



Title: Primary Schools Management Time **Number:** C4 **Date:** 01 April 2004

1. Although designed to formulate a system for the allocation of primary schools management time these proposals alter the way total staffing would be allocated.
2. The accompanying spreadsheet shows that 4 previous roll bands have been amalgamated into 2. These are: first 97 – 100 and 101 – 120 now combined to form roll band 97 – 120, secondly 199 – 210 and 211 – 225 now combined to form roll band 199 – 225. In each case the management entitlement of the 2 previous lower bands has been increased to that of the 2 upper bands.
3. Retention of these old narrow bands resulted in large unacceptable swings when rolls altered by only a very few pupils.
4. The proposed new scheme first of all calculated the number of class teachers a schools requires. The rules which will apply when calculating the number of class teachers required by each school are:-
 - P1 – P3 classes must be set at a maximum of 30
 - P4 – P7 classes may be set at up to 33
 - Composite classes must be set at a maximum of 25
 - RICCT requirements will obviously be built into this calculation.

In addition to the above, the reduced capacity of a few schools classrooms will also be taken into account.

5. Once this allocation of classroom teachers has been calculated any schools which warrant a deprivation teacher will have this entitlement added to their class teacher entitlement.
6. A consequence of this method of calculating class teacher entitlement is that schools within the same band may be entitled to different class teacher allocations due to the numbers of pupils in P1 – P3, any reduced classroom capacity restrictions and the numbers of pupils in each age group in general. Any allocation of deprivation teachers (if this requirement continues to apply) will also lead to such differing allocations.
7. Once the number of classroom teachers required by each school has been calculated the requisite amount of management time based upon the new published bands will be added to give total staff entitlement for each school.
8. To these entitlements a further addition of management time will be made for those schools with joint headships.
9. The proposed management time entitlement system sets out to increase allocations as smoothly as possible so that moving up or down between bands does not result in abnormally large increases or decreases.
10. The introduction of non-teaching heads has been lowered by one band.

11. Any Additional Educational Needs management time is subject to a separate allocation.
12. Movement between roll bands will result in the relevant increase or decrease in management time.
13. If adopted this system is more difficult but, hopefully, more responsive than the current system. It does require a more robust roll prediction system and for budget creation purposes calculations will have to be made earlier than at present.
14. Principal teachers have been allocated a half day per week management time irrespective of the size of school although depending on band the number of Principal Teachers varies.
15. Depute Headteachers are allocated a minimum of one day's management time but this increases with roll. The time in the Depute Headteacher column (F) should be equally divided between the number of deposes a school is allocated.
16. Headteacher management time increases with roll until a teaching head becomes non-teaching.
17. Whilst management time for PTs and Deputes must be allocated as published Headteachers in discussion with their management staff may decide that the allocations need not be allocated on a weekly basis but averaged out on a fortnightly or even monthly basis.
18. Headteachers are, of course, free to use some of their own management time entitlement to supplement the allocations for their Deputes or Principal Teachers on a temporary basis to enable them to carry out a particular piece of development work.
19. Headteachers may also use their supply teacher days allocation for the purpose mentioned above, as long as they can still make provision to cover future absences.
20. Explanation of column titles on spreadsheets:-
 - A Roll band.
 - B School name.
 - C Number of class teachers required excluding Deprivation Teacher Allocation and including RICC,
 - D Management Post structure for band/school
 - E Proposed Principal Teacher Management Time allocation
 - F Proposed Depute Headteacher Management Time allocation
 - G Proposed Headteacher management Time allocation
 - H Proposed Total proposed Management Time allocation
 - I Proposed Total Staff allocation – Class teachers + management Time
 - J Existing Management Time excluding additional Joint Headship Management Time.
 - K Current total staff allocation excluding Deprivation Teachers and Additional Joint Headship management Time.
 - L Additional management Time required to implement new proposals.
 - M Full year cost of implementing column L.

- N Proposed temporary allocation for session 04/05.
- O Cost of implementing temporary increased management time for session 04/05.
- P Allocation of Deprivation Teachers.
- Q Allocation of additional joint Headship Management Time.
- R Any comments re particular schools.
- S Additional Educational Needs management Post allocation.

Education & Lifelong Learning Portfolio
Temporary Primary School Management Time

Proposed Allocation Method

1. This system refers to 94/05 only.
2. Schools short of Headteacher management Time are given first priority.
3. Second priority is any schools with a shortfall in Depute Headteacher Management Time.
4. Any remaining budget after 2 and 3 above have been allocated will be used to allocate some PT Management Time. Any allocation should be evenly distributed between a school's Principal teachers.
5. If this scheme is agreed with schools and passed by the Council then Headteachers will be contacted to discuss appointment of additional part-time temporary staff and/or the increasing of the hours of existing part-time staff.
6. A small unallocated surplus of approximately £31,000 will be used to meet any unexpected roll increases which require additional management time.