

# JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARD

20 December 2006

**To:- Chief Executives  
Council Members  
MSO/TUSO**

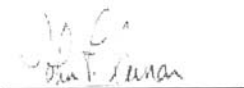
## **JOINT NEGOTIATING COUNCIL CIRCULAR NO. 134**

### **Instructors/Tutors currently employed in the Education and Library Boards Transfer from Teacher Related Scales to JNC Youth and Community Workers Scales**

The Joint Negotiating Council, at its meeting on 1 December 2006, agreed to the restructuring of salary scales for Instructors/Tutors. With effect from 1 August 2002, Instructors /Tutors will transfer to the JNC Youth and Community Workers Scale (Professional Range, Points 23 - 26) with the facility to apply for an additional two points (to be known as Staff Development Progression (SDP]) on a personal to holder basis in lieu of threshold pay.

A copy of the relevant SDP form referred to above is attached to this circular.

The new salary ranges are detailed as per the attached appendix.



Management Side Secretary  
J Curran



Trade Union Side Secretary  
A Millar



Trade Union Side Secretary  
L Kerr



Trade Union Side Secretary  
B McCreight



Trade Union Side Secretary  
A Mills

Council Secretary:  
Forestview, Purdy's Lane, Belfast, BT8 7AR

Philip Robinson  
Telephone: 028 9049 1461 Facsimile: 028 9049 1744

**INSTRUCTORS/TUTORS  
RESTRUCTURING OF SALARY SCALES WITH EFFECT FROM 01 AUGUST 2002**

**Salary Scales as per previous  
Teacher Related Scales**

**JNC Youth and Community Workers Salary Scales -  
Professional Range Points 23 - 26**

<b>Current Salary w.e.f. 01.09.05 Pts 2-8</b>	<b>Previous Salary w.e.f. 01.04.02</b>	<b>New Pay Points</b>	<b>w.e.f. 01.08.02 £</b>	<b>w.e.f. 01.09.02 £</b>	<b>w.e.f. 01.03.03 £</b>	<b>w.e.f. 01.11.03 £</b>	<b>w.e.f. 01.03.04 £</b>	<b>w.e.f. 01.09.04 £</b>	<b>w.e.f. 01.09.05 £</b>	<b>w.e.f.* 01.09.06 £</b>	
2	19,161	17,595	23	24,288	25,017	25,260	25,980	26,094	26,811	27,603	28,416
3	20,676	18,519	24	24,990	25,740	25,989	26,730	26,847	27,585	28,398	29,235
4	22,338	19,491	25	25,692	26,463	26,721	27,483	27,603	28,362	29,199	30,060
5	24,057	20,514	26	26,400	27,192	27,456	28,239	28,362	29,142	30,003	30,888
6	25,953	21,591		27,108*	27,921*	28,191*	28,995*	29,121*	29,922*	30,804*	31,713*
7	28,005	22,806		27,819*	28,653*	28,932*	29,757*	29,886*	30,708*	31,614*	32,547*
8	29,643	24,177									
		25,713									
		27,306									

\* Facility to apply for additional two points in lieu of threshold pay - Staff Development Progression (SDP)

THE ----- EDUCATION AND LIBRARY BOARD

**STAFF DEVELOPMENT PROGRESSION (SDP) FORM**

This application form will be handled IN CONFIDENCE at all times. Access to the form will be restricted to those who are playing a part in the assessment process.

The information will be processed within the terms of the Data Protection Act 1998. Following assessment the form will be retained by the assessing officer. No copies will be made.

In line with the Board's commitment to equality of opportunity, the application form will be processed regardless of gender, ethnicity, disability or age.

Please return your completed form to \_\_\_\_\_ by

**1. PERSONAL DETAILS**

- (a) Full Name:  
.....
- (b) Current Post:  
.....
- (c) Pay Range – JNC for Youth and Community Workers point ..... to  
.....
- (d) Pay Number (from pay slip): .....
- (e) Line Manager:  
.....
- (f) Date last staff development interview (appraisal) took place with line manager (if appropriate).  
.....

**2. ELIGIBILITY FOR SDP PROCESS**

- (a) *Date commenced service in the Board:* .....
- (b) *Date commenced service in current post:* .....
- (c) *If you have a minimum of four years' service within the Board and a maximum of 2 year's service in your current post you are automatically eligible to apply for the SDP. Please tick the box below if you believe this applies to you.*

- (d) *If you do not meet the criteria but wish to be considered for eligibility on the basis of **exceptional circumstances**, please confirm by ticking the box below and attaching your written case to this form when submitting your application.*

## **SECTION 1 : SDP LEVEL 1**

The level one SDP involves assessing an officer's contribution against the duties and responsibilities of the post held and achievements against any targets and objectives established for the post-holder.

### **A**

1. Please attach job description for post held

Job Description attached  
(Please tick)

2. Please attach a list of the main duties and responsibilities of the post agreed with line manager.  
Please request line manager to countersign.

Targets information  
attached  
(Please tick)

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## B

The information in this section should be recorded in **bullet point form only, with sources of evidence to support points made cited in brackets next to each point.**

Reference should normally be made to your work over the last two years only. The information below is not an exhaustive list. If there are any other appropriate points please indicate.

### (i) **DEVELOPMENT**

*Please tick at least three of the following and make clear what you consider to be your area of specialism. Additional evidence to be supplied would include developing knowledge and skills.*

➤ Attending board provided training courses.

➤ Personal reading and study.

➤ Researching issues and topics which have arisen in the course of your professional work.



**(ii) DEVELOPING SERVICES**

*Please tick at least three of the following and cite evidence that you have contributed to the development and/or implementation of policies operated by the Board's Outdoor Education Provision.*

➤ Contribution to the formation/development/implementation of internal Education & Library Board Outdoor Education/Centre policies.

➤ Meeting/contributing to Outdoor Education/Centre objectives of the Board.

➤ Meeting performance targets of the service.

➤ Contributing to the Outdoor Education/Centre objectives of the Board through working groups or work- shops etc.

➤ Contributing to training of staff including part-time youth employees and teachers.

➤ Supervision of staff (part-time employees, voluntary instructors/tutors)

➤ Supporting newly-appointed colleagues during induction.

#### SDP Level 1: Developing Services

<b>ASSESSOR'S COMMENTS</b>
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**(iii) IMPROVING STANDARDS**

*Please tick at least three of the following and cite evidence to identify the contribution you make to the improvement and evaluation of the Board's Outdoor Education provision*

➤ Contributing to the delivery of the service.

➤ Contributing to the improvement and evaluation of service delivery.

➤ Meeting performance targets in line with the services' business/ operational plan.

➤ Meeting quality standards established by the service.





➤ Completing required administrative records in relation to day-to-day work



SPA Level 1: Administration

ASSESSOR'S COMMENTS





## **SECTION 2 : SDP LEVEL 2**

The level two SDP involves assessing an officer's sustained contribution to the efficiency and effectiveness of the service within which they work at a strategic level. In this context sustained will be taken to mean:

- Satisfactory performance throughout the qualification period of the criterion areas listed above as evidenced by, for example, Staff Appraisal Reports, evidence supplied by line managers etc;
- Satisfactory attendance at work throughout the qualification period.

**If you wish to apply for the level 2 SDP as well as level 1 please give examples below of your contribution, citing evidence as applicable.**

### **CONTRIBUTION TO EFFICIENCY AND EFFECTIVENESS OF THE**

### **SERVICE**

*The information in this section should be recorded in bullet point form only with, sources of evidence to support points made cited in brackets next to each point.*

**SPA Level 2 : Contribution to Efficiency and Effectiveness of the Service**

**ASSESSOR'S COMMENTS**