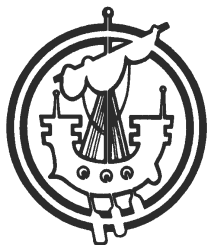


**COMHAIRLE NAN EILEAN SIAR**  
Department of Education

## Local Negotiating Committee Agreement

<b>Title:</b>	<b>CRITERIA ON THE WORKING WEEK: MONITORING PROCEDURES</b>
<b>Date:</b>	<b>15 FEBRUARY 2006</b>



## **COMHAIRLE NAN EILEAN SIAR**

Department of Education

Local Negotiating Agreement: February 2006

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### **CRITERIA ON THE WORKING WEEK: MONITORING PROCEDURES**

#### **Introduction**

Annex C of the National Agreement, “A Teaching Profession for the 21<sup>st</sup> Century” lays an obligation on LNCTs to have clear monitoring procedures at local level. The procedures described in this document take account of the LNCT agreement “Guidelines for Working Time” and the LNCT “Statement on Collegiality”. The LNCT agreement on “Itinerant Teaching Staff” also applies.

The Guidelines for Working Time are provided for use by schools in reaching agreement on the use of the 35 hour working week. They incorporate a planning format for use by individual teachers, for ratification by line managers.

The Statement on Collegiality incorporates essential principles to which all schools should adhere in reaching agreement on the 35 hour working week.

#### **Process of reaching school level agreement on the 35 hour working week**

All teaching staff are required to be involved in the process of reaching agreement on an annual basis on the arrangements for the structure of the 35-hour week. The outcome of this process will be an agreed annual plan or calendar. The final agreement should be reached after full discussion with all teaching staff. These discussions need to take place well in advance of the start of the relevant school session.

No single structure for negotiation is applicable to all schools, given the variations in size of schools, and the presence or otherwise of recognised union representatives on the school staff.

- In some larger schools a formal school negotiating committee is in place for the conduct of negotiations on matters relating to *A Teaching Profession for the 21<sup>st</sup> Century*. Where such committees are in place, all teaching staff must be involved in the consultation process before final agreement is reached.
- In smaller schools, for example when the staffing complement is under 10, negotiations can take place at whole staff meetings.

The whole school agreement can be in the format suggested in this document, which is based on the planning format used for individual teachers, but schools are free to devise an alternative format, provided this format is in line with the “Guidelines for Working Time”. Some of the elements included can be annotated, in terms of time agreed, as “subject to individual negotiation”, in order to take account of variations in individual teacher timetables.

Any failure to reach agreement should be referred to the LNCT. Any problems in reaching agreement should be notified as early as possible, to allow mediation to take place well in advance of the submission date.

## Monitoring of school agreements and their application by the LNCT

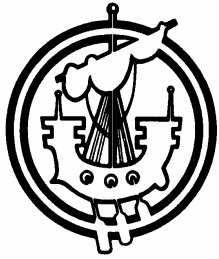
When agreement has been reached, the form ‘Record of School Agreement on the Working Year’ should be completed and copied to the Teachers’ Side Secretary and the Head of Secondary Education and Human Resources by the last day of the school session of each year. This record will incorporate the detail of the actual school agreement, using either the suggested format or a suitable alternative. The agreement will allow schools to make any comments on the operation of the agreement in the previous year, and highlight any pertinent issues.

The agreements will be scrutinised to check compliance with the Guidelines for Working Time and a summary position paper will be presented to the LNCT at the autumn meeting. Any queries regarding compliance will be addressed to schools prior to the report to LNCT. The summary position paper will bring to the attention of LNCT any relevant issues raised by schools.

Any matters of concern to the LNCT will be followed up with schools by the Head of Secondary Education and Human Resources, and monitoring of progress in addressing issues will be carried out by Quality Improvement Officers as part of their regular visits to schools. A further summary position paper can be brought to the LNCT at a later meeting.

The process can be represented as follows:

	School Level	Authority level
1	The process of reaching agreement takes place. Any failure to reach agreement to be referred to the LNCT.	Mediation in cases of failure to reach agreement.
2	Record of agreement and planning format submitted by end of session.	Collation and scrutiny of formats: joint secretaries.
3	Possible queries from authority level to be addressed.	Summary position paper devised.
4	Response re queries submitted	Summary position paper to LNCT autumn meeting.
5	Any outstanding matters of concern discussed and progress in addressing these monitored.	
6		An updated position summary paper prepared for LNCT



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(A Teaching Profession for the 21<sup>st</sup> Century: Guidelines for Working Time)

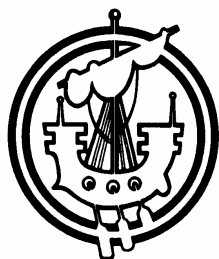
### RECORD OF SCHOOL AGREEMENT ON WORKING WEEK/YEAR

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A formal agreement on the pattern for the working week/year for teaching staff in this school has been reached.

<b>SCHOOL</b>		
<b>SCHOOL SESSION</b>		
<b>SIGNED</b>		<b>Head Teacher</b>
	1)	<b>Two signatories from teaching staff</b>
	2)	
<b>DATE</b>		

- ***This record, incorporating the planning format , should be forwarded to:***
  - ***The Teachers' Side Secretary of the Local Negotiating Committee for Teaching Staff, and***
  - ***The Head of Secondary Education and Human Resources***
- ***Date of submission : not later than the last day of the school session.***



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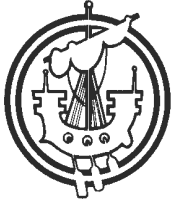
*(A Teaching Profession for the 21<sup>st</sup> Century: Guidelines for Working Time)*

### PLANNING FORMAT FOR THE WORKING WEEK/YEAR

<b>SCHOOL</b>		<b>YEAR</b>	
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ACTIVITY	TIME AGREED	
	Per week	Per year
Additional preparation/correction		
Parent Meetings		
Staff Meetings		
Formal Assessment		
Preparation of Reports/Records etc.		
Curriculum Development		
Forward Planning		
Continuing Professional Development		
Additional Supervised Pupil Activity		
Professional Review and Development		

<b>Any Issues arising from previous session</b>	
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*(A Teaching Profession for the 21<sup>st</sup> Century: Guidelines for Working Time)*

**SCHOOL AGREEMENT ON WORKING WEEK/YEAR: 2006/7**

**Sample position summary format**

School	Working week monitoring		Comment
	Agreed and Compliant	Further work required	
Aird			
Airidhantuim			
Back			
Balallan			
Balivanich			
Barvas			
Bayble			
Benera			
Bragar			
Breasclate			
Carinish			
Carloday			
Castlebay			
Cliasmol			
Craigston			
Cross			
Daliburgh			
Eoligarry			
Eriskay			
lochdar			
Knock			
Laxdale			
Leverhulme			
Lionel			
Lochmaddy			
Paible			
Paic			
Sandwickhill			
Scalpay			
Sg. Lionacleit			
Sg. nan Loch			
Shawbost			
Shelibost			
Sir E Scott			
Stoneybridge			
Stornoway			
The N.I			
Tolsta			
Tong			
Uig			