachers.

ANNEX C



EDUCATION AUTHORITY EASTER SCHEME 2022 ENGAGEMENT FORM EXT SS

Section A: Personal Details

TitleForenamesSurname
(Mr/Mrs/Miss/Ms etc.)

Marital Status | National Insurance No Date of Birth/...../.....

Home AddressPost Code..... Home Tel No.....

Bank/building Society details - N.B. Failure to complete Bank details WILL result in non payment

Bank Sort Code.....Account number

Bank/Building Society Name.....

Branch Address (inc Postcode).....

.....

Building Society Roll No (if applicable).....

Section B: Job Details (to be completed by Principal)

Current/Previous Employment within ELB/EA if applicable

Employee NoJobDates.....

Location

Details of Easter Revision Scheme Job only

Job Start Date..... Job End Date.....Location..... Hours per week.....

I undertake to carry out the duties associated with the Easter Revision Scheme 2022 and accept that I will be paid the agreed rate of pay for worked hours worked only. I understand and accept that The Education Authority is ***acting as paying agent only*** on behalf of the School.

Signed.....

Date.....

Section C:

Principals signature.....

Date.....

Please return the completed form to your EA HQ Human Resources Office

EDUCATION AUTHORITY SUMMER SCHEME ENGAGEMENT FORM EXT SS

Data Protection Statement

The information provided by you to the Education Authority is required by us to engage you on the EA Payroll system for payment to be made to you for hours worked on the Easter Revision Scheme 2022. EA is obliged to comply with the General Data Protection Regulation (GDPR) when we process your personal information

We will process your personal information on the legal basis that it is part of our public task to do so. We will not share the personal information you provide to us on this form with any third party, and it will not be shared or processed for any other purpose without your express consent.

We have published detailed **Privacy Notices** on our website <http://www.eani.org.uk/privacy> which provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions. Please read our Privacy Notices carefully before completing this form.

