

Title: Advice for Schools on Collegiate Groups

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We have agreed that, for the future, the working relationships between teacher organisations, employers and the Scottish Executive will be based on mutual respect and understanding, on shared responsibility and on the shared development of ideas and programmes for change.

From 'Introduction to the 21st Century agreement'

Each school requires a group representing teachers and management who will take forward the concept of collegiality in the school. This collegiate group will be chaired by the Headteacher or his/her nominee. The establishment of these groups will allow schools to take forward the implementation of new ways of working which derive from the 21st Century Agreement.

The teachers' side will be elected annually by teaching staff.. In secondary schools there should be a minimum of one representative for every 8 FTE teachers. In primary schools the committee may well comprise the entire teaching staff: when this is not the case, there should be a minimum of four members in the group.

The collegiate group will be responsible for agreeing amongst other things:

- the use of remaining time after the combined class contact and preparation/correction allowance have been taken into account
- the number and timing of parents' evenings
- the reporting structure
- the number and timing of staff meetings
- the school's PRD programme
- the school's development plan
- the CPD programme and the allocation of CPD funds

Individual schools may choose to establish groups to develop policies in these and other areas, which would report back to the collegiate group.

The collegiate group should meet at least once per term, but additional meetings may be called by either management or the teachers' side as appropriate.

The Local Negotiating Committee for Teachers will monitor the effectiveness of school collegiate groups in ensuring agreement on, and prioritisation of, teachers' working time.

CODE OF PRACTICE ON WORKING TIME ARRANGEMENTS FOR TEACHERS (ANNEX D)

The Code of Practice shall inform discussions on working conditions at local level and will require to be supported by effective consultative arrangements at establishment level that ensure full participation by all staff in key decisions affecting their establishment. Discussions will be led by the Head Teacher as overall manager and the person ultimately accountable for the activities of the school.

It is also intended that the Code of Practice will assist teachers to manage their workload more effectively. Effective planning procedures should assist with the management of workload.

Teachers have a responsibility to work co-operatively with colleagues and others to pursue the overall objectives of the service. Each educational establishment will prepare an annual programme of activities, which require the involvement of teachers. In each school, teachers will agree the range of collective activities contributing to the wider life of the school on a collegiate basis. The use of the remaining time (that is, time beyond the combined class contact and preparation/correction allowance) will be subject to agreement at school level and will be planned to include a range of activities, such as:

- additional time for preparation and correction
- parents meetings
- staff meetings
- preparation of reports, records etc
- forward planning
- formal assessment
- professional review and development
- curriculum development
- additional supervised pupil activity, and
- continuous professional development

The individual and collective work of teachers should be capable of being undertaken within the 35-hour working week.

To assist the process of reaching agreement on collective time, each education establishment will put in place effective mechanisms. Such mechanisms will be determined at local authority level and shall reflect local circumstances. The negotiating machinery at local authority level and at national level will monitor the effectiveness of school mechanisms in ensuring agreement on, and prioritisation of, teachers' working time..

Each educational establishment will prepare a school plan in accordance with the Standards in Scotland's Schools etc Act 2000. The plan will reflect establishment, local and national priorities. Plans will take account of staffing and other resources required. All teachers will have the right to be fully involved in the development of the plan and to be consulted on their contribution to the plan, and the responsibility for realising the school's development priorities. If a plan requires to be reviewed to take account of individual or collective circumstances, staff will be involved in any review as appropriate.