

**Title: Collegiate Agreement Guide**

**Number: A3**

**Date: March 2017**

## **Introduction**

This guidance is intended to assist school groups in the negotiation of their annual Working Time Agreement and should be used in conjunction with Collegiate Agreement A4 and/or the online planning tool. The proforma headings included in Collegiate Agreement A4 are for guidance and should not be seen as prescriptive for every school.

This agreement applies to all teachers and is based on the Code of Practice on Working Time Arrangements for Teachers (SNCT Handbook, Part 2 Appendix 2.7). The SNCT Code of Practice on Working Time Arrangements for Teachers (WTA) states: *“The individual and collective work of teachers should be capable of being undertaken within the 35 hour working week.”*

The arrangements set out in this agreement apply to all grades of teachers, including those in promoted posts. The term ‘teachers’ will be used throughout the rest of this agreement to refer to all teacher grades. The provision in this agreement will also apply on a pro rata basis to teachers who are contracted to work less than the full 35 hour working week and to those on fixed term contracts.

It is good practice for each school to have in place a mechanism which allows managers and trade union members to engage in dialogue around relevant matters at school level. In larger schools, the group may consist of a number of nominated teachers, whilst in smaller settings it can consist of all teaching staff. The actual constitution of the group is a matter for decision at school level.

One of the key elements of the SNCT Code of Practice is the emphasis on enhancing the professional status of the career of teaching, providing greater professional autonomy for individual teachers and ensuring a collegiate and participative style of management. Teachers will agree the range of collective activities contributing to the wider life of the school on a collegiate basis.

The school calendar for the session should be created **in conjunction with** the Working Time Agreement. Please see LNCT Agreement A4 for guidance and a link to a suggested electronic WTA calendar spreadsheet.

Once finalised, the terms of the agreement are respected by all members of staff and inform the work of the school over the session to which the WTA applies. **Any changes required during the session are subject to appropriate consultation and *must* take account of teacher workload.**

## **1. 35 Hour Working Week**

SNCT conditions of service set out the definition of a working week for teachers as follows:

- 35 hour week for all teachers working full-time
- Maximum class contact time of 22.5 hours per week
- Personal preparation and correction time of 7.5 hours per week, equal to 0.333 of class contact time

- The remaining time of five hours per week will be referred to as the balance of time and will be agreed by the School Negotiating Committee (SNC) in each school, in line with school and local priorities for collegiate and individual activity and as set out in the school calendar.
- 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 appropriate manager of their intention in this respect.
- All divisions of time are pro rata for part time staff. Working patterns should be considered in relation to working days per annum and staff development days. Part time staff will undertake a pro rata amount of WTA activities on those days when the teacher is employed. The exception to this rule is parents' meetings when part time teachers will comply, on a pro rata basis, with the arrangements agreed for the school, as per SNCT guidance (Part 2, section 3.9).
- Within the 35 hour working week, individual teachers will exercise their professional judgement in relation to the prioritisation of tasks. In exercising their professional judgement, teachers will require to take account of objectives determined at school, local and national level.

## **2. Class Contact Time**

- In timetabling, head teachers will ensure that non-contact time for teachers is arranged in reasonable blocks of time to ensure meaningful activity can take place. As a guide, minimum units of time of 30 minutes should be adopted and should be timetabled on a regular basis, better facilitating use of time.
- In primary schools, specialist teachers may be timetabled to take a class on their own to enable the pupil timetable to work to maximum efficiency and to facilitate weekly maximum class contact time of 22.5 hours for all teachers.
- Where non-contact time falls on a day on which the teacher is absent from work but would normally otherwise be employed, SNCT advice is that there is no requirement to transfer non-contact time to another day. This applies equally for periods of absence and closure days due to public holidays or other events. In the case of staff absence and / or school closure, when calculating class contact / non-contact time, a normal five day week should be assumed, ie non-contact time is not pro rata and the usual allotted times should be adhered to during shortened school weeks. Any variance to this must be agreed at School Negotiating Committee level and can be referred to LNCT for advice.
- Where there is collegiate agreement in an SNC to adopt a more flexible approach to working hours (SNCT Part 2, Appendix 2.17) over a period of two to four weeks, this must be agreed at LNCT. Such an arrangement must meet SNCT criteria and be arranged prior to each academic year.
- Probationer teachers' maximum class contact time is 18.5 hours per week during terms one to three of the academic year. This can be gradually increased to 22.5 hours over the course of term four, subject to agreement amongst the probationer, supporter and HT, and assuming the Standard for Full Registration has been met.

**Title: Collegiate Agreement Proforma**

**Number: A4**

**Date: March 2017**

**Working Time Agreement for \_\_\_\_\_**

Collegiate Activity	Time Agreed	Running Total
<p><b>Parents Meetings</b></p> <ul style="list-style-type: none"> <li>• all Parents' Nights in a session (up to 6 at a maximum of 2.5 hours each)</li> <li>• any preparation for and follow-up to parents' nights</li> <li>• other meetings with parents outwith formal parents' nights</li> </ul> <p>Time allocation will include travel time and, where appropriate, a social break.</p>		
<p><b>Staff Meetings</b></p> <ul style="list-style-type: none"> <li>• whole staff meetings</li> <li>• faculty/departmental/stage/partner schools meetings</li> <li>• trade union meetings (including collegiate group meetings)</li> <li>• consultation meetings (Support for Learning, visiting specialists/support staff etc.)</li> <li>• time allocation will include travel time for those in shared headship schools where meetings are held at both bases.</li> </ul>		
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• interim and end-of -year reporting</li> <li>• tracking of individual pupil progress</li> <li>• multi-agency reporting (reports requested for MAC meetings, Child Protection reports, referrals to specialist services etc.)</li> </ul> <p><b>The format used for reporting should not be changed during the course of a school session, unless agreed through the school negotiating committee.</b></p>		
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Additional Curriculum Planning (outwith 7.5 hours weekly preparation and correction time)</li> </ul>		
<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• participation in school working/focus groups (linked to SIP priorities)</li> <li>• Learning Community working groups</li> <li>• developing/reviewing courses and programmes of study</li> <li>• familiarisation with new developments/approaches/ resources</li> <li>• preparing learning materials to support curriculum delivery</li> </ul>		
<p><b>Professional Review and Development (PRD)</b></p> <ul style="list-style-type: none"> <li>• annual PRD meeting and associated preparation time</li> </ul>		
<p><b>Professional Development</b></p> <p>Time for school-wide professional development, for example:</p> <ul style="list-style-type: none"> <li>• school self-evaluation</li> <li>• peer observations and time for follow-up professional discussions</li> </ul> <p>Time should be allocated for SBC mandatory e-learning modules as appropriate.</p>		<p>*Please see note below.</p>

<b>Formal Assessment</b> <ul style="list-style-type: none"> <li>eg SQA coursework assessments, standardised testing, cross marking/moderation exercises</li> <li>additional marking time for prelim exams etc, where this is recognised as a particularly heavy additional workload</li> </ul>		
<b>Additional Supervised Pupil Activity</b> Time allocated for a range of activities eg attendance at events outwith the school day, preparation for educational trips and outings, Festival Week or Common Riding activities etc.		
<b>Additional Preparation and Correction Time</b> With regard to individual teacher workload, additional preparation and correction time may be required. <ul style="list-style-type: none"> <li>preparation for a one-off event</li> <li>medical protocol training where teachers are willing to undertake such training</li> </ul>		
<b>Other activities/flexibility</b> <ul style="list-style-type: none"> <li>Time to allow for flexibility/unforeseen developments and/or to extend developments if required.</li> </ul>		
<b>TOTAL</b>		<b>195</b>

\*NB: These would be hours allocated for CPD activities organised at school level. A teacher's 35 hours of personal CPD is separate to this.

<p><b>Please supply any additional information below:</b>  e.g changes to collegiate/staff representative group or significant shifts in balance of time allocated this session.</p>
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We confirm that a calendar of events has been agreed for the session ahead.

We confirm that the attached WTA has been agreed by staff and is accepted as the pattern for the working year for teaching staff in this school/establishment for the session ahead.

Signed:

\_\_\_\_\_ Staff representative/s

\_\_\_\_\_

\_\_\_\_\_ Headteacher

The WTA should be signed by the Headteacher and staff representative/s. A copy of the WTA, along with the school calendar for the session, should be forwarded to both Joint Secretaries of the LNCT, Michelle Strong [mstrong@scotborders.gov.uk](mailto:mstrong@scotborders.gov.uk) and Lindsay Craig [borders@eis.org.uk](mailto:borders@eis.org.uk) prior to the summer holiday.