

JS/10/22

4 November 2010

Dear Colleague

TEACHER WORKLOAD ACTION PLAN

Further to the Report on Teacher Workload issued by the Joint Secretaries in September 2009 (JS/09/11) and subsequent letters issued in March and June 2010 (JS/10/15 and JS/10/17), LNCTs were asked to return completed workload questionnaires and workload action plans by 24 September 2010. According to our records, while we have received your completed questionnaire, we do not appear to have received your workload action plan.

As Joint Secretaries we are required to report back to the SNCT on progress that LNCTs are making to address workload issues. It is therefore important that we are in receipt of action plans from all 32 LNCTs. Further to consideration of returns received from LNCTs to date, we attach a template which may be of assistance to you in completing your action plan. This is based on the key issues that were identified in the Report on Teacher Workload that was issued last year. You may wish to utilise it if you feel that would be helpful.

You are asked to return your completed workload action plan to Andrew Morrison at andrew@cosla.gov.uk by no later than **Friday 26 November 2010** to allow a report to be presented to SNCT on 8 December 2010.

Yours sincerely

Tom Young (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Government)

Joint Secretaries

To selected: Chief Executives
Directors of Education
Directors of Personnel
Directors of Finance
LNCT Joint Secretaries

COSLA
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5XZ
T: 0131 474 9200
F: 0131 474 9292
E: tomy@cosla.gov.uk

Teachers' Panel
46 Moray Place
Edinburgh
EH3 6BH
T: 0131 225 6244
F: 0131 220 3151
E: dmorrice@eis.org.uk

Scottish Government Learning Directorate
2C South Victoria Quay
Edinburgh
EH6 6QQ
T: 0131 2440230
F: 0131 244 0957
E: Stephanie.walsh@scotland.gsi.gov.uk

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Working Time Agreements					
	Key Issue	Description of Current Activity	Timescale	Proposed Action	Responsibility and Ownership
(i)	Centrally provided guidance				
(ii)	Monitoring procedures (a) all returns (b) random sampling (c) percentage of annual returns scrutinised				
(iii)	Visiting – linked to monitoring or random visits				
(iv)	School based evaluation: (a) time allowances (b) areas of work (c) adjustments required (d) new priorities identified				
(v)	New initiatives – use of CPD to tackle workload				
(vi)	Surveys, questionnaires to inform LNCT				



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Collegiality					
	Key Issue	Description of Current Activity	Timescale	Proposed Action	Responsibility and Ownership
(i)	Conferences, events – joint working				
(ii)	“Badging” of materials – LNCT circulars, letters				
(iii)	Ethos and leadership: <ul style="list-style-type: none"> – role of Director – role of Education Convener 				
(iv)	Joint working – improvement plan – authority and school				
(v)	Targeted work: <ul style="list-style-type: none"> – planning – reporting – other working groups 				

Authority Support					
	Key Issue	Description of Current Activity	Timescale	Proposed Action	Responsibility and Ownership
(i)	Guaranteed management time				

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(ii)	Maintaining support staff				
(iii)	Role of QIOs to support LNCT initiatives				

Other Initiatives					
	Key Issue	Description of Current Activity	Timescale	Proposed Action	Responsibility and Ownership
(i)	Stress auditing and management				
(ii)	Health and wellbeing				
(iii)	Staff welfare				

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