

Subject:

Circular Number: 2008/10

**EMPLOYMENT OF SUBSTITUTE TEACHERS -
NORTHERN IRELAND SUBSTITUTE TEACHERS
REGISTER (NISTR)**

Date of Issue: 14 May 2008

Target Audience:

- Principals and Boards of Governors of Grant-Aided Schools
- Teachers' Unions
- Education and Library Boards
- Council for Catholic Maintained Schools
- Association of Governing Bodies of Grammar Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- General Teaching Council (NI)
- Northern Ireland Substitute Teachers Register
- Teacher Employment Agencies

Summary of Contents:

This Circular advises that as from 1 August 2008 substitute teachers employed by schools must be booked on-line via the Northern Ireland Substitute Teachers Register.

Enquiries:

Any enquires about the contents of this Circular should be addressed to:-

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Teachers' Pensions, Pay & Administration Branch
Department of Education
Waterside House
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LONDONDERRY
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Governor Awareness:
Essential

Status of Contents:
Advice for Schools
and Employers

Related Documents:
Circular 2008/03
Circular 2007/04
Circular 2006/07

Expiry Date:
Not applicable

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1. This Circular is to advise schools (including Nursery Schools) and employing authorities that from 1 August 2008 they must use the Northern Ireland Substitute Teachers Register (NISTR) for booking **all** qualified substitute teachers paid through the Departmental payroll.
2. Mandating NISTR offers further protection to pupils, schools and employers by ensuring that all substitute teachers are properly checked as suitable to work with children as well as being suitably qualified to work in schools. The application process to join NISTR also includes checks that teachers are considered 'eligible to teach', satisfy relevant health requirements and are registered with the General Teaching Council for Northern Ireland.
3. Teachers on a pro-rata contract who intend to work temporary hours/days outside of their current pro-rata contract in another school must also be registered and booked through NISTR; additional hours/days worked within their current school will continue to be processed for payment via a manual TR269 form or TR140/141H.
4. Form TR23 – "Notification of appointment of a teacher" must still be completed and forwarded to Teachers' Pensions, Pay & Administration Branch.
5. Schools should advise substitute teachers whom they employ, that if they have not already done so, they must register with NISTR immediately. This will allow time to ensure that all appropriate checks are completed to enable full registration by 1 August 2008.
6. Teachers can apply on-line at www.nistr.org.uk, or can contact the administrators on 028 9056 4000 ext 4427.
7. Information sessions organised by E-teach, have been offered to all schools since the roll out began and further sessions are planned during May and June.
8. Teachers must ensure that their details held on NISTR are accurate and that their personal profile is kept up to date. This will ensure that the NISTR system works effectively for all stakeholders.
9. Regulation 8 of the Teachers' Eligibility Regulations (NI) 1997 makes the provision for schools where no eligible teacher is available, to employ a person who is not eligible, with the approval of the employing authority, for a period normally not exceeding 4 weeks. The Department will continue to process manual TR140/141H returns for payment in such situations