

NORTH AYRSHIRE COUNCIL EDUCATIONAL SERVICES

“A TEACHING PROFESSION FOR THE 21ST CENTURY”

ARRANGEMENTS FOR WORKING TIME FROM SESSION 2006-2007

LNCT Agreement : March 2006

1. Introduction

Head Teachers and their staffs will be aware that the agreement on pay and conditions of service of teachers (‘the McCrone Agreement’) provided for the introduction of a 35 hour week for all teachers from August 2001. From that date, the individual and collective work of teachers should be capable of being undertaken within this 35 hour working week. The following guidelines have now been agreed by the LNCT to assist Head Teachers and staffs in agreeing a programme of collegiate and other activities which will enhance the professional status of teachers whilst controlling workload. Collegiate activities will cover the setting of dates and times of parents’ meetings, meetings of groups of teachers, formal assessment periods, reporting periods and forward planning periods.

The 35 hour working week is comprised of three elements:

- a. 22.5 hours maximum class contact.
- b. 7.5 hours minimum personal allowance.
- c. 5.0 hours remaining time.

As from August 2006 the third stage of the phased implementation of the 21st Century Agreement will be enacted. Accordingly, clear guidance is required on the mechanisms by which negotiations should be conducted and agreements concluded at school level.

North Ayrshire Council is fully committed to the successful continued implementation of 21st Century Agreement. If the Agreement is to deliver improvements in the education service while at the same time re-professionalising teaching staff, it will require the support and co-operation of all concerned. A positive approach to collegiate working will ensure that the good practice that already exists in the education service of North Ayrshire can be built upon to the benefit of all.

Parents' meetings

Parents' meetings may take place in the evening or end-on to the school day, subject to appropriate consultation and agreement. There shall be no fewer than two, and no more than five such formal meetings in the course of the session. Each meeting shall have an allocation of five hours. Current arrangements whereby staff do not require to attend for groups of pupils they do not teach, or are allowed to leave when appointments have been completed, will continue to obtain.

The special meeting for island parents at Largs Academy may continue to complement the above arrangements following agreement with relevant staff.

In the Primary/Nursery sector, time from other weeks, before or after a planned parents' meeting, may be borrowed to allow sufficient time for the meeting to take place.

Staff meetings

This might include any meeting of a group of staff, such as whole school, departmental, stage, cross-curricular or management. Consideration should be given to holding staff meetings, wherever possible, at the end of the pupil day. This approach will facilitate the operation of the proposed "on-call" arrangements and will provide improved teaching and learning conditions for staff and pupils during the pupil day.

Preparation of reports, records etc.

An allocation of 30 hours will be made for the preparation of reports. The allocation, appropriately divided, should be set out in the calendar of collegiate activities for the purposes of workload management. It should be recognised, however, where staff have additional report loads an increase to the notional time may be required.

Alternatively, where a teacher's pupil numbers are small, e.g. in small rural primary schools, appropriate modifications can be agreed as required. Report writing may take place on site or at a location of the teacher's discretion.

Forward planning

An allocation of time is required for individual teachers to plan classwork by term or session.

4. Other Collegiate Activities

In addition to the activities itemised in Annex D, the following should be taken into account when agreeing a programme of collegiate activities.

Miscellaneous

Other activities not mentioned above which are of benefit to the school and its pupils, may well be deserving of recognition within the context of the 35 hour week e.g. support for student placements.

Flexibility

In addition, a residual element of flexibility time should be agreed in order to allow unexpected demands on a teacher's time, e.g. responding to HMI visits and reports or requests from other external agencies, to be addressed.

Trades union / professional association meetings

Time for Trades Union or Professional Association meetings, amounting to three hours per session, should be made available during the 35-hour working week or during in-service days. School representatives may require time to consult on issues surrounding the negotiation of the agreement by June of each session.

5. Procedures for Agreement

The LNCT fully endorses the spirit of collegiality which underpins the "21st Century Agreement". Accordingly, each establishment will be expected to reach an agreement on the use of collective time by the following process:

- 5.1.1 A draft agreement will be prepared by the Head Teacher and accredited trade union representatives.
- 5.1.2 Where schools have no accredited trade union representatives, the responsibility for preparing the draft agreement will be remitted to a School Planning Committee, comprising the Head Teacher and a number of elected staff members. The staff representation will be in proportion to the total staff complement as follows:

Total / Elected Representatives

1 - 59	2
60 - 99	3
100 +	4

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CONFIGURATION OF 35 HOUR WEEK : SESSION 2006/07

SCHOOL:

The 35 hour working week is comprised of three elements:

- a. 22.5 hours maximum class contact.
- b. 7.5 hours minimum personal allowance.
- c. 5.0 hours remaining time.

Agreed activities up to an annual maximum of 190 hours should be detailed below.

Activity (from) Annex D	Time Allocation
Parents Evenings (S1-S5/6, P7)	
Meetings	Dept: Staff:
Preparation of reports, etc (Averaged at class of 30 with 12 mins, per report)	
Union Meetings	
PRD	
This might include: <ul style="list-style-type: none"> • Principal Teacher meetings • Parents information evening • Formal assessment (eg correction of national tests and/or schedules/prelims) • Development activities/working groups • Curriculum development • Forward planning • Raising achievement/out of hours learning (pupil activities) • Additional time for preparation/correction • CPD • Flexibility • Other 	
Plus In-Service Days	5 days

Head Teacher _____ Date _____

School Union Representative(s) _____ Date _____