1. It is important that an appropriate amount of non-class contact time is allocated to teachers holding the various promoted posts to enable them to undertake the required duties associated with each category of post.

2. In the secondary sector 3 documents exist which set out the Authority’s management structures in its 9 Secondary Schools – Senior Management, Principal Teachers (Pastoral) and Principal Teachers (Faculty Leaders).

3. The purpose of this paper is to set out requirements regarding the Management Time allocations for Faculty Principal Teachers (Curriculum).

4. The duties of the Principal Teachers (Curriculum) are set out in the McCrone Agreement.

5. The need for an adequate allocation of non-class contact time for Principal Teachers (Curriculum) was set out in the Principal Teacher (Curriculum) document which had been previously published. The proposal in that document was that Principal Teachers (Curriculum) should have up to half of the teaching week allocated to management duties.

6. 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) Five hours (300 mins) per week are reserved for agreed collegiate activities.
   c) The maximum pupil contact time for teachers is 22½ hours (1350 mins) per week.
   d) Teachers should have an allocation of 33.3% of their actual pupil contact time as personal preparation and correction time to a maximum of 7½ hours (450 mins) per week.

7. Faculty Principal Teachers (Curriculum) will be allocated 100 minutes per week of management time irrespective of the size of their department / faculty.

8. An additional 20 minutes per week of non-class contact/management time will be allocated to the Faculty Principal Teacher for each full time member of staff and for part-time members of staff whose commitment is 0.6 FTE or greater. Any member of staff with less than a 0.6 FTE commitment to a department contributes 10 mins per week to a Principal Teachers Management Time. Any full-time member of staff who has only a part-time commitment to departments e.g. a Senior Management Team member should have the time commitment to the subject calculated as an FTE and his contribution towards a department’s teaching load would thus result in a 20 minute or 10 minute allocation to a Faculty Principal Teachers management entitlement. The same system would be used for a full-time teacher who contributes to the teaching load of 2 departments. No single teacher may contribute more than a total of 20 minutes to total management allocations.

9. Non-teaching members of staff e.g. Subject Technicians who are line managed by a Faculty Principal Teacher will contribute 10 minutes per week to a Faculty Principal Teachers Management Time irrespective of their FTE equivalent.
10. Registration time and other regularly timetabled pupil contact, e.g. study classes will be counted as class contact time.

11. Taking into account the above, working time will be calculated as follows:-

   a) The management time entitlement will be calculated on the basis 100 minutes basic allocation + 20 minutes for each member of staff with 0.6 or greater FTE and 10 minutes for each member of staff with an FTE commitment of less than 0.6 FT and 10 minutes for each non-teaching staff member irrespective of their FTE equivalent.
   
   b) The Faculty Principal Teachers teaching and other pupil contact time will be calculated in minutes.

   c) Personal preparation and correction time will be calculated by adding 33 and 1/3 % of contact time to the Faculty Principal Teachers teaching commitment.

   d) The total of a) + b) + c) may not exceed the total available weekly minutes of 1800. Any time available below the maximum is the amount of surplus time available to the Faculty Principal Teacher for other duties, e.g. covering for absent colleagues.

12. Any cases of calculational or other disputes should be referred to the LNCT via one of the Joint Secretaries.

13. To assist schools there are a couple of exemplar calculations appended below.

**Example 1**

- The school operates a 33 x 50 minute period week with no registration time.
- The Faculty Principal Teacher has a teaching commitment of 20 periods per week.
- The teacher has 6 full-time teachers + one part-time member of staff with an FTE of 0.5.
- The Faculty Principal Teacher has line management responsibility for a part-time Technician with an FTE of 0.7FTE.

**Calculation**

- The Faculty Principal Teacher has a management entitlement of 100 + (6x20) + 10 = 240 mins.
- The Faculty Principal Teacher has 20 periods teaching commitment (1000 mins), plus an associated one third preparation and correction time (333 mins), plus 240 mins management time = 1573 mins from a maximum possible of 1800 mins.
- The Faculty Principal Teacher therefore has a possible 227 mins pupil contact time available.
- This means that there are 4 periods when he/she is available for other duties such as covering for absent colleagues. (227 ÷ 50 mins = 4.54 periods, meaning only 4 periods available for cover, 5 periods would take the teacher below their minimum non-contact time for the week).

**Example 2**

- The school operates a 33 x 50 minute period week with no registration time.
- The Faculty Principal Teacher has a teaching commitment of 24 periods per week.
The teacher has 4 full-time teachers + one part-time member of staff with an FTE of 0.75 + a further member of staff with a commitment of 0.45 FTE. In addition the Faculty Principal Teacher has a 50% 'share' of a Technician.

**Calculation**

- The Faculty Principal Teacher has a management entitlement of $100 + (4 \times 20) + 10 + 10 = 200$ mins.
  (basic time) + (4 full time staff) + (one part time > 0.6) + (one part time < 0.6) + (one technician)
- The Faculty Principal Teacher has 24 periods teaching commitment (1200 mins), plus an associated one third preparation and correction time (400 mins), plus 200 mins management time = 1800 mins from a maximum possible of 1800 mins.
- The Faculty Principal Teacher therefore has no possible additional pupil contact time available.
- This means that there are no periods when he/she is available for other duties such as covering for absent colleagues.