

Management Time Agreement for Secondary Principal Teacher Posts

1. Rationale

- 1.1 It is vital that all promoted teaching post holders have an appropriate amount of time within the 35 hour working week to carry out the duties associated with their post. We appreciate that timetables for 2011/12 are already in place and understand that implementing this agreement will prove challenging for schools. It is expected, however, that other than in exceptional circumstances the agreed time allocations will be in place by 30 September 2011. Where it is not possible to provide the agreed time allocations this session it will be necessary to reduce some of the duties associated with the new post. Where duties are reduced, given the circumstance, this will not result in any job re-sizing of the post.
- 1.2 Principal Teacher remits across the authority differ in the range of and nature of their responsibilities. The agreement is designed to be flexible enough to reflect the different posts and the associated factors detailed below:
 - a. the number of FTE (teaching staff) in the curricular area/department for whom the Principal Teacher is responsible
 - b. the number FTE (non-teaching staff) for whom the Principal Teacher is responsible
 - c. the number of subjects being taught in the area/department
 - d. the number of qualifications delivered in the area/department
- 1.3 Calculations in this document are based upon the following data:
 - a. The working week for teachers is 35 hours, i.e. 2100 minutes per week
 - b. The normal secondary pupil week is 27.5 hours.
 - c. The maximum pupil contact time for teachers is 22.5 hours, 1350 mins per week.
 - d. The remainder of the 35 hour week consists of preparation and marking time, (minimum of 7.5 hours) and balance time (5 hours)
 - e. Teachers should have an allocation of 33.3% of their actual pupil contact time as personal preparation and marking time to a maximum of 7.5 hours, 450 mins per week. However, not all of this time is provided in the pupil day/week.
 - f. Where PTs teach less than 22.5 hours the balance of reduced preparation and marking time can be used for management time.
- 1.4 The agreed management time policy for new promoted secondary staff takes into account the reduced pupil contact time for timetabled teaching time and the consequent reduction in personal preparation and marking time.

- 1.5 Time which is defined in this agreement as ‘management time’ does not include time for absence cover. PTs may undertake absence cover duties where the non-contact time they have is beyond the minimum pro-rata non-contact time and agreed management time (for example, in 2.4 below, the 50 minutes for the PT with no staff is time for management duties and cannot be used for absence cover but should the PT have more than the pro-rata minimum time for preparation and marking, cover could be undertaken in the additional time). However, in exceptional circumstances, management time may be used for cover but the time taken away will be paid back over the following two weeks.
- 1.6 Harmonisation of time between current PTs and new PTs in respect of time guaranteed as management time will be agreed by March 2012, for implementation in academic year 2012-13.
- 1.7 New PTs should have a minimum teaching load of 10.0 hours, (600 minutes) a week. Where it appears that the management duties associated with the post require the teaching load to be less, consideration will need to be given to how manageable the responsibilities are for any one post holder.
- 1.8 Every PT/curriculum leader will be provided with a copy of this policy.

2. The new PT/Curriculum Leader management time allocations

- 2.1 This aspect of the policy will be reviewed in time for session 2012-13 after which there will be harmonisation with current postholders.
- 2.2 As a consequence of the link between class contact and preparation and correction, when the amount of time spent on class contact time changes, the time available for management time duties and preparation and correction will change too as it will for absence cover, where that is appropriate.
- 2.3 Management Time will be based on the number of teaching staff and will take into account the number of support staff, the number of qualifications and number of subjects which fall under the responsibility of the post holder. Definitions of qualifications and subjects are as found in Part 2: Appendix 2.2, Annex A, Job Sizing Guidance in the SNCT Handbook.

2.4

Staff FTE	Guaranteed <u>Basic</u> Management Time for new PTs, additional to pro-rata of 300 mins	
0	Minimum 50 mins	(50 mins)
1 to 3	Minimum 100 mins	(1hr 40 mins)
4 to 7	Minimum 150 mins	(2hrs 30 mins)
8 to 11	Minimum 200 mins	(3hrs 20 mins)
12 to 14	Minimum 250 mins	(4hrs 10 mins)

2.5

Additional Guaranteed Time for new PTs will be added as follows for	
Support staff of 1 to 5	25 mins more a week
Support staff of 6 to 10	50 mins more a week
Support staff of 11 to 15	75 mins more a week
If offering 6-10 NQs or other recognised qualifications	25 mins more a week
If offering 11-20 NQs or other recognised qualifications	50 mins more a week
If offering 4 to 6 subjects	25 mins more a week
If offering more than 7 subjects	50 mins more a week

3. Current postholders

Promoted post holders should note that when contact time is reduced this has a consequence for preparation and marking time; this time is reduced also and this subsequently releases time for management duties. Management time in relation to this agreement does not include time to undertake absence cover. It is time protected from such duties. However, in exceptional circumstances, management time may be used for cover but the time taken away will be paid back over the following two weeks.

From 30 Sept 2011, Pupil Contact Time for those already in post should be as follows:

PT scale point		
1	Maximum pupil contact time	21 hours 40 mins
2	Maximum pupil contact time	20 hours 50 mins
3	Maximum pupil contact time	20 hours 50 mins
4	Maximum pupil contact time	20 hours 50 mins
5	Maximum pupil contact time	20 hours
6	Maximum pupil contact time	20 hours
7	Maximum pupil contact time	20 hours
8	Maximum pupil contact time	19 hours 10 mins

It is expected that Principal Teachers of Guidance would be given an additional allocation of management time within the pupil day which would correlate with the size of each Guidance Teachers case load and remit. It is recommended that this time is allocated in substantial blocks of time and a minimum of 50 minutes be given for every 250 pupils in each teacher's case load

(After reviewing needs of all promoted postholders, harmonisation will occur for session 2012-13)