



Education Resources

Implementation of 'A Teaching Profession for the 21st Century'

Operation of the new class contact maximum for primary teachers within South Lanarkshire

Notes of guidance for establishments

1. Introduction

- 1.1 This guidance note is designed to support learning communities and establishments with implementation of the revised contractual class contact maximum for primary teachers from August 2006.

2.0 Background

- 2.1 The National agreement "A Teaching Profession for the 21st Century" was introduced in April 2001. The agreement included commitments related to:
- Introducing a simplified career structure for teachers;
 - Reducing class contact time for primary and secondary teachers to 22.5 hours per week from August 2006;
 - Continuing professional development for teachers;
 - The provision of additional support staff for schools.
- 2.2 The agreement indicated that, for primary teachers, the reduction in class contact time from 25 hours per week to a contractual maximum of 22.5 hours per week was to be achieved in two stages. The first stage involved a reduction of 1.5 hours from 25 to 23.5 hours per week from August 2004. This was achieved within South Lanarkshire. The second stage, involved a further reduction of 1 hour that was implemented from August 2006.
- 2.3 While the class contact maximum has reduced for teachers from 25 to 22.5 hours per week, the duration of the pupil week has remained unchanged at 25 hours per week. This means a teacher can be assigned to a class for most of the week (22.5 hours), and another teacher is required for the remaining 2.5 hours of time the children are in class.

3.0 General guidance

- 3.1 Within South Lanarkshire the approach to managing implementation of the new class contact maximum for primary teachers involves establishments working together within Learning Communities. Within this context specific local arrangements will be discussed by the Learning Community Consultative Committee before implementation.

- 3.2 As the result of implementation of the new class contact maximum each primary class will be taught during each week by a minimum of 2 teachers. Within the context of this guidance it might be helpful to note the following roles for primary teachers.
- *Class teacher: the teacher assigned to work with a primary class for the school session.*
 - *Class contact cover (CCC) teacher: the teacher undertaking the timetabled role within a school (or possibly across more than 1 school) to release class teachers, ensuring they do not exceed the class contact maximum.*
- 3.3 The maximum class contact time for a teacher is determined by their contract. This means that the maximum contact time for a full time teacher is 22.5 hours per week from August 2006, and for a teacher working 0.5 the maximum contact time is 11.25 hours per week.
- 3.4 Local arrangements should ensure that teachers with a peripatetic role do not exceed the maximum class contact time.
- 3.5 The national agreement makes provision for teachers to undertake some duties out with school. Appropriate arrangements should exist within each school to ensure that teachers inform their line manager when they may not be in school. This may include, for example, the use of a 'signing out' book.
- 3.6 Promoted staff are not entitled to additional class contact cover time. The Management Structures Agreement, June 2005, specifies that principal teachers should have the following class commitment: roll 100 to 220 – 16 hours; roll 221+ - 20 hours.
- 4.0 Absence cover**
- 4.1 Learning Communities should ensure that arrangements to provide absence cover for teachers timetabled to release their colleagues from class reflect the Absence Cover Agreement.
- 4.2 In the event of the CCC teacher being absent it may be necessary for the head teacher to adjust timetables on a day to day basis. However, in these extreme circumstances staff will not be required to undertake more than 22.5 hours of pupil contact.
- 5.0 Timetabling**
- 5.1 Timetables should normally be planned in advance covering the school session. Significant changes should only be introduced following discussion with the employee concerned and the union representative.
- 5.2 Where short term timetable changes are required for reasons other than absence, the staff involved should be given at least one week's notice of the change to allow them to adjust their planning activities.
- 5.3 Timetables for all teachers should be arranged in a minimum of 45 minute blocks of time. However, it is recognised that there may be occasions when this is not possible.
- 5.4 Timetabling over a period of school sessions should ensure equity for all teachers. Timetables will not be changed to reflect development days or holidays or the absence of an individual class teacher

6.0 Working arrangements

- 6.1 Liaison between the CCC teachers and class teachers should take place within the working week.
- 6.2 CCC teachers are responsible for assessment and reporting on the areas of the curriculum they teach.
- 6.3 Arrangements for reporting progress to parents by CCC teachers require to be agreed locally by the schools involved within the context of the agreed working time arrangements.
- 6.4 The areas of the curriculum covered by CCC teachers should be discussed locally, taking account of local priorities and skills and expertise of the teachers involved. Normally no more than two curricular areas should be covered in any term or block of time.

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