

### School Negotiating Group (SNG)

1. The School Negotiating Group activities should follow the timescale provided in Appendix 7 of the WTA policy.
2. The remit of the SNG is to:
  - Evaluate the previous session's WTA
  - Negotiate a school based agreement on the use of remaining time
  - Produce a calendar of events and associated timings
  - Submit the correct proforma
3. The SNG core group should consist of the HT and Trade Union Representatives . Other staff members may be added with the agreement of the core group.
4. The SNG should keep a record of discussions.
5. SNG meetings should form part of the WTA.
6. All WTA documents must be sent to all staff.

### Other information

1. The WTA should reflect the School Improvement Plan.
2. Education Support Teacher WTA should be negotiated with the designated HT for the cluster they work for.



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# Working Time Agreement



## Quick Reference Guide

This guide provides guidance about the key points of the Working Time Agreement. It should be used in conjunction with East Dunbartonshire Council's WTA policy.



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### **Class Contact Time**

1. Maximum class contact time for an un-promoted teacher is 22.5 hours. Probationers on the Induction Scheme should refer to the policy for a breakdown of their 35 hour week
2. Non class contact time should not normally be in blocks of less than 45-50 minutes.
3. Teachers should not have all of their non class contact time on Mondays or Fridays.
4. Non class contact time cannot be banked up or stored from week to week nor can it be claimed elsewhere due to a foreshortened week.
5. Whole school assemblies or stage assemblies cannot be used as a method for providing teachers with non class contact time .

### **Part Time Teachers**

1. Appendix 3 of The WTA agreement document provides a breakdown of the 35 hour working week for part time staff.
2. Teachers who are on part time contracts are required to work the total number of days set out in their contracts. School Support Co-ordinators can provide a work day calculator to calculate days part time staff should owe or be owed, which must be agreed in advance of the new school session.
3. Part time teachers are required to attend the appropriate pro rata number of INSET days. Part time teachers, who volunteer to attend additional INSET days cannot be paid but attendance can be offset against their additional CPD time.
4. Attendance at INSET days should be agreed before the start of the school session.
5. Teachers who are on part time contracts cannot be required to participate in collegiate activities on days on which they are not employed. They are required however to attend parents' meetings.

### **Time and Place**

1. Teachers must report for duty at the start of the working day unless appropriate arrangements have been agreed with their line manager in advance.
2. Line managers must be notified in advance if teachers are going to leave the building during NCCT.
3. Teachers must sign a register when they leave the building and sign back in when they return.

### **Parents' Meetings**

1. Dates and times of parents' meetings should be agreed as part of the 35 hour working week.
2. End on parents' meetings should commence within 40 minutes of the end of the pupil day.
3. Parents' meetings must be held in a central area e.g. gym hall.
4. Parents/carers should sign into parents' meetings.

### **Flexibility**

1. All schools should have an allocated number of flexibility hours.
2. EDC *recommends* 10 hours of flexibility.
3. Flexibility hours should be used by the end of the school session.