

East Lothian Council

Resources and People Services

FRAMEWORK DOCUMENT

for

*The 35 hour week and Career Long Professional Learning
Arrangements for session 2016/17*

LNCT/2016/1

EAST LOTHIAN COUNCIL
Education Division

FRAMEWORK DOCUMENT

For

*The 35 hour week and Career Long Professional Learning Arrangements for session
2016/2017*

Introduction

1. This Local Negotiation Committee for Teachers (LNCT) Agreement is produced on an annual basis in accordance with the Code of Practice on Working Time for Teachers as set out in the Scottish Negotiating Committee for Teachers Handbook of Conditions of Service and details the framework for the 35-hour working week for session 2014/2015 in East Lothian Council Schools. It is important that Head Teachers and teaching staff, in planning for session 2016/2017, are clear about the arrangements required for the 35-hour working week and the additional 35 hours for Continuing Professional Development (CPD) activities.
2. Both Section 2 “Working Year and Working Week” of the SNCT Handbook of Conditions of Service and the Code of Practice on Working Time Arrangements for Teachers set out in Part 2, Appendix 2.7 are central to the agreement on those activities which can be undertaken in the 35 hour working week.
3. The maximum class contact time for all teaching staff is 22.5 hours per week. No less than one third of this class contact time is for preparation and correction amounting to a personal allowance of 7.5 hours.
4. Preparation and marking time can be carried out at a place and time of the teacher’s choice. All tasks which do not require the teacher to be on the school premises can be carried out at a time and place of the teacher’s choosing. Teachers will notify the designated member of staff of their intention in this respect. Individual schools should agree their own arrangements for teachers leaving school premises and cover arrangements during the pupil day.
5. This advice outlines a possible configuration of the 35 hour working week with provision for negotiation in each school to vary the time allocations from one activity to another. A significant proportion of this time must be given to the addressing of whole school priorities as agreed in the School Improvement Plan.

Collegiate Time

6. The use of collegiate time will be agreed annually within each school. The content of collegiate time should reflect the content of the School’s Improvement Plan and any changes in that content should be addressed through the mechanisms for renegotiating the Plan. Any changes must be negotiated and agreed with teaching staff in the term preceding the proposed change.
7. Any changes in the timing of activities must also be negotiated and agreed through the mechanisms established within the school.

Part-time Teachers

8. With regard to collegiate activities the pro rata arrangements for part-time teachers shall occur on the days when the teacher is employed. The exception to this is parents' meetings when part-time teachers will comply on a pro rata basis with the arrangements agreed for the school. Part-time teachers undertake the same non-contact duties as full-time teachers on a pro-rata basis for which they are paid. The days on which part-time teachers are employed should be agreed with the Head Teacher. The work that is involved in the collegiate activities must be agreed with the Head Teacher in advance of the school session.

Contact with Parents

9. Parents' meeting can take place in the evening or end on to the school day, subject to agreement by a majority of teaching staff in school and appropriate consultation with parents. Consideration should be given to providing time for preparation, travelling time and a social break. Staff should attend these meetings if they teach the group of pupils involved and/or have managerial involvement with a subject area under discussion. Teachers can leave the meeting as soon as their interviews are completed. There may be other forms of parental contact for which you may wish to allocate time.

Staff Meetings

10. Staff meetings could include any meeting of a group of staff. These meetings will usually take place out-with the pupil contact day.

Forward Planning

11. Staff should agree, from prior experience, an allocation of time which is not excessive. If schools agree to more formal requirements for forward planning, that will require the provision of additional time within the 35-hour week.

Other Planning

12. The construction of the school/departmental improvement plans and standards and quality reports should have an allocation of time within collegiate activity time. All staff responsible for these tasks should have time allowed for these tasks.

Professional Review and Development

13. Two hours per annum is allocated for each individual reviewee for the processes of Professional Review and Development/Career Long Professional Learning. Where a teacher is also a reviewer, sufficient time must be allocated under flexibility.

Career Long Professional Learning (CLPL)

14. Staff will undertake a maximum of 35 hours CLPL per annum. A minimum of 10 of these hours can be used for personal reading and study. Part-time members of staff will undertake these hours on a pro-rata basis. CLPL will be discussed with school managers through Professional Review and Development. Teachers will keep a personal record which should include details of courses attended, professional reading and collaborative work with other professional staff. The balance of CLPL will be based on individual need taking account of school, local and national priorities.

Curriculum Development

15. This would include any involvement in policy or curricular development identified in School Improvement Plans.

Additional Pupil Activity

16. Time will be allocated for teachers who are involved in various additional pupil activities.

Flexibility

17. Extra activities should be formally recognised as forming part of a teacher's workload and added to the range of collective activities contributing to the development of teaching and learning, the provision of a quality service and the promotion of a positive ethos in each establishment. It may be useful to retain other time for flexibility for activities arising throughout the year. Any unused time would be assigned to extra correction and preparation. An allocation of time will be set aside for additional activities arising throughout the course of the year.

Additional Preparation and Correction

18. Where circumstances require, time will be allocated for additional preparation and correction particularly with regard to an individual teacher's workload which may include the number of year groups taught, subject load, significant new curriculum development or change of year group.

Travel Time

19. Travelling time between schools during the school day will be regarded as pupil contact time. During the midday break the teacher shall have a personal break of not less than 40 minutes. Timetables should minimise travelling time during the school day as far as possible.

Collegiate Approach

20. The spirit of the Code of Practice on Working Time for Teachers emphasises a collegiate approach to planning, and in particular requires that each education establishment put an effective mechanism in place to assist the process of reaching agreement on collective time.
21. These individual school mechanisms will be determined in accordance with the arrangements outlined below and will reflect local circumstances.

Procedures for Individual Schools Reaching Agreement on 35 Hour Working Week (collective time)

In order to achieve the objective of an agreed configuration for the breakdown of collective working time of 193.5 hours per academic session each school should adhere to the following:

1. The SRG will be responsible for evaluating and seeking opinions on the previous year's agreement. They will consider reducing workload and bureaucracy at every opportunity. (Example at Appendix 1)
2. A School Representative Group (SRG) will be established with the following representation:
 - Head Teacher and/or Senior Management Team (SMT) representative.
 - Representative/s from each recognised trade union on the basis of 1 per 20 members, or part thereof in primary/nursery schools and 1 per 40 members, or part thereof, in secondary schools.

UNION MEMBERSHIP SECONDARY	SRG MEMBERSHIP	UNION MEMBERSHIP PRIMARY/NURSERY	SRG MEMBERSHIP
1-40	1	1-20	1
41-80	2	21-40	2
81-120	3	41-60	3

- Teaching staff representative elected annually.
3. Discussions in this Group will be led by the Head Teacher (or SMT nominee) as overall manager and the person ultimately accountable for the activities of the school.
 4. The Group should consider the previous year's Working Time Agreement in light of the feedback from staff and re-draft the document taking these comments into account as they feel is appropriate after discussion.
 5. A minute should be taken of discussions within the SRG and any minute taken shared with all staff.
 6. It is anticipated that there will be no more than 3 meetings of the SRG to finalise a Working Time Agreement for the following academic session.
 7. Where the SRG is unable to reach agreement it is necessary to seek assistance from the LNCT Joint Secretaries.
 8. The draft Working Time Agreement and calendar of key events must be issued to all teaching staff at least 3 school days in advance of the staff meeting.
 9. A staff meeting will be called to consider these documents.
 10. A secret ballot will take place within 5 school days of the staff meeting.

11. A majority vote would confirm agreement for the final documents which should then be signed off by the Head Teacher and TU representative with the largest membership in school.
12. If the result of the ballot is to reject the proposed documents the SRG will reconvene to consider a revised proposal. Thereafter, steps 8 through 11 will be repeated. If a subsequent ballot rejects the proposed agreement the SRG will seek the assistance of the LNCT Joint Secretaries to agree a new draft to be put to ballot. Failure to agree will result in the status quo remaining pending resolution by LNCT Joint Secretaries.
13. The timescales to achieve the above must ensure that each school has a definitive Working Time Agreement and Calendar submitted to the Education Division by the end of the first week in June in any year.
14. The overall workload should be such as can be undertaken within the 35 hr average week.
15. Each school should note the membership of the SRG on their Working Time Agreement and which section of the staff they represent.

Agreed through LNCT 3 May 2016

Possible configuration of the 35-hour working week: PRIMARY AND NURSERY

There are 3 elements to the agreement:

- | | | |
|-----------------------|---|------------------------------|
| 1. Teaching Time | : | maximum 22.5 hours per week. |
| 2. Personal Allowance | : | minimum 7.5 hours per week |
| 3. Additional Time | : | 5.0 hours per week |
| TOTAL per week: | | 35 hours |

Part-time members of staff will undertake these hours on a pro-rata basis.

5 in-service days would give 27.5 hours for in-service.

4 hours will be allocated for union discussion

Suggestions for activities and collegiate time of 193.5 hours per annum might be as described below:

Activity	Description
Parental Consultation	All collaborative activities involving parents.
Meetings	All case conferences, meetings with external agencies and other partners. Participation in whole school and departmental meetings of professional associations and working groups.
Assessment/tracking/record keeping	Marking of class work, exams, portfolios etc. for test or examination purposes.
Preparation of reports	Recording pupil information or reporting on pupil progress.
Curriculum Development	Development of new courses or aspects of courses not taught before.
Forward Planning	Forward planning and course construction.
Professional Review and Development	Any activity undertaken in the course of an agreed CPD plan for the year.
Flexibility to Support the School	Any event attended out with school hours.
Moderation	
Absence Cover Policy	Discussion on absence cover arrangements
Flexibility e.g. Mentoring - Any additional time for mentoring NQT's or Students Additional Supervised Pupil Activity Additional Preparation and Correction	

NB. The above example is offered as a prompt for discussion only and what is agreed locally must relate to the School Improvement Plan and local priorities.

Possible configuration of the 35-hour working week: SECONDARY

There are 3 elements to the agreement:

- | | | |
|-----------------------|---|------------------------------|
| 1. Teaching Time | : | maximum 22.5 hours per week. |
| 2. Personal Allowance | : | minimum 7.5 hours per week |
| 3. Additional Time | : | 5.0 hours per week |
| TOTAL per week: | | 35 hours |

Part-time members of staff will undertake these hours on a pro-rata basis.

5 in-service days would give 27.5 hours for in-service.

4 hours will be allocated for discussion with the Trades Unions.

Suggestions for activities and collegiate time of 193.5 hours per annum might be as described below.

Activity	Description
Parental Consultation	All collaborative activities involving parents.
Meetings: e.g. Department Staff Other (case conferences, external agencies)	All case conferences, meetings with external agencies and other partners. Participation in whole school and departmental meetings of professional associations and working groups.
Preparation of reports/records.	Recording pupil information or reporting on pupil progress.
Curriculum Development	Development of new courses or aspects of courses not taught before.
School Improvement Planning	Planning process.
Professional Review and Development	Any activity undertaken in the course of an agreed CPD plan for the year.
Absence Cover Policy	Discussion on absence cover arrangements
Flexibility: Additional Preparation and Correction Additional Supervised Pupil Activity Mentoring/Students - Any additional time for mentoring NQT's or students Health and Safety Meetings Formal Assessment including SQA preparation	
TOTAL	

N.B. The above example is offered as a prompt for discussion only and what is agreed locally must relate to the School Improvement Plan and local priorities.

Appendix 1 – Nursery/Primary

Planning Format for Session _____
School _____

Activity	Description	Time
Parental Consultation	All collaborative activities involving parents.	
Meetings	All case conferences, meetings with external agencies and other partners. Participation in whole school and departmental meetings of professional associations and working groups.	
Assessment/tracking/recording keeping	Marking of class work, exams, portfolios etc. for test or examination purposes.	
Preparation of reports/records.	Recording pupil information or reporting on pupil progress.	
Curriculum Development	Development of new courses or aspects of courses not taught before.	
Forward Planning	Forward planning and course construction.	
Professional Review and Development	Any activity undertaken in the course of an agreed CPD plan for the year.	
Flexibility to Support the School	Any event attended out with school hours.	
Absence Cover Policy	Discussion on absence cover arrangements	
Flexibility e.g. Mentoring - Any additional time for mentoring NQT's or Students Additional Supervised Pupil Activity Additional Preparation and Correction		
TOTAL		193.5 HOURS

Appendix 2 - Secondary

Planning Format for Session _____ School _____

Activity	Description	Time
Parental Consultation	All collaborative activities involving parents.	
Meetings: e.g. Department Staff Other (case conferences, external agencies)	All case conferences, meetings with external agencies and other partners. Participation in whole school and departmental meetings of professional associations and working groups.	
Preparation of reports/records.	Recording pupil information or reporting on pupil progress.	
Curriculum Development	Development of new courses or aspects of courses not taught before.	
School Improvement Planning	Planning process.	
Professional Review and Development	Any activity undertaken in the course of an agreed CPD plan for the year.	
Flexibility to Support the School	Any event attended out with school hours.	
Absence Cover Policy	Discussion on absence cover arrangements	
Flexibility e.g. Additional Preparation and Correction Additional Supervised Pupil Activity Mentoring/Students - Any additional time for mentoring NQT's or students Health and Safety Meetings Formal Assessment including SQA preparation		
TOTAL		193.5 HOURS

Annual Evaluation – To be co-ordinated by the School Representative Group (Primary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative's annual review of the Working Time Agreement.

1. **Do you think this year's agreement worked well for you?** Yes no

2. **Do you think the amount of time allocated to the following "activities" was sufficient, insufficient or too much? Tick the appropriate box.**

sufficient insufficient too much

Parental Consultation

Meetings

Assessment/tracking/record keeping

Preparation of reports

Curriculum Development

Forward Planning

Career Long Professional Learning

Flexibility to Support the School

Absence Cover Policy

Flexibility

3. **Do you see any natural developments that could influence the local agreement in the coming year?**

4. **In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?**

Annual Evaluation – To be co-ordinated by the School Representative Group (Secondary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative Group's annual review of the Working Time Agreement.

1. **Do you think this year's agreement worked well for you?** Yes no

2. **Do you think the amount of time allocated to the following "activities" was sufficient, insufficient or too much? Tick the appropriate box.**

sufficient insufficient too much

- Parental consultation
- Departmental meetings
- Verification for SQA
- Whole school meetings
- Preparation of reports / records
- Curriculum development
- School improvement planning
- Career Long Professional Learning
- Absence cover policy
- Flexibility

3. **Do you see any natural developments that could influence the local agreement in the coming year?**

4. **In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?**

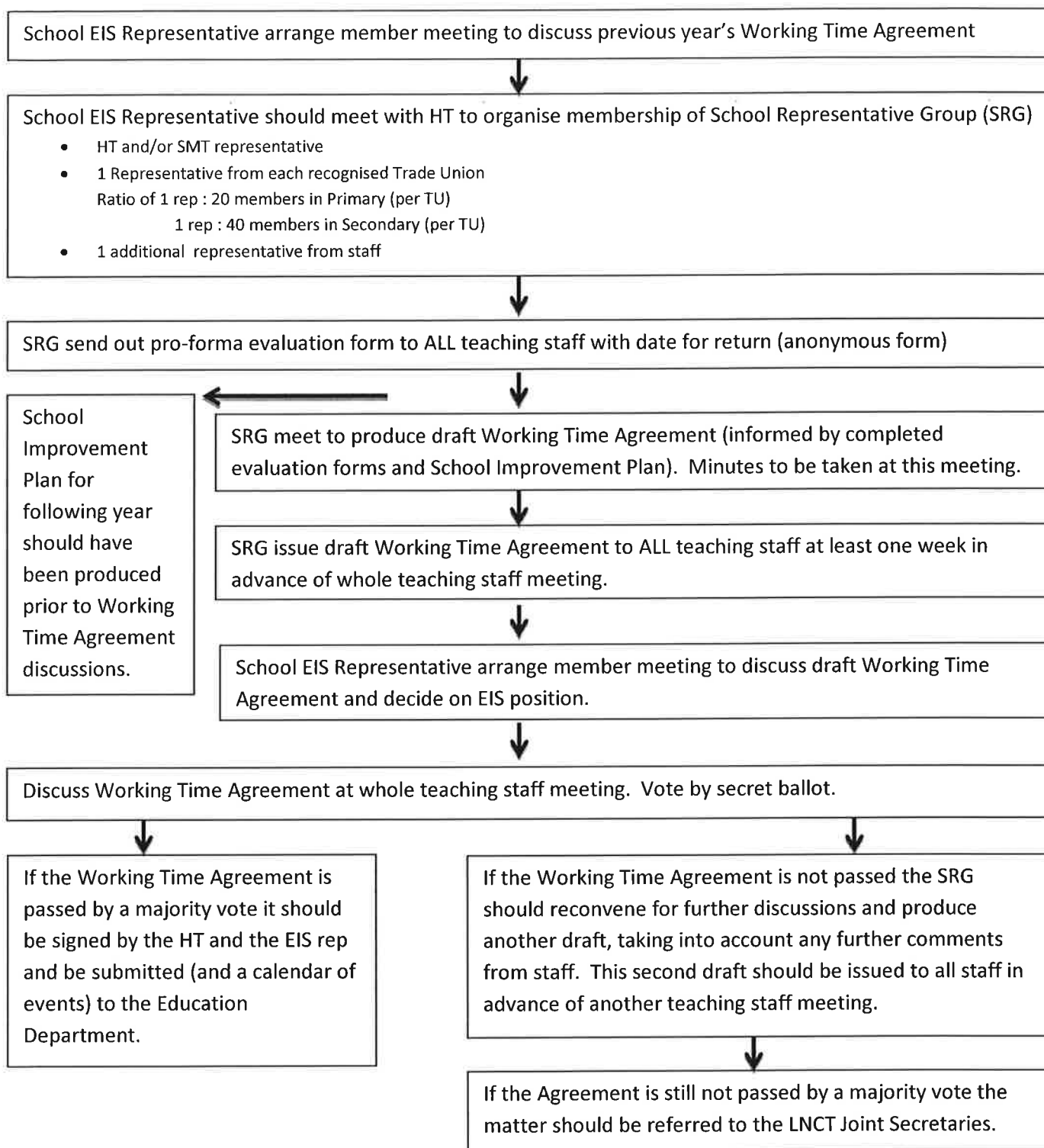
Signed on behalf of the Council

Name: FIONA ROBERTSON
Signature: Fiona Robertson
Designation: Head of Education
Date: 4th May 2016

Signed on behalf of the Teachers' Side

Name: GAEIL CULLAN
Signature: G. Cullan
Designation: LOCAL ASSOCIATION SECRETARY, EIS
Date: 4th May 2016

NEGOTIATING WORKING TIME AGREEMENTS



REMEMBER

The working week is made up of 35 hours.

- Class contact - 22 hours 30 minutes
- Personal Time – 7 hours 30 minutes
- Remaining Time – 5 hours

Personal Time is carried out prior to the school day starting e.g. 8.15 am – 8.45 am and after the school day e.g. 3.15 am – 4.30 pm to a total of 7 hours 30 minutes.

Remaining Time is the allocation of time agreed on the Working Time Agreement (193.5 hours) **which includes the 2 hours 30 minutes that you are not in front of a class.**

Annual Evaluation – To be co-ordinated by the School Representative Group
(Secondary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative Group's annual review of the Working Time Agreement.

1. Do you think this year's agreement worked well for you? Yes no

2. Do you think the amount of time allocated to the following "activities" was sufficient, insufficient or too much? Tick the appropriate box.

sufficient insufficient too much

Parental consultation

Departmental meetings

Verification for SQA

Whole school meetings

Preparation of reports / records

Curriculum development

School improvement planning

Career Long Professional Learning

Absence cover policy

Flexibility

3. Do you see any natural developments that could influence the local agreement in the coming year?

4. In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?

Annual Evaluation – To be co-ordinated by the School Representative Group (Primary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative's annual review of the Working Time Agreement.

1. Do you think this year's agreement worked well for you? Yes no

2. Do you think the amount of time allocated to the following "activities" was sufficient, insufficient or too much? Tick the appropriate box.

sufficient insufficient too much

Parental Consultation

Meetings

Assessment/tracking/record keeping

Preparation of reports

Curriculum Development

Forward Planning

Career Long Professional Learning

Flexibility to Support the School

Absence Cover Policy

Flexibility

3. Do you see any natural developments that could influence the local agreement in the coming year?

4. In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?

