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The Teachers Tribunal, in pursuance of the powers conferred by the *Teaching Service Act 1958*, hereby repeals the *Teaching Service—Secondary Schools Division (Classification, Salaries, and Allowances) Regulation* and makes the following Regulation, to take effect on the 26th May, 1974.

TEACHING SERVICE — SECONDARY SCHOOLS DIVISION
(CLASSIFICATION, SALARIES, AND ALLOWANCES) REGULATION.

1. This Regulation may be cited as the "Teaching Service—Secondary Schools Division (Classification, Salaries, and Allowances) Regulation".

2. *Interpretation.*

- (a) The term "subdivision" in this Regulation means salary subdivision and represents a point of a salary scale on which, unless specified elsewhere in this Regulation, a member must serve for a minimum of one year before being eligible to progress to any higher subdivision within the range prescribed for the appropriate qualifications or position held.
- (b) The term "base salary" in this Regulation means the salary prescribed in paragraph (i) of sub-clause 5 (c).
- (c) The term "confirmed enrolment" in this Regulation means an enrolment greater or less than that applicable to any specified grouping—
 - (i) at the commencement of two successive school years; or
 - (ii) by a margin of ten per cent. at the commencement of any school year.

Provided that—

If, in any given year, the enrolment of a school at the commencement of the year has fluctuated by ten per cent. and has thereby fallen within another specified grouping, the staffing of that

school may be adjusted by the Tribunal if the Director-General considers that the latest enrolment will be sustained in the year next following.

3. *Salaries and Allowances.*

- (a) Unless specified otherwise all salaries and allowances prescribed in this Regulation are annual rates.
- (b) Within the range prescribed, a member, subject to satisfactory service, shall proceed by annual increments from the minimum to the maximum of the range.

Provided that, subject to qualifications and/or experience, the Tribunal may determine that an appointee shall commence at a rate other than the minimum.

4. (a) This Regulation provides for the following classes:—

- Principal;
- Senior Teacher;
- Assistant.

(b) *Principal Class.*

- (i) The positions within the Principal Class shall be:—

Principal of a school with a confirmed enrolment of 400 or more pupils.

Principal of a school with a confirmed enrolment of fewer than 400 pupils.

Deputy Principal of a school with a confirmed enrolment of 400 or more pupils.

- (ii) The confirmed enrolment of a school shall determine the remuneration of the Principal thereof, but in the event of any school having a reduced enrolment, the salary rate shall not be adjusted until the position is vacated.
- (iii) The Principal of the Correspondence School shall be paid the salary of the Principal of a school with a confirmed enrolment of 400 or more pupils.
- (iv) In the event of the confirmed enrolment of a school falling below 400 pupils the position of Deputy Principal shall be adjusted as soon as practicable.

5. *Schedule of Rates.*

The several classes and positions specified in clause 4 shall be paid in accordance with the following:—

(a) <i>Principal Class.</i>	\$
Principal of a school with a confirmed enrolment of 400 or more pupils ..	15,583
Principal of a school with a confirmed enrolment of fewer than 400 pupils ..	13,951
Deputy Principal	13,798
(b) <i>Senior Teacher Class.</i>	
Senior Teacher	11,554

(c) Assistant Class.

(i) Within the following ranges, according to qualifications and experience:—

Subdivision.	Fully Qualified.*	One Year of Study Less than Fully Qualified.†	Lesser Qualifications.
	\$	\$	\$
14	10,024
13	9,514
12	9,004	9,004	..
11	8,494	8,494	..
10	8,086	8,086	..
9	7,678	7,678	7,678
8	7,270	7,270	7,270
7	6,964	6,964	6,964
6	6,658	6,658	6,658
5	6,352	6,352
4	6,046	6,046
3	5,740
2	5,536
1	5,332

* Qualified for Senior Teacher Class.

† Qualified for appointment to recognized post of responsibility.

(ii) Responsibility Allowance.

A member of the Assistant Class who is appointed to a recognized post of responsibility shall receive, in addition to his base salary, an annual allowance of \$918.

Provided that, except where prescribed by way of higher duties allowances in clause 12, the responsibility allowance shall be paid only to permanent members eligible to proceed to subdivision 12.

(This proviso should be read in conjunction with sub-clause 1 (c) of Regulation 4 of the Teaching Service (Teachers Tribunal) Regulations.)

6. Qualifications.

(a)

(b) Qualifications for appointment to Principal Class, Senior Teacher Class, and to positions carrying the responsibility allowance shall be as prescribed for those classes and positions in Regulation 8 of the Teaching Service (Teachers Tribunal) Regulations.

(c) Within the rates prescribed in paragraph (i) of sub-clause 5 (c) members of the Assistant Class shall be paid in accordance with qualifications as follows:—

Qualifications (including an approved course of teacher training).	Subdivisional Range.
(i) Four-year course of study post Higher School Certificate	7-14
(ii) Four-year course of study post Leaving Certificate ..	6-14
(iii) Three-year course of study post Higher School Certificate	5-12
(iv) Three-year course of study post Leaving Certificate ..	4-12
(v) Lesser qualifications	1-9

Provided that a member who possesses an approved four-year university degree, an honours degree, or post-graduate qualifications approved by the Tribunal may receive a total credit not exceeding two subdivisions of the schedule during his current service. This proviso may be applied on initial appointment or at any subsequent time or times.

Provided further that the Tribunal shall determine the appropriate subdivisional range where specific provision is not made in this Regulation.

- (d) An exit student who has not successfully completed an approved course of training shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision. On completion of the approved course of training his salary shall be re-assessed in accordance with the qualification held and he shall be paid the salary subdivision he would have progressed to on the appropriate scale.
- (e) Subsequent to appointment a member who acquires additional qualifications other than teacher training which entitle him to a subdivisional range with a higher maximum shall receive an adjustment to the next higher salary subdivision on the appropriate scale.
- (f) Irrespective of credit for approved teaching experience received on appointment, a member who held qualifications entitling him to commence on the lowest subdivision of any of the three salary ranges set out in the table in paragraph (i) of sub-clause 5 (c) and who subsequently gains additional qualifications which would have entitled him to commence one subdivision higher on the same range shall receive an adjustment to the next higher salary subdivision of that range.
- (g) It shall be the responsibility of the member to make application for any adjustment under sub-clauses (e) or (f). Unless otherwise determined by the Tribunal the adjustment shall be effective from the 1st January of the year following the gaining of the additional qualification.

Except where special circumstances exist, the Tribunal will not authorize a retrospective adjustment with effect from a date earlier than the 1st January of the year in which application is made.

- (h) In addition to any adjustment under sub-clauses (e) or (f) a member shall, on his existing incremental date, receive any increment to which he is entitled and shall, where applicable, retain that incremental date.

Provided that a member receiving an adjustment under sub-clause (e) who had reached the maximum of his previous subdivisional range shall, where applicable, receive his subsequent increments on the anniversaries of the adjustment.

7. Recognition of Previous Service.

- (a) The commencing salary of a member who possesses qualifications entitling him to proceed to salary subdivision 12 or beyond may receive a credit for approved-teaching experience in accordance with the provisions of sub-clause (b).
- (b) The years of approved teaching experience less one shall, for the purpose of determining the commencing salary, be counted as if the appointee had been employed in the Education Department for the full period and this Regulation (including the provisions of sub-clauses 6 (e) and 6 (h)) had been in force over that period.

Provided that—

- (i) Experience with qualifications which entitle payment within the range terminating at subdivision 12 shall be counted from subdivision 3.

- (ii) Experience with qualifications which entitle payment within the range terminating at subdivision 14 shall be counted from subdivision 5 for all qualifications other than approved graduate qualifications or the Fellowship Diploma of Art in which cases the experience shall be counted from subdivision 7.
- (iii) Experience gained with qualifications which entitle payment within the range terminating at subdivision 9 shall not be included in the calculation of credits.
- (c) For the purpose of this clause the term "approved teaching experience" shall be interpreted on the basis of completed years of relevant full-time teaching experience gained subsequent to an approved course of teacher training.
- (d) In special cases the Tribunal on the recommendation of the Director-General may approve credit for experience other than that set out in this clause.

8. A teacher who is transferred from another division to the Assistant Class in the Secondary Schools Division shall be classified in a subdivision corresponding to his previous classification and shall be eligible for any subsequent increment at the date of his former entitlement.

9. A teacher appointed as a principal by the Committee of Classifiers shall be remunerated as follows:—

(a) Where he is located at the school concerned from the commencement of the school year—

(i) If appointment becomes effective before the 1st March—salary and allowances appropriate to the position from the 1st January.

(ii) If appointment becomes effective at any date on or after the 1st March—salary and allowances appropriate to his former position from the 1st January until the appointment becomes effective;

or

if his former remuneration exceeds that applicable to the position to which he has been appointed—salary and allowances appropriate to the position from the 1st January.

(b) Where he is engaged in duties not connected with the school to which he has been appointed—remuneration as determined by the Tribunal.

10. *Temporary Teachers.*

(a) (i) Except where otherwise provided in this Regulation, temporary teachers shall be paid in accordance with the base salaries and conditions prescribed for the Assistant Class.

Provided that an appointee who has not completed an approved course of teacher training shall be paid a salary at a point on the subdivisional range as determined by the Tribunal and shall not progress beyond that subdivision. On completion of an approved course of teacher training his salary shall be reassessed in accordance with the qualifications held.

- (ii) A temporary teacher employed on the basis of half-time or more shall be paid the proportional rates of prescribed annual salary, and, where applicable, proportionate remote school allowance.
- (iii) A temporary teacher on appointment to the classified service shall not receive an adjustment to his base salary but, where applicable, shall retain his existing incremental date.
- (b) Notwithstanding the provisions of paragraph (i) of sub-clause (a), a temporary teacher employed on the basis of less than half-time shall be paid the rates specified for an emergency teacher in sub-clause (c).
- (c) (i) A temporary teacher, appointed to meet a sudden emergency for periods of not more than thirty school days, shall be paid the rate of \$25.50 for each day of actual teaching duty.

Provided that in special cases approved by the Director-General, the period of service may be extended beyond thirty school days.

- (ii) A temporary teacher appointed to meet a sudden emergency, who is employed for half a school day, shall be paid \$12.75.
- (iii) A temporary teacher employed part-time as an instructor in special classes shall be paid \$16.05 for each session.

11. *Miscellaneous Allowances.*

In addition to the salaries prescribed in this Regulation, the following allowances shall be paid where appropriate:—

(a) *Teachers Temporarily Transferred.*

A member currently in receipt of one of the following allowances shall continue to be paid such allowance whilst occupying the position, but no further allowances shall be authorized in respect of these positions.

	\$
(i) Information Assistant	205
(ii) Curriculum Assistant	205
(iii) Research Assistant	205

(b) *Teachers Engaged in the Training of Students.*

At the rate of \$306 a year (maximum).

Provided that payment for any one term shall not exceed \$204.

Provided further that no allowance shall be paid to members of the Principal Class.

(c) *Teachers Undertaking Overtime.*

(i) The following rates shall be paid:—

	Two-hour Session.
Group A Subjects (up to and including Higher School Certificate level)	\$16.05
Group B Subjects (Tertiary level)	\$19.25

(ii) The following shall be the rate for Continuation Classes in English for Adult Migrants —\$8.00 an hour.

(d) *Persons Employed to Conduct Approved Courses.*

- (i) Members of the Teaching Service employed to conduct courses approved by the Director-General shall be paid at the rate of \$9.60 an hour for lectures or tutorial duties performed outside their normal hours of duty, subject to the prior approval of the Director-General for such employment and for the nature of the tutorial duties involved.
- (ii) Persons other than members of the Teaching Service may in special circumstances and with the prior approval of the Director-General be employed to assist in conducting approved courses and shall be paid at such rates as are approved by the Tribunal from time to time.

(e) *State-wide Relieving Assistants.*

Disability allowance at the rate of \$918 a year.

12. *Higher Duties.*

- (a) Where the Director-General assigns a member of the Teaching Service to a position for which the remuneration prescribed is higher than that applicable to his current position he shall be paid a higher duties allowance in accordance with the terms and conditions of this clause if such assignment is for a period of more than two weeks.
- (b) No member shall be assigned the duties of a position unless at least one half of the duties of such position are to be performed.
- (c) Where less than the full duties of a position are performed payment of the allowance shall be proportionate to the extent of the duties carried out.
- (d) Notwithstanding the proviso to paragraph (ii) of sub-clause 5 (c) a member may be assigned the duties of a higher position if he is eligible to progress to subdivision 12. However, where the needs of a school permit, the duties of a higher position shall be assigned to an appropriately qualified permanent member.
- (e) Assignments shall commence from the date of taking up duty and shall cease at the conclusion of the school year.

Provided that a member carrying out the duties of a higher position to which he has been assigned for at least one month prior to the end of the school year shall be paid to the 31st December of that year.

Provided further that if the member is re-assigned the duties of that position as from the first day of the succeeding school year he shall be paid the appropriate higher duties allowance from the 1st January of that year.

- (f) Subject to sub-clause (c) higher duties allowances shall be calculated on the following bases:—

(i) *Positions in respect of which responsibility allowance shall be paid:*

Allowance for recognized post of responsibility as prescribed in paragraph (ii) of sub-clause 5 (c) in addition to the base salary of the assignee.

(ii) *Other positions:*

An allowance which will raise the member's remuneration to the minimum salary prescribed for the position.

- (g) In special cases the Director-General may, with the prior approval of the Tribunal, assign duties to a member on conditions other than those provided in this clause.

13. *Students in Training.*

- (a) Students in training shall be paid the following allowances:—

1st	YEAR OF COURSE.			
	2nd	3rd	4th	5th and thereafter
\$	\$	\$	\$	\$
<i>Students living at home.</i>				
1,785	1,785	2,121	2,331	2,331
<i>Students living away from home.</i>				
1,885	1,885	2,221	2,431	2,431
<i>Students having a wife or child wholly dependent.</i>				
3,536	3,536	3,536	3,536	3,536

Provided that the following terms and conditions shall apply to students recruited to pursue an approved course or courses who have completed at least the first year of the appropriate course without cost to the Education Department:—

- (i) The completed years of course at date of recruitment shall be as determined by the institution which the studentship holder will attend.
- (ii) University courses for graduates or undergraduates shall be as approved by the Director-General but other courses shall be as approved by the Tribunal.
- (iii) Former students in training whose studentships were terminated shall not be entitled to the rates set out hereunder unless the Director-General considers that special circumstances led to such termination.
- (iv) The Tribunal may determine special rates for students who have completed approved courses other than those of a recognized university.

- (v) Schedule of rates:—

Completed year of course at date of recruitment.	YEAR OF COURSE.			
	2nd	3rd	4th	5th and thereafter
	\$	\$	\$	\$
<i>Students without dependants.</i>				
1st	2,279	2,604	2,814	2,814
2nd		3,171	3,497	3,497
3rd			4,064	4,200
4th				4,800
<i>Students having a wife or child wholly dependent.</i>				
1st	3,536	3,536	3,536	3,536
2nd		3,696	3,696	3,696
3rd			4,379	4,379
4th				4,800

- (b) Students in training who enter upon courses at the beginning of an academic year shall be paid allowances from the 1st January of that year.

Provided that where a studentship has been terminated under circumstances within the control of the student the allowances payable under any subsequent studentship awarded shall commence from a date to be determined by the Director-General.

- (c) Students in training who have been admitted by the Director-General to the second, third, fourth, or fifth year of any approved course shall be eligible to receive the allowance appropriate to the year of the course in which they are engaged.
- (d) Any reference to 1st year of course in this clause is to the year of study following Form VI. level or the Preliminary year of a diploma course, or the equivalents of such years.

J. J. KENNEDY, Alternate Chairman.

A. F. LE CLERCQ, Secretary.

Office of the Teachers Tribunal,
Melbourne, 24th May, 1974.

