

## **MANAGEMENT ALLOWANCES - REPLACED BY TEACHING ALLOWANCES W.E.F. 01/09/2006**

1. With effect from 1 September 2006, Management Allowances will be replaced by a new system of allowances named "Teaching Allowances" (TAs) to reflect the teaching and learning responsibilities to be associated with their award.
2. Current Management Allowances awarded on a permanent basis will assimilate to the corresponding level of TA. This arrangement is on a personal to holder basis and will expire when the teacher leaves the post. This does not preclude an agreed change to the responsibilities associated with the allowance. The remainder of this guidance deals with:
  - arrangements for the award of new TAs; and
  - current Management Allowances awarded on a fixed term basis.
3. Relevant bodies may award only one of five TAs to a classroom teacher for responsibilities set out in paragraph 4. It is not possible to award more than one TA to a teacher to recognise different areas of responsibility. Where a teacher in receipt of a TA assumes further additional responsibility, relevant bodies may award a TA of a higher value rather than an additional TA. A TA can be awarded to a part-time teacher on a pro-rata basis but cannot be split between two or more full-time teachers.
4. Not every task that a teacher undertakes outside the classroom needs to be separately paid for through the allocation of a TA. Before awarding a TA, the relevant body must be satisfied that the teacher's duties include responsibilities that:
  - are not required of all classroom teachers;
  - are focused primarily on teaching and learning; and
  - require the exercise of a teacher's professional skills and judgement.

Such responsibilities must also conform to at least one of the following descriptions:-

- a) require the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
  - b) have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
  - c) involve leading, developing and enhancing the teaching practice of other staff.
5. The use of the five levels of TA should reflect the size and responsibility structure of the school in keeping with the school's salary policy as outlined in Department of Education Circular 1993/24. Consequently, it will be necessary for Governors to update their schools salary policy to take account of TAs. Structures should reflect the principle that teachers with similar levels of

responsibility are awarded the same level of allowance, taking account of equal pay and other employment legislation.

6. As a general principle, the responsibilities for which a higher value TA (i.e. TA 4 and TA 5) is awarded should normally include line management responsibility for a significant number of people, and this should be reflected in the salary policy.
7. The relevant body may award TAs on a temporary or fixed-term basis to a teacher assuming additional responsibilities which are not permanent, perhaps to cover the prolonged absence of a senior member of staff, or for a major one-off task. If TAs are to be awarded on a temporary or fixed-term basis, this should be specified in writing at the outset.
8. When awarding TAs, Boards of Governors should take account of all relevant guidance issued by their employing authority in relation to promotion procedures.
9. Governors should review existing Management Allowances, awarded on a fixed term basis under the terms of DE Circular 2004/19, at 1 September 2006. Depending on the circumstances of the original award, such allowances may either:
  - a) cease at the end of the fixed term;
  - b) be made permanent as TAs; or
  - c) be renewed as TAs on a fixed term basis for responsibilities of a temporary nature.

Similarly, new TAs may be awarded on a permanent or fixed term basis with effect from 1 September 2006.

10. The number and value of allowances will be as follows:-

Teaching Allowance	Value	
	01-09-2006	01-09-2007
TA 1	£1,680	£1,722
TA 2	£3,396	£3,480
TA 3	£5,832	£5,976
TA 4	£8,031	£8,232
TA 5	£10,836	£11,109

11. This and any further guidance will be incorporated in the forthcoming revised *Guidance to Boards of Governors on the Formulation and Implementation of Salary Policy*. Boards of Governors should consult their relevant body in any case where clarification is required.