

EAST AYRSHIRE COUNCIL

JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF – 6 JUNE 2006

JNCT CIRCULAR 15: COLLEGIATE TIME IN EDUCATIONAL ESTABLISHMENTS

Report by Executive Director of Educational and Social Services

1. INTRODUCTION

- 1.1 The authority and the local representatives of the teachers' professional associations have met to discuss the above issues. The following guidance is being issued on behalf of the authority and the professional associations in order to guide Heads of Establishment and teaching staff on the matter of collegiate time from August 2006.

2 CLASS CONTACT WEEK

The national agreement "A Teaching Profession for the 21st Century" stated that class contact time for teachers in all sectors should be reduced to 22.5 hours in August 2006. This means that the normal teaching week is composed of the following:

<u>Activity</u>	<u>Hours</u>
Teaching (maximum)	22.5
Preparation	7.5
Collegiate Time	5.0
Total	<u>35.0</u>

3. COLLEGIALITY

Collegiality is a process and a way of working which reflects on relationships and participation by all staff on all aspects of school life. Collegiality depends on a climate of professional trust that must extend from the Scottish Executive Education Department to Local Authorities and from Directorate level to both school managers and staff and should extend across all participants in the process. Effective collegiality will not only enhance and develop teacher professionalism; it will also enhance the learning environment in Scottish schools.

There is no single model of collegiality but the aspirations of a collegiate school would include:

- Staff should be valued and respected.
- Staff views, expressed orally or in writing, should be fully considered.
- Staff should be able to contribute to decisions on all areas of school life comfortably, openly and with dignity.

4. COLLEGIATE ACTIVITIES

- 4.1 The total time for collegiate activities across the session is now 190 hours (38 weeks x 5 hours). This is a significant increase from the previous allocation and should allow time to be allocated to appropriate activities accordingly.
- 4.2 The allocation of hours suggested within this paper should **not** be regarded as being prescriptive and each establishment should plan according to its needs. There should remain sufficient flexibility within the system in order to meet identified local needs.
- 4.3 The following activities can be covered within the annual agreement on the use of collegiate time within establishments:

Parent Meetings – assume 5 hours per arranged session.

Reporting and Assessment – additional time can be allocated to this activity.

Planning – including Forward Planning, Department Planning, Improvement Planning

Collaborative Meetings – these could be department meetings, meetings with colleagues teaching at the same stage and level, meetings with other colleagues (e.g. identifying and agreeing needs of individual pupils under the Additional Support for Learning, supporting student teachers), etc. This should also include time for the meeting to prepare for Professional Review and Development. The timing, pattern and duration of such meetings should be by agreement.

Curriculum Development – it is recognised that there will continue to be a range of national and local developments within the curriculum. There needs to be time for colleagues to work on such development. The main development over the next few years will be the implementation of the Curriculum for Excellence at national, authority and school level. Please note that an allocation for this work within Collegiate Time does not preclude additional work on such developments being undertaken within the CPD allocation of 35 hours for the individual teacher.

Staff Meetings – assume a minimum of a one hour meeting for each of four terms.

Trade Union Meetings – assume a one hour meeting per term.

Contingency – additional time which can be called upon to meet unplanned commitments such as HMIE visits, visits from external agencies, etc. This should be discussed and agreed within the school. This time may need to be drawn up during the school year. If this time is not allocated for contingencies, then it can become additional preparation and correction time.

Balance – the balance of time can be allocated to other tasks, including such as further curriculum development work etc.

4.4 The above can be summarised as follows:

<u>Activity</u>	<u>Hours</u>
Parents Meetings	10 - 25
Reporting and Assessment	40
Planning	20 - 30
Collaborative Meetings	20 - 30
Curriculum Development	30 - 40
Staff Meetings	4 - 8
Trade Union Meetings	4
Contingency	25 – 30
Balance	<u>as appropriate</u>

Total hours agreed should not exceed 190

Please note that the above allocations are intended as a guide and are **not prescriptive**.

4.5 In terms of teachers participating in collegiate activities, the national agreement states the position clearly. Annexe D states that “teachers will be available for meetings and other collective activities during the course of the 35 hour working week. If a teacher is not required to be on the school premises for certain duties, for example preparation and correction, these may be undertaken at a time and place of the teacher’s own choosing. Teachers will be expected to notify the appropriate line manager of their intentions in this respect”.

5 WORKING TIME AGREEMENT WITHIN EACH SCHOOL

Each educational establishment must reach an agreement on how to use the 190 hours of collegiate time. Each Head of Establishment will be required to submit a copy of the agreement within their school for the forthcoming session to the Head of Service: Schools Support by end of June; this will be for the purposes of record keeping rather than monitoring.

6. MONITORING

The implementation of the Working Time agreements will be monitored by the Informal Joint Consultative Committee (Teachers) and the Joint Negotiating Committee for Teaching Staff.