

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.

2. Working Time Arrangements

From August 2006, the maximum class contact time for staff in all sectors will be the same. The Agreement includes an entitlement to minimum personal allowance time of one third of actual teaching commitment, this commitment to include any class cover time.

Personal allowance time available within the school day may be carried out at a place of the teacher's choosing following notification to the appropriate line manager in each establishment. Appropriate signing in and out procedures should be established in all schools to ensure compliance with existing Health and Safety legislation. Teachers employed on a casual basis will be expected to undertake preparation and correction duties and appropriate work related to remaining time to qualify for payment on a pro-rata basis to the 35 hour working week.

In order to allow teachers maximum discretion in use of personal time and to provide an element of stability in the provision of absence cover, each establishment may, where feasible, develop an "on-call" absence cover system, by which staff will be aware in advance of the periods they will require to be on site. Their presence for these periods will be recognised for the purpose of the calculation of personal allowance time. All teachers will be expected to report for duty at the start of the day. Teachers working off-campus at the start of the day e.g. in-service should be contactable as they may be recalled to school to cover for absent colleagues.

The use of the balance of time between the combined teaching commitment and personal allowance time and the working week of 35 hours (remaining time) is subject to annual negotiation leading to agreement within each establishment. Procedures to be adopted are set out in section 6 below. The resulting programme of activities must conform to the Code of Practice on Working Time Arrangements for Teachers (Annex D of the 21st Century Agreement). Collegiate activities which do not require a teacher to be on the school premises may be undertaken at a time and place of their choosing. There follows an agreed commentary on the range of collective activities itemised in Annex D.

3. Commentary on Annex D and the range of collective activities

Additional time for preparation and correction

Additional preparation and correction time may be required by staff who have particular workload issues, such as number of year groups or subject load.

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.

In addition, staff responsible for the preparation of school or departmental plans should be allowed appropriate time for their completion. The issue of forward planning continues to be monitored, with a view to establishing best practice.

Formal assessment

Time appropriate to workload should be made available to those staff involved in the preparation and correction of formal or summative assessments, such as preliminary exams, National Tests, Higher Still unit assessments, end-of-unit tests, S-Grade internal elements, etc.

Professional review and development

A notional figure of two hours per session should be allocated for the processes of Professional Review and Development. Additional time may be required by line managers who have responsibility for a number of reviewees.

Curriculum development

Curricular development might include individual work, attendance at school, local or national working groups, policy development.

Additional supervised pupil activity

Additional supervised pupil activity includes a wide range of curricular and extra-curricular activities, such as supported study classes; hobby or sports clubs; sporting or creative and aesthetic trips and visits. Time spent by staff volunteering to undertake such worthwhile activities should be recognised within the context of the 35 hour week.

Management time

Current arrangements for the provision of management time should be maintained and appropriate allocations provided.

Continuous professional development

Guidelines on CPD are now within schools. Further information is readily available from the Quality Improvement Service.

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

- 5.2. The agreement must be formally endorsed by the majority of staff.
- 5.3. In the event that the staff cannot reach agreement, or at the request of a trade union representative or Head Teacher, the “Informal Dispute Procedure” will be enacted.
- 5.4. The LNCT will approve a disputes panel which will make joint arrangements to investigate, and attempt to resolve, the dispute.
- 5.5. Failure of the panel to resolve the dispute will be reported to the LNCT.
- 5.6. Nothing in this section affects a teacher’s right to resort to formal grievance procedures.

6. An Atypical Week

Where a holiday, in-service day, in-service course etc falls on a day that a teacher is timetabled to have a time allowance for non-contact time and/or remaining time it will not be normal to reschedule that time for another period. It will also not be normal for a Head Teacher to alter timetabled arrangements for staff not affected by the examples above.

7. Calendar for School Session

When the Working Time for the Session negotiations are concluded, a calendar for the school session be prepared incorporating the key components contained within the Working Time Agreement.

8. Review

A Monitoring Panel, drawn from the LNCT will receive school agreements in June each session and thereafter monitor the implementation of the arrangements throughout the session.

To facilitate this process, Head Teachers should submit their agreements by early June each year to the Corporate Director (Educational Services).

Educational Services : BG/LNCT/EMcW : 1 March 2006