

**ARGYLL & BUTE COUNCIL
COMMUNITY SERVICES (EDUCATION)**

**JOINT AGREEMENT ON REVISED GUIDELINES FOR THE
IMPLEMENTATION OF WORKING TIME ARRANGEMENTS**

January 2009

1.0 Introduction

In June 2001 guidance was issued to all schools and teachers on the subject of time allocation for the various duties required of teachers to fulfil their contractual obligations under the McCrone agreement “A Teaching Profession for the 21st Century”. During the academic year 2005/06 a small working party of the Local Negotiating Committee for Teachers in Argyll & Bute (LNCT) was set up to review the operation of working time agreements in Argyll & Bute schools. Since then joint working time/collegiality meetings were held involving representatives from secondary and large primary schools and there have been further meetings and discussion at Argyll & Bute’s Joint Service Committee for teachers.

All parties on the Local Negotiating Committee for Teachers in Argyll & Bute (LNCT) support the concept of collegiality and the enhancement of the professionalism of teachers. The joint aim is to build on existing good working relationships and to continue to implement an agreement that is based on mutual respect and understanding, on shared responsibility and reflection, and on shared development of ideas and programmes for change.

The following guidance updates the advice which has been given regularly since 2001 and intends to provide a sound framework for successful negotiation, planning and implementation within all educational establishments.

2.0 Working Week and Working Time

The individual and collective work of teachers should be capable of being undertaken within the 35 hour working week.

From August 2006 the maximum class contact time for teachers in all sectors will be 22.5 hours per week.

Sector	Class Contact (hours)	Personal Allowance (hours)	Weekly Remaining Time (hours)	Annual Remaining Time (hours)
Primary	22.5	7.5	5.0	195.0
Secondary	22.5	7.5	5.0	195.0
Special	22.5	7.5	5.0	195.0

3.0 Collegiate Decision Making at School Level

Annex D of the Agreement, “Code of Practice on Working Time Arrangements”, requires establishments to put in place consultative mechanisms which support full staff involvement in negotiating agreements at school level.

Argyll & Bute Schools need to consider, depending on the number of staff in each school, how best to do this.

In small schools all staff will be involved in the process. In larger schools a committee will be formed. This will involve the head teacher, or nominated member of the senior leadership team, meeting with the recognised trade union representatives, who will reflect the balance of union membership within the school. It is also important that colleagues take into account the views and needs of part-time teachers.

The staff, or committee, as appropriate, should initially review the existing agreement for the current year and, within an agreed timescale, invite comments from all staff. The staff or committee will then, at an agreed meeting(s), produce a draft for the forthcoming academic year. This will be sent to staff for comment. If required, and taking into consideration comments received, the staff or committee will produce a redraft for final endorsement.

An illustrative timescale can be found at Appendix 2. All schools must ensure that there is the opportunity, within their arrangements, for every member of staff to have an input into the process and for the process to be finalised by the middle of June. However, it is not appropriate for an individual or small minority to unnecessarily delay agreement.

In the unlikely event that staff cannot reach agreement, or at the request of either side, any area of disagreement will be referred to a joint panel of the management and teacher representatives on the LNCT. The aim will be to resolve any areas of disagreement at the lowest informal level. This would not exclude a teacher’s right ultimately to consider procedures for grievance.

Tasks which do not require the teacher to be present on the school premises may be carried out at a time and place of the teacher’s choosing. However, teachers will be required to report for duty at the beginning of each working day in case they are required for absence cover. When leaving school premises during the school day teachers must inform school management through agreed procedures.

4.0 Use of Remaining Time.

The use of Remaining Time, as detailed in Annex B of the National Agreement and amended by the LNCT, should be planned to include a range of activities such as:

- Additional time for preparation and correction
- Parental meetings including those involving review of additional support needs
- Staff meetings
- Professional Review and Development
- Curriculum Development and associated Staff Development
- Formal Assessment
- Report Preparation
- Forward Planning
- Enrichment Activities/Additional Supervised Pupil Activities
- Trade Union/Professional Association Meetings
- Flexibility factor
- Implementation of Quality Improvement process
- Working with other agencies

To assist planning at establishment level the following guidance has been agreed to provide a framework for developing particular activities:

Personal Time

This will be used by teachers for their preparation and correction. It will include lesson preparation; short term planning; assessment and marking of class work, homework and class tests.

Additional Time for Preparation and Correction

This would be used where it had been identified and agreed that more extended time is needed to complete the work being done in personal time.

Parental Meetings including those involving Special Needs Review

This should include preparation time for meetings or interviews with parents. It is recommended that parents' evenings do not exceed three hours in length and staff should allocate an additional one third of this time for preparation. Where staff do not teach or have responsibility for particular year groups they would not be expected to attend a meeting. Wherever possible meetings should be arranged by appointment. Cognisance should be taken of the fact that some groups of staff also meet more frequently with parents.

Staff Meetings

Staff meetings may include whole staff meetings, stage meetings, faculty or departmental meetings, cross-curricular meetings, ANST staff meetings and management meetings. They can be programmed either within or outwith the pupil day, and their number agreed in each school. Consideration should be also given to arrangements where staff teach in more than one subject, or more than one curricular area, or more than one school. ANST meetings should normally be programmed outwith the pupil day.

Professional Review and Development

Initial meetings between reviewer and reviewee should not exceed half an hour and a review interview lasting one hour. A further one hour should be allowed for the reviewer to write up the review report. Head teacher reviews will involve a link head teacher from another school and on a planned basis a member of the Directorate. The total time required from each head teacher, reviewer and reviewee should not exceed the equivalent of one day.

Curriculum Development and Associated Staff Development

Over the next few years it is expected that work in relation to a Curriculum for Excellence will feature heavily in all school plans. (Nb This is not part of 35 hours Continuing Professional Development (CPD)).

Formal Assessment

Most assessment will be work done during teachers' personal time. Time will be required for more formal activities such as baseline assessments and prelim examinations.

Report Preparation

The preparation of reports is an important part of all teachers' work but varies with each individual's teaching commitment. Reports would include the annual, or more frequent, reporting to parents, reports to external agencies and reports in relation to personal learning planning and additional support needs.

Forward Planning

This remains an important element in the work of primary schools and the current arrangements should continue with a time allocation of 13 hours.

Enrichment Activities/Additional Supervised Pupil Activities

These activities are voluntary but it is recognised that they make a major contribution to the life of the school. Where an additional payment is made they cannot be included within the 35 hour working week.

Trade Union/Professional Association Meetings

Up to three of these, lasting one hour each, may be included within the school calendar e.g., two on in-service days and one agreed at another time.

Flexibility Factor

Unforeseen events can arise in any school year and can have a major impact on commitments. Therefore, it is vital that a sufficient level of flexibility time is left in schools' working time agreements to allow for this

Implementation of Quality Improvement Process

Time should be identified for whole school/department/faculty team implementation of the Quality Improvement process (self-evaluation, discussion, consultation and implementation) and the associated standards and quality reports.

Working with other agencies

Managers should ensure they have appropriate time for liaising with other agencies who are involved in providing support for young people

Appendix 1 provides a model for the use of Remaining Time.

5.0 Monitoring the Implementation

At establishment level the existing systems for monitoring and evaluation will enable schools to track targets and priorities in terms of school improvement plans and annual programmes of agreed activities.

At authority level the LNCT will continue to keep under review the implementation of the national agreement, and the effectiveness of 35 hour working week arrangements in meeting agreed priorities.

To assist with this, 35 hour Working Time Agreements for the following sessions, jointly signed by the head teacher and trade union representatives, must be sent annually, no later than the end of the second week in June, to the Human Resources Officer, at Argyll House, Dunoon.

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COMMUNITY SERVICES: EDUCATION
ILLUSTRATION ON POSSIBLE ALLOCATION OF REMAINING TIME**

(Hours relate to a teacher with maximum class contact time of 22.5 hours)

ACTIVITY	TIME PARAMETERS (Hours)	
	Secondary	Primary
Parents' meetings	15 - 30	15 - 25
Forward Planning	-	10 - 15
Reporting	20 - 40	20 - 30
Additional preparation/correction	10 - 20	10 - 20
Staff meetings	20 - 40	15 - 30
Professional Review and Development	2.5	2.5
Curriculum Development	15	15
Formal assessment	10 - 30	5 - 15
Enrichment Activities/Additional Supervised Pupil activities	0 - 20	0 - 20
Working with other agencies	5 - 10	5 - 10
Trade Union/Professional meetings	3	3
Quality Improvement process	15	15
Flexibility factor	25	25
Total	195	195

The normal working week for a teacher on maximum class contact will consist of 22.5 hours of teaching and 7.5 hours of preparation/correction, leaving 5 hours per week for the other activities detailed in the table above.

Activities and school weeks should be arranged so that in any single week the time planned does not exceed 35 hours.

Normally the teaching year consists of 190 pupil days plus 5 in-service days and 35 hours of Continuing Professional Development. For 2009/10 and 2010/11 there will be an additional in-service day and one less pupil day to support the implementation of the Curriculum for Excellence

The above illustration is offered as a guide and will vary from school to school and teacher to teacher. For teaching staff with management duties (principal, depute and head teachers) it is not practical to produce a model as class contact will be less than 22.5 hours. Those teachers should have allocated to them the appropriate amount of management time as set out in Standard Circulars SC2.03 and SC2.05.

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ILLUSTRATIVE TIMELINE**

February	School committee reviews current year and implements staff consultation, including any recommendations they have for change.
March	Staff comments to school committee.
April	School Committee produces draft for the following year.
Early May	Staff consultation period and redrafting if required.
Late May	Final document produced by school committee.
Early June	Final Plan endorsed at whole school meeting.
Mid June	Copy sent to Argyll House.