



## Renfrewshire Council Joint Negotiating Committee for Teaching Staff

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Dear Colleague

**JNC/7**  
**MINIMUM ALLOCATIONS OF MANAGEMENT TIME TO PROMOTED STAFF IN**  
**PRIMARY AND SECONDARY SCHOOLS**

Renfrewshire Council Joint Negotiating Committee for Teaching staff (JNC) has approved the agreements attached as Appendix 1 - Allocation of Management Time for Promoted Staff in Primary Schools; and Appendix 2 - Allocation of Management Time to Depute Head Teachers and Principal Teachers in Secondary Schools. It should be noted that, in Appendix 1, the table, towards the foot of the page, indicates the precise arrangements for the allocation of management time as determined by school roll.

This agreement replaces previous arrangements for the secondary sector and establishes arrangements for the primary sector.

Yours faithfully

John Rooney (Education and Leisure Services)  
Ian McCrone (Teachers' Panel)

**Joint Secretaries**

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JNC/7

## Renfrewshire Joint Negotiating Committee for Teachers

### Allocation of Management Time for Promoted Staff in Primary Schools

The amount of time available in primary schools specifically for management purposes can vary considerably across Renfrewshire. The school roll, configuration of classes and staffing complement all impact on the availability of management time.

Head teachers in Renfrewshire would normally have no class commitment and this is an integral component of the management time available in primary schools. Primary schools are all provided with staff using a staffing formula. However, due to local circumstances some schools are able to generate more management time than others. The smallest schools in Renfrewshire normally require to be provided with additional resources to support their management structures. In schools where classes are full the high pupil/teacher ratio allows a proportion of teacher time to be made available for other duties. In others, where there are small or composite classes a greater proportion of the time is devoted to teaching classes. Decisions may be taken at management level to maintain small classes and this may impact on the availability of management time.

Each primary school has its own management structure which is determined by the school roll, budget for promoted posts and the needs of the establishment. Head teachers are supported by other promoted post holders, at depute head and/or principal teacher level, with specific remits and levels of responsibility. The level of responsibility for such posts is identified through the job sizing process.

There must be recognition that the management time available to deputies and principal teachers should be commensurate with the remit, responsibilities and tasks the individual is required to undertake. This would normally be reviewed annually by head teachers. Taking all relevant factors into account it would be impossible to decide on specific amounts of management time for all such posts.

Minimum management time in the primary sector is determined by a formula consisting of a fixed element plus an additional element based on school roll.

For depute head teachers, this is 3.5 hours + 0.5 hours for each 150 pupils on the school roll.

For principal teachers, this is 1.5 hours + 0.5 hours for each 150 pupils on the school roll.

The table below sets out the minimum allocations of management time for promoted post holders in the primary sector.

School Roll	Management Time to be Allocated Per Week (hours)	
	Depute Head Teachers	Principal Teacher
0 - 149	4	2
150 - 299	4.5	2.5
300 - 449	5	3
Over 450	5.5	3.5

These are the minimum amounts of time which require to be made available for management duties associated with each post. These, therefore, are the minimum amounts which must be allocated when drafting the school timetable. Currently, in the majority of schools, deposes have significantly more time than this to undertake their duties. It is, and will continue to be, the normal practice for head teachers to release promoted staff from class teaching duties in order to fulfil their management remit.

## Renfrewshire Joint Negotiating Committee for Teachers

### ALLOCATION OF MANAGEMENT TIME TO DEPUTE HEAD TEACHERS AND PRINCIPAL TEACHERS IN SECONDARY SCHOOLS

1. It is fundamental to the national agreement “A Teaching Profession for the 21st Century” that promoted post holders in secondary schools require time within the school day to discharge their management duties. Such time requires to be allocated in addition to the preparation and correction time required to support their teaching duties.
2. This paper sets out the normal minimum allocations of management time to depute head teachers and principal teachers. All allocations are defined in terms of periods per week in a 30 period week and it has to be emphasised that they are minimum allocations. Heads may consider it appropriate to allocate time in excess of these minima in certain circumstances.

#### Depute Head Teachers

3. The allocation of time to depute head teachers is arrived at through the sum of three component parts.
  - (a) A fixed element of 6 periods
  - (b) One period for every 250 pupils (or part of) on the school roll
  - (c) “Deputising” time arrived at from the formula: periods allocated equals 25 divided by the number of depute head teachers, rounded up to the next whole number of periods.

#### Principal Teachers with Curriculum Responsibilities

4. Principal teachers with curriculum responsibilities will be entitled to a basic element of 3 periods plus an allocation, banded in accordance with the number of FTE teachers (excluding themselves) whom they manage.

No of FTE Managed	Staff Allocation	Total (includes basic 3 periods)
0 - 2	1	4
2.1 - 5	2	5
5.1 - 9	3	6
9.1 - 14	4	7
14	5	8

#### Principal Teachers with Pastoral Responsibilities

5. The minimum management time allocation for principal teachers with pastoral responsibilities for a group of pupils comprises a basic element of 3 periods plus 1 additional period for every 35 pupils (or part of) in the group for which they have responsibility.