

Title: **Part-Time Teachers Contracts of Employment** Number: **D1** Date: **Update Dec '10.**

### **ALTERATION TO PART-TIME TEACHERS CONTRACTS OF EMPLOYMENT**

1. Headteachers are not permitted to vary up or down, the contract of any part-time teachers unless:-
  - the teacher has requested a variation in contracted hours of work and the school is willing and financially able to accommodate this request
  - a Headteacher requests that a part-time teacher accepts increased or decreased hours of work and the teacher agrees to the change
2. If a full-time post becomes available within the school or authority, a part-time teacher does not have the automatic right to the post. The post will be advertised in the normal way and eligible part-time teachers may apply.
3. If a school decides that a reduction in staffing is necessary, then a part-time teacher should not immediately be selected for a reduction in hours or redundancy. The Head Teacher should follow the appropriate procedure depending on the circumstances, eg Compulsory Transfer due to falling school role, Redundancy or Transfer to New Structures.
4. The existing SBC regulations regarding placing of staff who have been transferred should now apply equally to full-time and part-time staff.
5. It is recommended that part-time teachers must not be timetabled for less than a half day (i.e. 2  $\frac{3}{4}$  hours in secondary and 2  $\frac{1}{2}$  hours in primary/nursery). This minimum  $\frac{1}{2}$  day requirement does not mean that a teacher be timetabled only for a morning or an afternoon. It requires that the time between starting and finishing on any day should not be broken into 2 or more distinct periods, resulting in unpaid breaks (other than intervals or lunchtimes which are excluded for payment purposes). Nor should this distinct period be less than 2  $\frac{1}{2}$  hours for a primary/nursery teacher or 2  $\frac{3}{4}$  hours for a secondary teacher.
6. Subject to the proviso set out in 2.8 above, there should be no requirement for schools to timetable teachers in full-days e.g. a 0.6FTE teacher need not be timetabled for 3 full days.
7. The full days or part days on which a part-time teacher may be timetabled may be varied from school session to school session but not during a school session. It is accepted that in a secondary school 'session' may either mean from the start of a timetable change in May/June or August. In a primary school session will mean August to the following June/July.

8. Any necessary changes in a part-time teacher's timetable should be notified to him/her by 6 weeks prior to the change of timetable to enable any altered domestic arrangement to be put in place.
9. Notwithstanding the provisions set out in relation to timetabling part time Teachers, set out above, schools should always try to timetable part-time teachers in an accommodating way but the needs of the service should be the determining factor.
10. A teacher may voluntarily agree to be timetabled in ways that breach these regulations. However any such agreement is binding on the teacher and the school for one session only (session as set out 7 above).
11. Similarly teachers may request a reduction in contracted hours during a session and this may be granted at the discretion of the Headteacher provided this does not have a negative effect on the exigencies of the service.