



Classroom Based Staff

Classroom Assistants | Nursery Assistants | General Assistants

Members' Guide 2018~20

Salary Scales, Terms and Conditions
Education Authority

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Protecting Public Services
Supporting Public Servants

NJC Salary Scales with effective from 1st April 2019.

OSP= Old Spine Point NSP= New Spine Point

Classroom Assistant/Nursery Assistant

OSP	2018 (£)	NSP	2019 (£)
6	8.7335	1	9.2502
8	8.8571	2	9.4351
10	8.9833	3	9.6237
11	9.0600		
12	9.1485	4	9.8160
13	9.2646		

Classroom Assistant (Special Needs)

OSP	2018 (£)	NSP	2019 (£)
14	9.4191	5	10.0126
15	9.5741		
16	9.7590	6	10.2129
17	9.9470		

OSP= Old Spine Point NSP= New Spine Point

Classroom Assistant: Additional Special Needs

OSP	2018 (£)	NSP	2019 (£)	OSP	2018 (£)	NSP	2019 (£)
18	10.0525	7	10.4169			13	11.7311
19	10.3594	8	10.6252	23	11.5564	14	11.9661
20	10.5581	9	10.8377	24	11.9336	15	12.2053
		10	11.0546			16	12.4492
21	10.9427	11	11.2756	25	12.3118	17	12.6980
22	11.2266	12	11.5010				

NJC Salary Scales with effective from 1st April 2019.

Classroom Assistant/Nursery Assistant: Protected Scales

OSP= Old Spine Point **NSP= New Spine Point**

OSP	NSP	Unqualified (£)		Recognised (£)		Qualified (£)	
		1st April 2018	1st April 2019	1st April 2018	1st April 2019	1st April 2018	1st April 2019
10	3	9.9508	10.6601	9.9508	10.6601	9.9508	10.6601
11				10.0357		10.0357	
12	4			10.1337	10.8731	10.1337	10.8731
13						10.2623	
14	5					10.4335	11.0908
15						10.6052	

Classroom Assistant (Special Needs): Protected Scales

OSP= Old Spine Point NSP= New Spine Point

OSP	NSP	Unqualified (£)		Recognised (£)		Qualified (£)	
		1st April 2018	1st April 2019	1st April 2018	1st April 2019	1st April 2018	1st April 2019
10	3	10.4978	11.2176	10.4978	11.4206	10.4978	11.4206
11				10.7816		10.7816	
12	4			10.8796	11.6337	10.8796	11.6336
13						11.0082	
14	5				11.794	11.1794	11.8514
15						11.3511	

NJC Salary Scales with effective from 1st April 2019.

General Assistant I

OSP	2018 (£)	NSP	2019 (£)
9	8.9258	2	9.4351
10	8.9833	3	9.6237
11	9.0600		

General Assistant II

OSP	2018 (£)	NSP	2019 (£)
11	9.0600	3	9.6237
12	9.1485	4	9.8160
13	9.2646		

Allowances

with effective from 1st April 2019

		2018 (£)	2019 (£)
Special Education Needs Allowance <i>(for Staff on Protection)</i>	<i>Recognised/Qualified:</i>	1264	1289
	<i>Unqualified:</i>	927	945
Laboratory/Workshop Technicians			
Laboratory Technician's Certificate Allowance		205	209
Laboratory Technician's Advanced Certificate Allowance		149	152
First Aid Allowance		311 per annum (pro rata)	317 per annum (pro rata)
Call-Out Payment for Maintenance Staff Employed in the Transport Service			2018 £21.03

Transport Allowances effective from 1st April 2010.

Motor Car Allowances	451cc to 999cc	1000cc to 1199cc	1200cc to 1450cc	
Lump Sum per Annum	£846	£963	£1,239	Essential Users
Per Mile: first 8,500 miles	36.9p	40.9p	50.5p	
Per Mile: after 8,500 miles	13.7p	14.4p	16.4p	
Per Mile: first 8,500 miles	46.9p	52.2p	65.0p	Casual Users
Per Mile: after 8,500 miles	13.7p	14.4p	16.4p	

Revision of Pedal Cycle Rate of Mileage effective from 1st April 2014.

20p per mile

Sick Absence

Years of Service	Entitlement
During 1st year of service	1 month's full pay* – 2 months half pay
During 2nd year of service	2 months full pay – 2 months half pay
During 3rd year of service	4 months full pay – 4 months half pay
During 4th and 5th year of service	5 months full pay – 5 months half pay
After 5 years of service	6 months full pay – 6 months half pay

* after completing four months of service.

Annual Leave Entitlement effective from 1st April 2009.

Spinal Points/Range (or Equivalent Salary)	Minimum Entitlement	After 5 Years Service
<i>Scales 1(a), 1(b), 1(c), 2/Clerk Typist/Clerical Officer/ Senior Clerical Officer/Technician 1/Technician 2/ Classroom Assistant/Special Needs Classroom Assistant/Nursery Assistant/ General Assistant:</i>		
Spinal Points/Range 6-17	21 days	28 days
<i>Executive Officer/Technician 3/Additional Needs Classroom Assistant:</i>		
Spinal Points/Range 18-25	21 days	29 days

Special Leave ^{*} detailing causes of absence and recommended leave.

- 1. Death of a near relative, or other relative being a member of the employee's household.** *Up to 3 days' leave with pay.*
- 2. Death of other relative.** *One day's leave with pay, but where extensive travel is involved, 2 days may be granted.*
- 3. Attendance at funeral other than that of a relative.** *Leave with pay only where attendance is a necessary social duty. The period of absence should be the minimum part of the day necessary to fulfil that duty.*
- 4. Marriage.** *3 days' special leave with pay if marriage takes place:*
 - (a) outside a period of closing of school; or*
 - (b) within a period of closing other than the 'long' vacation.*
- 5. Attendance at a wedding.** *1 day's leave with pay if the bride or groom is a near relative or if the staff member is a bridesmaid or best man, but, where extensive travel is involved, up to 2 days may be granted.*
- 6. Serious illness of a member of the employee's household.** *Up to 3 days' leave with pay.*

- 7. Attendance at examinations.** *Leave with pay for each day on which an examination is attended provided the examination is designed to lead to additional qualifications.*
- 8. Attendance at interviews in connection with other similar appointments or other appointments within the NI education service.** *Up to 1 day's leave with pay.*
- 9. Absence due to disruption of daily travel facilities e.g. flood, snow, transport strike.** *Leave with pay but regard must be had to the individual circumstances.*
- 10. Attendance at Ordination of Profession of near relative.** *1 day's leave with pay, but, where extensive travel is involved, 2 days may be granted.*
- 11. Attendance at Court, Industrial or other statutory Tribunal as a witness, plaintiff or defendant.** *Leave with pay.*
- 12. Attendance at Graduation Ceremony involving employee or near relative.** *1 day's leave with pay, but, where extensive travel is involved up to 2 days may be granted.*

- 13. Participating in, or officiating at, sporting events of international, national or provincial standing as an amateur.** *Leave with pay.*
- 14. In the event of a wife's confinement.** *3 days' leave with pay.*
- 15. Serious burglary or serious damage to house.** *Time off with pay less any loss of earnings allowance received by employee for his/her service on not more than 4 days in the school year.*
- 16. Visit to, or accompanying spouse on special visit to a medical consultant or one parent accompanying own child on a special visit to a medical consultant.** *Up to 1 day's leave with pay.*
- 17. Accompanying own child to receive Duke of Edinburgh Gold Award.** *Up to 2 days' leave with pay depending on travel arrangements.*
- 18. Attending own child's graduation ceremony outside Northern Ireland.** *Up to 2 days' leave with pay depending on travel arrangements.*
- 19. House removal.** *1 day's leave with pay.*
- 20. Birthday, New Year or Special Honours Award to a near relative.** *1 day's leave with pay, but where extensive travel is involved, 2 days may be granted.*

** These Special Leave arrangements apply to Classroom and Nursery Assistants only.*

Maternity Leave and Pay

Notification of Pregnancy

An employee is obligated to notify the board in writing of their pregnancy by the 15th week before the baby is due.

Maternity Leave Entitlement

52 weeks maternity leave, of which 39 weeks may be paid as either Occupational Maternity Pay (**OMP**) and/or Statutory Maternity Pay (**SMP**). The remaining 13 weeks Additional Maternity Leave (**AML**) will be unpaid.

Transfer of Maternity Leave

The biological father of the child and/or the mother's husband or partner (including same-sex partner or civil partner) who has or is expected to have the main responsibility for the child's upbringing, apart from any responsibility of the mother, could have the right to take between 2 to 26 weeks Additional Paternity Leave (**APL**) in addition to the Ordinary Paternity Leave they may be entitled to. This leave can be taken from 20 weeks after the child is born and must finish before the child's first birthday. **The mother must have returned to work before the father/partner can take APL.**

Entitlement To Maternity Pay

Employees **who intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies the **SMP** criteria, payment will be as follows:

6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;

12 weeks at half pay, plus Statutory Maternity Pay, if half pay and **SMP** exceeds full pay the excess will be deducted;

21 weeks Statutory Maternity Pay;

13 weeks unpaid Additional Maternity Leave.

Employees **who do not intend to return to work**, who have at least one years' continuous service at the 11th week before the expected week of childbirth, regardless of the number of hours worked, and satisfies SMP criteria, payment will be as follows:

6 weeks at 9/10ths of average earnings, inclusive of Statutory Maternity Pay;

33 weeks Statutory Maternity Pay.

Paternity/Adoption/Parental Leave Provision

Full details can be obtained in JNC circular No.118 Paternity Leave, No.119 Adoption and Circular No.120 on Parental Leave.

Something Changed?



Have you got a new mobile number?

Moved house, new address?

Maybe you have transferred to a new workplace, got a new job

Let us know, so we can update your details as soon as possible.

Complete our online form visit this link on our website:

<https://nipsa.org.uk/index.php/Update-1>

or alternatively scan the QR code



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