



Ministry of Education, Heritage & Arts

HUMAN RESOURCE POLICY AND PROCEDURES

TEACHER REMUNERATION SETTING

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Approved for implementation

Alison Burchell
Permanent Secretary for Education, Heritage
and Arts

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Endorsed

Aiyaz Sayed-Khaiyum
Minister responsible for Education, Heritage
and Arts

Date: 18/4/18

1 Purpose

- 1.1 The purpose of this policy is to detail the arrangements for the determination of remuneration for teachers employed by the Ministry of Education, Heritage and Arts (MEHA).
- 1.2 This policy covers current and newly engaged teacher appointments.

2 Definitions

- 2.1 Band means the salary bands defined in the Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline.
- 2.2 Performance Assessment includes a performance assessment as defined in the Fijian Civil Service Performance Management Framework and includes an annual performance assessment or a probation assessment.
- 2.3 Step means the step level within the Salary Band applicable to the position.
- 2.4 Teacher means teaching staff engaged in the role of a Teacher, Assistant Teacher or Classroom Assistant.

3 Policy

3.1 Introduction

- 3.1.1 All new teacher appointments are on the basis of a contract, for a period of up to five (5) years.
- 3.1.2 No teacher may be engaged beyond the end of the school term in which they will turn 55 years, as 55 years of age is the civil service compulsory retirement age.
- 3.1.3 Teacher remuneration is to be managed in accordance with the Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline.
- 3.1.4 Providing documented policy and procedures for teacher remuneration will improve transparency and accountability and ensure that all teachers understand the remuneration arrangements applying to their position.
- 3.1.5 Transparency and accountability in the administration of teacher remuneration is a key requirement in ensuring fair application of guidelines.

3.2 Job Value

- 3.2.1 Job value for a fully qualified teacher has been determined as Band F. Fully qualified shall mean a teacher holding the qualifications defined for each education sector in Appendix A.
- 3.2.2 Job value for an Assistant Teacher has been determined as Band E. An Assistant Teacher will require a teaching diploma as defined for each education sector in Appendix A.
- 3.2.3 Job value for a Classroom Assistant has been determined as Band D. A Classroom Assistant is defined as a person who does not meet the qualification requirements defined for each education sector in Appendix A.

3.3 Salary band on appointment

3.3.1 A newly appointed teacher shall be appointed at the Band level determined by their teaching qualifications. The step level within the Band is determined in accordance with the arrangements defined in the *Fijian Civil Service Job Evaluation and Civil Service Remuneration Setting Guideline*.

3.4 Movement between salary bands

3.4.1 An Assistant Teacher (Band E) may move to the Fully Qualified Teacher (Band F) by achieving the following requirements:

- Completion of qualifications required for the Fully Qualified Teacher as defined in Appendix A; and
- Performance assessment with an overall rating of fully competent on the most recent performance assessment.

3.4.2 An Assistant Teacher (Band E) in primary education who has a Bachelor of Education or Teaching (Secondary) may move to the Fully Qualified Teacher (Band F) by achieving two consecutive Performance assessments with an overall rating of fully competent.

3.4.3 A Classroom Assistant (Band D) may move to the Assistant Teacher (Band E) or Fully Qualified Teacher (Band F) by achieving the following requirements:

- Completion of qualifications required for the Fully Qualified Teacher (Band F) or Assistant Teacher (Band E) as defined in Appendix A; and
- Performance assessment with an overall rating of fully competent on the most recent performance assessment.

3.4.4 Where an Assistant Teacher (Band E) has achieved an overall rating of fully competent on the most recent performance assessment, that Assistant Teacher will have moved to Step 4 of Band E. On moving to a Fully Qualified Teacher (Band F), placement will be at Step 3 and, after the next performance assessment, an increase to Step 4 will occur if the teacher maintains an overall rating of fully competent.

3.4.5 Where a Classroom Assistant (Band D) has achieved an overall rating of fully competent on the most recent performance assessment, that Classroom Assistant will have moved to Step 4 of Band D. On moving to an Assistant Teacher (Band E) initial placement will be on Step 3 or Fully Qualified Teacher (Band F) initial placement will be on Step 1, with any further movement in step being based on the next performance assessment.

3.4.6 Where an Assistant Teacher or Classroom Assistant achieves the qualification requirements to move to a higher band but does not have an overall rating of 'fully competent' on the most recent performance assessment, they remain on the current band and step until they achieve a 'fully competent' performance assessment.

3.4.7 Payment of the higher band level for movement associated with completion of higher level qualifications will be from the date that the university confirms in writing that the completion requirements have been met or from the date of the performance assessment with an overall rating of fully completed is completed, whichever is later.

3.4.8 Payment of the higher band level for movement of a primary education teacher who has a Bachelor of Education/Teaching (Secondary) and who has achieved two consecutive fully competent performance assessments will be from first full pay in the next financial year.

4 Procedures

4.1 Procedures for salary band movement

4.1.1 A teacher who wishes to request a move to a higher salary band must submit a certified copy of the completion letter from the university with a written request to the Deputy Secretary - HR, MEHA.

4.1.2 A primary education teacher holding secondary qualifications who wishes to request a move from an Assistant Teacher (Band E) to Fully Qualified Teacher (Band F) must submit a written request to the Deputy Secretary - HR, MEHA.

5 Key Search Terms

5.1.1 Fully Qualified Teacher, Assistant Teacher, Classroom Assistant, Salary Band, Remuneration, Step

6 Review Arrangements

6.1.1 This policy will be reviewed one year after approval for implementation by the Permanent Secretary and endorsement by the Honourable Minister.

7 Appendix A: Salary on Appointment for Teachers from February 2018

1. This table details the salary band and step levels applicable for teachers when appointed from February 2018.
2. Appointment to Band E or Band F requires Full Teacher Registration; appointment to Band D requires Provisional Teacher Registration
3. Fully Qualified Teachers on Band F must have Bachelor level qualification in the relevant education level – for example, an applicant who has a Bachelor of Education (Secondary) who has applied for a primary teaching position will be on Band E, as this person is not 'fully qualified' for the role
4. Qualification requirements specified for Special and Inclusive Education are based on current arrangements and may change when the qualifications framework is completed.
5. Step level is determined by achievement in the selection process, in accordance with the JECSR Guideline:
 - a. Step 3 – achieves a result 85% and above
 - b. Step 2 – achieves a result of 70 – 84%
 - c. Step 1 – achieves a result of less than 70% in the selection process

Category	Band	Qualification Requirements	Contract Term
Secondary Education Teaching Positions			
Fully Qualified Teacher – Secondary	Band F	<ul style="list-style-type: none"> • Bachelor of Education/Teaching (Secondary) with relevant subjects • Bachelor in subject field plus Diploma of Education/Teaching (Secondary) 	5 years
Assistant Teacher – Secondary	Band E	<ul style="list-style-type: none"> • Diploma of Education/Teaching (Secondary) with relevant subjects • Diploma in subject field plus Diploma of Education/Teaching (Secondary) 	5 years
Classroom Assistant – Secondary	Band D	Does not meet qualification requirements for Assistant Teacher or Fully Qualified Teacher	1 year
Primary Education Teaching Positions			
Fully Qualified Teacher – Primary	Band F	<ul style="list-style-type: none"> • Bachelor of Education/Teaching (Primary) • Bachelor of Education (Secondary) + 2 fully competent performance assessments 	5 years
Assistant Teacher – Primary	Band E	<ul style="list-style-type: none"> • Diploma of Education/Teaching (Primary) • Bachelor of Education (Secondary) 	5 years 3 years
Classroom Assistant – Primary	Band D	Does not meet qualification requirements for Assistant Teacher or Fully Qualified Teacher	1 year
Early Childhood Education Teaching Positions			
Fully Qualified Teacher – ECE	Band F	<ul style="list-style-type: none"> • Bachelor of Education/Teaching (ECE or Primary) 	5 years
Assistant Teacher – ECE	Band E	<ul style="list-style-type: none"> • Diploma of Education/Teaching (ECE or Primary) 	5 years

Category	Band	Qualification Requirements	Contract Term
Classroom Assistant – ECE	Band D	Does not meet qualification requirements for Assistant Teacher or Fully Qualified Teacher	1 year
Special and Inclusive Education Teaching Positions			
Fully Qualified Teacher – Special and Inclusive Education	Band F	<ul style="list-style-type: none"> Bachelor of Education/Teaching (Primary or Special Education) 	5 years
Assistant Teacher – Special and Inclusive Education	Band E	<ul style="list-style-type: none"> Diploma of Education/Teaching (Primary or Special Education) 	5 years
Classroom Assistant – Special and Inclusive Education	Band D	Does not meet qualification requirements for Assistant Teacher or Fully Qualified Teacher	1 year
Technical and Vocation Education Teaching Positions			
Fully Qualified Teacher – TVET	Band F	<ul style="list-style-type: none"> Bachelor of Education/Teaching (Adult Education) with relevant subjects Bachelor in subject field plus Diploma of Education/Teaching (Adult Education) A recognised trade qualification plus Diploma of Education/Teaching (Adult Education) Qualification in a trade plus Certificate IV in Professional Training, Assessment & Evaluation 	5 years
Assistant Teacher – TVET	Band E	<ul style="list-style-type: none"> Diploma of Education/Teaching (Adult Education) with relevant subjects 	5 years
Classroom Assistant – TVET	Band D	Does not meet qualification requirements for Assistant Teacher or Fully Qualified Teacher	1 year