

## ***Guide to the Agreement on Working Time Arrangements***

The JNCT has reached agreement on working time arrangements. The agreement affects the way in which the 35-hour working week is made up for teachers. Each establishment will now negotiate certain details of the working week within the framework of the JNCT agreement. This guide explains the JNCT agreement in question and answer format. Full details can be found in the agreement itself which is available in all establishments.

### ***What are the differences between the previous JNCT agreement (2002-04) and this one?***

The new agreement:

- includes a definition and calculation of collegiate time (taking account of reductions in class contact time) (*Section 1 and Annex A*);
- establishes a rigorous monitoring and review procedure to determine when re-negotiation may be necessary, and a progress review in 2006 (*Section 1 and Annex B*);
- sets up new consultation and negotiation arrangements for establishments which strengthen the involvement of staff (*Section 2 and Annexes C and D*);
- leaves even more flexibility than before for staff to prioritise their individual workload (*Sections 3 and 7 and Annex E*);
- introduces a common framework of staff meetings across all sectors but with increased flexibility regarding when meetings can be held (*Section 5 and Annexes F and G*);
- guarantees the staffing standard and the budgets for absence cover, PRD cover and Out of School Hours Learning (*Sections 5, 8 and 9 and Annex F*);
- brings in 2 years early the reduction in class contact time for secondary staff (*Section 5*);
- introduces new arrangements for PRD which give more ownership of the process to staff (*Section 8*);
- gives guidance on signing out arrangements (*Section 10*);
- gives guidance on the conciliation and dispute resolution process (*Section 11 and Annexes H and I*).

### ***Who negotiates on my behalf?***

At JNCT level there is a Teachers' Side and a Management Side. The Teachers' Side comprises representatives of the main unions. At establishment level, a new procedure has been agreed which involves setting up a Staff Representative Group (SRG). This group will be the focus for consultation in many areas and for negotiating the 35-hour working week agreement. (*Sections 1 and 2 and Annexes A, B, C and D*)

### ***How is my working week made up?***

For the purpose of calculating the working week, all staff are considered to have a maximum weekly class contact time of 22.5 hours (23.5 in primary until 2006) plus one third of that - 7.5 hours - for personal preparation and correction (8 hours in primary until 2006). That leaves about 5 hours a week for collegiate activities (3.5 hours in primary until 2006) to add up to the 35-hour week in total. Where you engage in several collegiate activities in the same week your working week should not exceed 35 hours. (*Section 1 and Annex A*)

### ***How much collegiate time is available to staff?***

If you have a maximum weekly class contact time of 22.5 hours from August 2004 then you have 190 hours of collegiate time over the year. If you're a Primary teacher then you have 132.5 hours of collegiate time for the year based on 23.5 hours class contact and that will change to 190 hours from August 2006. (*Section 1 and Annex A*)

### ***What do I do in my collegiate time?***

Collegiate time will involve some activities connected to your personal teaching load (for example writing reports and additional preparation and correction) and other activities to be done in collaboration with others (for example various kinds of staff meetings). The list of activities is taken from the national agreement *A Teaching Profession for the 21<sup>st</sup> Century*. They are: additional time for preparation and correction, parents' meetings, staff meetings, preparation of reports and records, forward planning, formal assessment, professional review and development, curriculum development, additional supervised pupil activity such as extra-curricular activities and Supported Study, and continuing professional

development. All of these activities are required of teachers except for additional supervised pupil activity which remains a voluntary area. (*Sections 3 – 9 and Annexes E and F*)

### ***How do I decide how to divide up my collegiate time?***

You can use your collegiate time for any of the duties above, plus any others agreed at establishment level. Of the 190 hours available (132.5 hours in primary until 2006) only a small amount will be determined in advance. For example, a secondary school may negotiate that 20 hours will be devoted to parents' meetings and 3 hours to PRD meetings, plus the 13 hours for staff meetings outwith the pupil day common to all establishments. In addition, the secondary school may agree that 4 of the 7 hours of meetings within the pupil day may be during examination leave for pupils. In total, this accounts for only 40 hours out of the 190 available, leaving you to decide what to do with the remaining 150 hours (92.5 hours in primary until 2006). As a professional, you have the discretion to prioritise your own workload within this remaining time, although you will have to work within the deadlines agreed by the Staff Representative Group in the establishment calendar. (*Sections 3 – 9 and Annexes E and F*)

### ***In Primary schools, what is the one and a half hours of non-contact time to be used for?***

Basically, Primary teachers themselves can decide what to do with the one and a half hours non-contact time within the deadlines set in the calendar, forward plan and development plan. That means that you could decide to use it as part of your one third preparation and correction time or decide that you will do collegiate tasks (e.g. writing reports) at that time. What you use it for may vary from week to week depending on your work priorities. Normally your non-contact time will be scheduled in meaningful blocks of time of not less than half an hour. (*Sections 3 – 9 and Annexes E and F*)

### ***How should I deal with workload difficulties?***

The fact that you can prioritise how to spend most of your collegiate time should mean that you can devote time to whatever tasks you choose and therefore manage your workload effectively. However, if you are experiencing difficulty you should approach your line manager with evidence of the difficulty and discuss how to address it. Your union representative may assist you with such a discussion and you can approach a more senior manager if the situation is not resolved. (*Section 3 and Annex E*)

### ***How are staff meetings to be scheduled?***

Staff in all sectors will attend 13 hours of meetings outwith the pupil day over the year and a further 7 hours of meetings within the day (though not included in a secondary school's schematic timetable), giving a total of 20 hours of meetings over the year. More meetings can be scheduled by agreement. The number and duration of meetings may vary but the total should still be 13 hours outwith the pupil day and 7 hours within it. The 7 hours will be scheduled first as part of the negotiation on the establishment calendar, and then the 13 hours can be arranged around this. Flexibility in lengths of meetings is encouraged so that meetings can be scheduled over the year to reflect the needs of different establishments, groups of staff and departments. Extra staff meetings can be scheduled under certain conditions, either outwith or within the pupil day, but this must be agreed by staff themselves. (*Section 5 and Annex F*)

### ***Can extra-curricular activities count towards collegiate time?***

Yes they can. Although supervising extra-curricular activities and Supported Study is voluntary, the time spent on them counts as part of collegiate time and establishments have budgets available for supporting activities through the purchase of materials. (*Section 9*)

### ***How are agreements monitored and reviewed?***

The JNCT will conduct an annual survey of establishment agreements. Based on this, the JNCT will decide whether or not there is a need to re-negotiate sections of the agreement. At establishment level the SRG can discuss the agreement at any meeting. Changes to staffing budgets and certain national changes could also trigger re-negotiation, however there is no fixed time by which re-negotiation is required. There will be a major review of progress in North Lanarkshire towards all of the milestones in *A Teaching Profession for the 21<sup>st</sup> Century* in 2006. (*Sections 1 and 11, and Annexes B, H and I*)