



Circular letter 42/00

To Vocational Education Committees and the managerial authorities of Secondary, Community and Comprehensive Schools

- 1. Retention of the Acting Post of Responsibility Allowance by a Principal or Deputy Principal for the duration of the assignment to a post.**
 - 1.1 Where a teacher is initially appointed as an Acting Principal or Acting Deputy Principal, his/her rate of allowance is determined by the number of authorised teaching posts in the school. Prior to 1st May 1999 a fall in teacher numbers would have resulted in a reduction of the acting-up allowance paid.
 - 1.2 With effect from 1st May 1999, the acting-up allowance of such a post holder will not be affected by falling teacher numbers during the period of his/her assignment to the post.
 - 1.3 However, should authorised numbers fall during the course of an acting assignment and the acting post holder changes, the new acting post holder will receive the appropriate rate of allowance as at the date of his/her appointment. This is of course provided that the acting post continues to be warranted.
- 2. Retention of an Acting-up allowance by an acting post holder where he/she has carried out the duties for a period in excess of five consecutive years**
 - 2.1 With effect from 1st May 1999, where an acting Principal, acting Deputy Principal, acting Assistant Principal or acting Special Duties Teacher post is held for a period **in excess of 5 consecutive years**, the acting-up allowance may be retained on a personal basis subject to the discharge of appropriate duties. An acting appointment for a 5 year career break is excluded.
 - 2.2 The implications of personal basis posts on the filling of posts of responsibility in schools is set out in Circulars 22/98 (VECs), 25/98 (Community Schools) and 7/98 (Voluntary Secondary Schools).
3. In the case of Vocational Education Committees, the adoption of the terms of this Circular should be formally recorded by the VEC.
4. Please bring this Circular to the attention of teachers.

J Bracken
Principal

November, 2000