

Local Negotiating Committee for Teachers – Agreement No.7

Guidance: Arrangements for Part-Time Staff

Agreed at LNCT - 16 February 2010
Approved by Committee – 10 March 2010

1. Introduction

- 1.1 This guidance applies to temporary and permanent (job share) and part-time staff.
- 1.2 All teachers work 195 days (which includes 5 in-service days). This is pro rated for part time staff.
- 1.3 At the beginning of every academic year the following should be agreed.

2. Parents' Meetings

- 2.1 All staff have a professional duty to attend parents' meetings which can be held as an afternoon or evening session. The timing of meetings will be decided as part of the 35 hour week agreement.
- 2.2 Part-time staff should attend parent meetings on a pro rata basis, e.g. staff with a 0.5 FTE contract would require to attend 50% of the meetings. However if it were to be beneficial to the pupils and parents that a teacher attend more meetings then the school will make the appropriate arrangements to ensure that the teacher receives appropriate reimbursement of time, or if this is not possible that they receive additional pay. It should be noted that pay for any extra time will be paid by the school.

3. In-service Days

- 3.1 There are 5 in-service days in total throughout the academic calendar and all teachers have a professional duty to attend on a pro rata basis.
- 3.2 As part of the negotiations regarding the above the normal working pattern of teachers should be respected where possible, however minor variations are permissible and should be negotiated and agreed.
- 3.3 If the Head Teacher is prepared to offer part-time/job share staff the extra payment or time in lieu to attend **all** or additional in-service days and this is agreed this will be paid by the school.

4. Public Holidays

- 4.1 All full time teachers work 195 days in an academic year. This is pro rated for part time employees / job share. Individual adjustments may be required for public holidays in order to fulfil contractual entitlements. This should be arranged at the start of the session – see Table1 below.

Table 1

FTE	Working days
1 FTE	195
0.9	175.5
0.8	156
0.7	136.5
0.6	117
0.5	97.5
0.4	78
0.3	58.5
0.2	39
0.1	19.5

5. Collegiate Time and Professional Learning

- 5.1 Collegiate time and professional learning should be agreed with the Line Manager.
- 5.2 As part of negotiations with the Head Teacher regarding the above it may be agreed to offset Collegiate Time in line with the 35 hour agreement.
- 5.3 Appendix 1 should be given to all part time / job share staff by their line manager at the start of the academic year. This form should be completed and returned to the line manager for their agreement and retained on file.

Supporting Documents

- Appendix 1 – Part Time Staff – Inservice, Parents Meetings and Public Holidays

Inservice, Parents' Meetings and Public Holidays for Part-time Staff

SCHOOL SESSION

SCHOOL

EMPLOYEE NAME FTE

If job share complete jointly*

EMPLOYEE NAME* FTE

Temporary/Permanent * delete as appropriate

HEAD OF DEPARTMENT

(1) Inservice Days - Please Enter the dates you wish to attend.

No. Of Inservice days in year	<input type="text"/>
No. Of Inservice days pro rata	<input type="text"/>

(2) Parents' Meetings - Please give dates and year group.

No. Of Parents meetings in year	<input type="text"/>
No. Of Parents Meetings agreed pro rata	<input type="text"/>

(3) Public Holidays. Please enter dates for the days you will work/not work to redress balance.

Number of school days per year	=	<input type="text" value="195"/>
Pro - rata entitlement (see table)		<input type="text"/>

FTE	Working Days
1	195
0.9	175.5
0.8	156
0.7	136.5
0.6	117
0.5	97.5
0.4	78
0.3	58.5
0.2	39
0.1	19.5

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Signature of Member(s) of staff

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Date

Signature of Head Teacher/Line Manager

.....
Date