

Working Time Agreement - Guidelines

1. Introduction

West Lothian Council Education Services is committed to working with teachers' and Head Teachers' representatives, through the LNCT, to ensure the successful and continuing implementation of the 21st Century Agreement.

The intention is to fulfil the aim of developing working relationships which will be based on "mutual respect and understanding, on shared responsibility and on shared development of ideas and programmes for change," and to promote collegiality at all levels.

The working week for teachers is 35 hours and the core of the week will be the pupil day, the length of which remains unchanged, and around which teachers will fulfil the remaining hours.

The 21st Century Agreement requires that each school 'agree' a school plan for the 35 Hour Week. The Code of Practice on Working Time Arrangements for Teachers (Appendix 2.7) requires that mechanisms for negotiating such agreements at school level should be determined at local authority level through the LNCT.

These guidelines represent the agreed view of the LNCT and are designed to assist schools in reaching agreement on the school plan for the 35 Hour Week within their establishment.

2. Planning for 35 Hour Week

The individual and collective work of all teachers should be capable of being undertaken within the 35 hour week. These revised guidelines are designed to assist in improving the workload situation and allocated times have been adjusted to be more realistic in terms of time required for the various and varied tasks undertaken by teachers, with specific reference to moderation, collaborative planning and collegiate practices.

Within the 35-hour week, a maximum of 22.5 hours will be devoted to class contact except for those teachers on the National Teacher Induction Scheme. For teachers on the National Teacher Induction Scheme, within the 35-hour week, a maximum of 18.5 hours will be devoted to class contact. The provisions of these guidelines will apply on a pro-rata basis to those on part time contracts and fixed term temporary contracts.

Agreements reached at school level must abide by the general principle of the 35 hour week. However, while it is agreed that 35 hours per week will be the norm it is accepted that there may be agreed exceptions within the school calendar, for example weeks which include Parents' Meetings.

In planning the school calendar consideration will also have to be given to other peaks of teacher activity such as assessment, moderation and reporting. The 35 hour week should be the norm and that any exceptions must be agreed.

The intention is to plan ahead for a school year which fulfils the requirement of a 35 hour week for all teachers. This is intended to provide a mechanism for controlling teachers' workload. It is not intended that there should be any mechanism put in place for tracking time on a daily or weekly basis.

It is intended that particular work functions, such as reading e-mails or incident reporting, will be included within the time negotiated and ascribed to particular activities. Such functions will be deemed to be integral to the effective discharge of a teachers professional duties.

It will be up to individual schools to negotiate and agree hours depending on their individual needs.

Once the school plan has been agreed, individual teachers will audit their own proposed activities for the coming year against the agreed list of school activities. This may be part of a group/departmental discussion.

3. Class Contact Time

The maximum class contact time in all sectors has been 22.5 hours per week from August 2006, equating to 855 hours per year.

4. Personal Allowance (Preparation and Correction)

An allowance of no less than one third of the teacher's actual class contact commitment is provided for preparation and correction. It has been practice in West Lothian Council to set an allowance of 285 hours per year

5. Planning, Assessment, Moderation, Reporting and Recording

Changes continue to take place in planning in its various forms e.g. forward planning, improvement planning, and individualised plans for pupils. Changes also continue to take place in assessment, moderation, reporting and recording. National Guidance continues to emphasise the combined importance of these tasks.

It remains the duty of teachers to formally report on the work of their pupils. Developments such as the introduction of Tracking and Monitoring in primary schools and Profiling in secondary schools are intended to reduce the burden on teachers. The LNCT will continue to review the process and format of reporting in order to determine whether they can be streamlined without loss of quality.

6. Curricular Development

Teachers will engage in planning for the development and delivery of aspects of the curriculum at school, cluster and/or authority level.

7. Collegiate Activity

Teachers will engage in a wide variety of collegiate activity. Examples of this include professional enquiry, professional dialogue with colleagues, quality assurance visits, peer evaluation and collaborative practices.

8. Pupil Performance Review and Self Evaluation

Schools will identify suitable time for internal review of pupil performance, and resulting self evaluation, at whole school, faculty or departmental level, as appropriate.

9. Meetings with Parents

Staff often meet with parents outwith the formal Parents' Evening structure. To take account of such meetings the allocation for meetings with parents may be increased where appropriate. Agreement should be reached at school level on the timing and structure of parents' meetings.

10. Staff Meetings

Staff meetings take various forms e.g. whole school meetings, stage and departmental meetings, guidance/pastoral team meetings, management meetings, working groups etc. Such meetings can take place during or end-on to the pupil day. It is for each establishment to determine suitable arrangements as part of the school agreement.

11. Personal Review and Development

The Working Time agreement should include sufficient time to allow teachers to fulfil their obligations in terms of Professional Update.. It will be necessary to recognise the additional workload of promoted staff responsible for carrying such reviews in the allocation of Management Time and/or remaining time.

12. Use of 'Remaining Time'

This agreement specifies the time allocation for a variety of collegiate activities. The additional time (that is, beyond class contact time, personal allowance and specified collegiate activities) shall be referred to as the 'remaining time'.

The use of that 'remaining time' will be subject to agreement at school level. The range of appropriate activities is listed in Appendix 2.7, and includes:-

- additional time for preparation and correction
- parents meetings
- staff meetings
- preparation of reports, records etc
- forward planning
- formal assessment
- professional review and development
- curriculum development
- additional supervised pupil activity, and
- career long professional learning

As such, the balance of time can be used by teachers to supplement the time allowed by the Working Time Agreement to undertake the tasks specified within it. It should be noted that an element of flexibility should be factored in to allow for priorities that might arise during the course of the year.

13. Management Time

All management responsibilities must continue to have an amount of time agreed and allocated specifically to tasks as appropriate.

14. Trade Union/Professional Association Meetings

An allocation of time may be made for Trade Union meetings. The distribution of that time should be agreed to meet the needs of the school. It is recognised that other Professional Association Activities will take place out with the school day.

15. Career Long Professional Learning (CLPL)

Teachers are expected to continue to meet the full commitment of a maximum of 35 hours CLPL and maintain an individual CLPL record. These 35 hours do not take place during in-Service Days.

16. Time and Place for Activities

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. However, given the nature of schools and the health and safety of students and staff it will be necessary to ensure that appropriate staff cover is available at all times when pupils are present.

All schools will be expected to have clear cover policies within a framework provided by the authority. This will assist teachers in identifying, wherever possible, times and periods when they will be required for cover purposes.

17. Mechanism for Agreement at School Level

The Head Teacher following consultation with staff and staff representatives will produce a draft calendar of collegiate activities which accords with the Code of Practice on Working Time Arrangements for Teachers. (Appendix 2.7)

In order to further develop a spirit of partnership a school committee should have representation comprising:

- Head Teacher (or Depute).
- Trade Union representation reflecting where necessary the composition of the LNCT.
- Teacher representation.

The committee in small schools may be the full staff.

The committee will follow these guidelines, but will retain flexibility to meet local need.

The agreement and calendar will be signed by the members of the committee.

The agreement and calendar will be submitted to the head of service in order that the LNCT can monitor the implementation of the 35 hour week arrangements.

In the event that an agreement cannot be reached the internal process for dealing with a dispute will be applied.

Where the dispute cannot be settled representatives from both the management and professional associations of the LNCT will investigate the matter and seek resolution of the dispute. Such representatives will not be from the schools where the dispute has arisen.

Failure to resolve the dispute will be reported to the LNCT.

These guidelines are agreed by the West Lothian LNCT. Headteachers will receive a regular briefing on school agreements, to be delivered jointly by representatives of the LNCT.

18 Statement for Practitioners

These guidelines should be read in the context of 'Curriculum for Excellence: A Statement for Practitioners from HM Chief Inspector of Education', included as Appendix 2 to the document.

Appendix 1

It is recognised that the allocation of hours within the 35 hour week in each school agreement will be influenced by size, sector and other factors.

The 35 hour week for teachers is equivalent to 1365 hours per annum. This equates to 195 days including in-service days.

35 Hour Working Week for Teachers in all Schools - Hours

<u>Activity</u>	<u>Hours</u>
Class Contact	855 (22.5 hours per week)
Personal Allowance	285 (7.5 hours per week)
In-Service Days	35 (5 days per year)
Planning, Assessment, Reporting and Recording	To be negotiated and agreed at school level
Curricular Development	To be negotiated and agreed at school level
Collegiate Activity	To be negotiated and agreed at school level
Performance Review	To be negotiated and agreed at school level
Meetings with Parents	To be negotiated and agreed at school level
Staff Meetings	To be negotiated and agreed at school level
Personal Review and Development	To be negotiated and agreed at school level
Balance of Time	To be negotiated and agreed at school level
TOTAL	1365