

## **ABERDEEN CITY COUNCIL LEARNING AND LEISURE SERVICES**

### **REDUCTION IN MAXIMUM CLASS CONTACT TIME TO 23.5 HOURS PER WEEK WITH EFFECT FROM AUGUST 2004**

#### **1 Context**

The Agreement "A Teaching Profession for the 21<sup>st</sup> Century" requires a number of changes to conditions of service for teachers to promote professionalism and enhance the learning and teaching of children, and the reduction in maximum class contact time is one of these changes.

The reduction in class contact was originally planned to be an integral part of revised school staff structures, due to be reported to Committee in March 2004. That report has not yet been submitted and so it was necessary to carry out a separate and additional exercise in order to staff schools for session 2004/2005, albeit in a curtailed timescale.

Colleagues in schools had the opportunity in the autumn of 2003 to discuss and think about possible approaches to the reduction in maximum contact time when completing the Authority's questionnaire. The collated feedback from these has been copied to the Head Teacher members of the Primary Sub Group on School Staff Structures who represent their ASGs.

The feedback was also used in the Head Teacher Workshop and in the production of this paper.

It remains the intention to integrate the issue of maximum teaching time for teachers with revised school staff structures as and when these are developed.

It should be noted that these arrangements will be reviewed by the end of March 2005.

However, it is expected that the following principles would apply to the arrangements made.

#### **2 Principles for Reduction in Class Contact Time**

- a) The reduction applies to all teachers with a maximum class contact time which is currently greater than 23.5 hours. This includes specialist teachers and relief teachers (both permanent and casual).
- b) Part-time teachers (permanent part-time, job share and probationer teachers) will have a pro rata reduction in class contact time.
- c) All teachers who teach a class (or classes) are responsible for the full range of tasks associated with learning and teaching for all classes to which they are assigned, in proportion to the time for which they are assigned.

- d) The time released will be part of the 133 hours remaining time and schools will reach agreement on this as part of their annual negotiation on the 35 hour working week.
- e) The existing local agreement on maximum teaching time for teachers of P1 – P3 classes (maximum of 22.5 hours per week) remains in force.
- f) Specialist teachers will be assigned to classes independently and on their own, except where there is a requirement for another adult in the teaching area. The other adult could be an employee with pupil support responsibilities, where the tasks involved are non-teaching.
- g) Non-contact time will normally be for a minimum of 45 minutes. Where this proves impracticable, shorter non-contact periods can be agreed by the Head Teacher or line manager with the relevant teacher for session 2004/2005.
- h) The required additional teaching time will be allocated to schools. Each school will propose arrangements for meeting its timetable requirements; these arrangements may include additional core teaching staff, additional teaching staff with focus on a specialist area of the curriculum, or a combination of both.
- i) Schools can combine teaching time, perhaps across an ASG, to achieve teaching jobs of sufficiently large FTE to enable recruitment. Where a teaching job covers more than one school, the line management arrangements will be specified in the job description.
- j) Teaching jobs which arise from the reduction in contact time will be advertised on a permanent basis, and filled according to agreed Council policies and procedures.