



LNCT 07– The 35-hour Week Framework

December 2018

Both the Authority and the Unions support the enhancement of the professionalism of all teachers. Our aim is to build on existing good working relationships and to continue to implement an agreement that is based on mutual respect and understanding, on shared responsibility and on shared development of ideas and programmes for change. The 35-Hour Week in Inverclyde is governed by the SNCT Conditions of Service ([see Part 2: Section 3 of the SNCT Handbook](#)). Within these parameters there are several principles which should govern schools; the target is that of improvement in pupil achievement and attainment through:

- The professional learning of staff
- Supporting a collegiate culture within schools
- A reduction in workload and bureaucracy
- Appropriate and effective management
- Partnership with other groups particularly parents
- Innovative approaches to the curriculum

Planning on the part of Head Teachers and staff will be important in order that there is a clear awareness of each session's requirements. Most of the activity should be carried out within the context of the Education Authority's Improvement Plan and the School's Improvement Plan.

The code of practice set out in the [SNCT Handbook Part 2: section 3](#) is central to agreement on those activities which can be undertaken within the 35-hour week.

This agreement represents Education Authority **guidance** within which Head Teachers and staff can reach an agreement that meets local circumstances within the parameters outlined within this document.

In negotiations, it should be remembered that there are, effectively, **three blocks of time:**

- Class committed
- Personal time
- Collegiate and personal activities

The implementation of a school's 35-hour week agreement will be monitored termly by the school's Working Time Agreement Committee about any unanticipated issues such as those exemplified here:

- School inspection
- Long term or significant absence of staff
- School closures
- Service disruption

Appendix 1 sets out illustrative figures which establishments may wish to use when coming to an agreement.

Under the terms of the pay agreement for 2015 and 2016, all authorities, and their establishments, are now required to specify how they intend reducing workload for staff. Therefore, when drawing up an establishment Working Time Agreement, the final version must set the measures that will be put in place to reduce workload within each establishment.

The authority and the teachers' trade unions will, by the start of session 2017/2018, also set out an agreement to reduce workload in all establishments.

School Agreements

A school Working Time Agreement Committee will be established with representative(s) from the Senior Management Team and representatives from the appropriate trade unions recognised under the terms of LNCT 01.

The timeline for negotiations and agreement on the Working Time Agreement for the following session should be:

- Negotiations begin in the first full week after the Easter holidays
- Draft working time agreement and draft calendar distributed to all teaching staff by the end of the second week in May to allow full discussion/amendment
- Submission to the LNCT by 1 June each year.

The Senior Management Team and union representatives will prepare a draft school agreement on the working year in line with this Agreement. The draft agreement will include a draft calendar which highlights key events such as reporting periods/parental consultations, staff meetings, SQA deadlines, professional review meetings and forward planning. This will allow teachers to plan their commitments. The school calendar should be planned to allow activities to be overtaken within the 35-hour week.

Meetings of the School Working Time Agreement Committee should be minuted and the minutes circulated to all staff.

The draft agreement and calendar will be issued to all staff for comment in advance of a meeting, if required, to discuss any relevant issues. Following the meeting, a final draft agreement and calendar will be issued to all staff for ratification.

An agreement should be reached as early as possible in the summer term.

The final agreement and calendar should be forwarded to the Local Negotiating Committee for Teachers (LNCT) **by 1 June each year**. These will be used by the LNCT if further clarification of the agreement and calendar is felt necessary.

Each school must review annually its Working Time Agreement and calendar.

Whilst it is accepted that teachers will need to be on the school premises for elements of their duties, eg. moderation, joint planning, etc. if a teacher is not required to be on the school premises for any duties, these may be undertaken at a time and place of the teacher's own choosing. Teachers are expected to follow the school's agreed procedure for working at a time and place of the teacher's choosing.

Failure to agree at a school level

If an agreement cannot be reached, or at the request of a Trade Union representative, the Formal Dispute Procedure, as set out in LNCT 01, will be actioned.

This will involve the Joint Secretaries (or their representatives) of the LNCT investigating the case and attempting to resolve the impasse.

Continued failure to resolve the dispute may result in referral of the matter to the Joint Chairs of the Scottish Negotiating Committee for Teachers (SNCT).

Teachers will continue to have access to formal grievance procedures.

LNCT monitoring of school agreements and calendars

All school agreements and calendars will be jointly monitored annually by an authority level monitoring group comprising authority and union representatives.

Further clarification will be sought from any school where these do not appear to match this LNCT Framework Agreement. Advice and assistance can be offered by the LNCT monitors in order to resolve any issues.

If this does not resolve the issues, they will be referred to the LNCT Joint Secretaries (or their representatives) to ensure that a satisfactory agreement is reached and re-submitted to the LNCT monitors.

The authority level group will also monitor the effectiveness of the guidance provided to establishments, identify good practice and build this into future guidance. In order to facilitate the monitoring process, Working Time Agreements should be forwarded to the authority level monitoring group before being put into operation.

Activities covered by the Agreement

Activities identified in the SNCT Handbook which are subject to agreement at school level are (in no particular order of priority):

- Additional time for preparation and correction
- Parental consultation meetings
- Staff meetings
- Formal assessment
- Preparation of reports, records, etc
- Curriculum development
- Forward planning
- Career-long professional learning
- Additional supervised pupil activity
- Professional review and development

Any school negotiating committee wishing to propose changes to this list should inform LNCT

It is important that proper account is taken of all management duties and responsibilities and that specific time for these duties and responsibilities is agreed and allocated.

Whilst this Agreement provides Education Authority guidance, it will be for individual schools to reach school solutions appropriate to their particular circumstances. Thus, the amount of time required for activities such as report writing or attendance at parents' meetings will vary. Whilst accepting the professional responsibility for school improvement, it is for individual teachers to negotiate any participation in school working groups. Schools should review their approaches to how certain tasks are undertaken in order that bureaucracy can be minimised and professional activity maximised.

Some of the tasks will fall within the category of "collegiate" e.g. school working groups while other will be "individual". In both cases, and as already indicated in (c) above, time allocations will vary from school to school and, in some case, may vary from teacher to teacher. It is good practice to agree time allocations for report writing in terms of time per report rather than time per class (to take account of varying class sizes).

Where a teacher is employed on a part-time basis, they shall, on a pro-rata basis, undertake and be paid for all of the contractual commitments set out in [Part 2: Section 2 \(Main Duties\)](#) and [Part 2: Section 3 \(Working Year and Working Week\)](#) of the SNCT Handbook. The pro-rata arrangements for teachers on part-time contracts, relating to remaining time, shall occur on days when the teacher is employed. If they are not

employed on a day when the calendar provides for remaining time activities, then their commitment may be done in mutual agreement and if appropriate at a time and place of the teacher's choosing. The exception to this is parents' meetings when suitable arrangements are agreed for the school.

35 hours personal commitment to CLPL is not included in these 195 hours.

These figures are **simply for illustration purposes**. Establishments should agree the number of hours required for each of the areas outlined. The maximum 5 hours for parents' evenings must include preparation time. Teachers are not required to attend a parents' evening for a year/stage group for which they are not timetabled. When drawing up an establishment agreement, the number of hours allocated must be done under the terms set out in this agreement.

Working Time Agreements operate on an outcomes model. If work in any area is overtaken in less than the time allocated, there is no requirement to "re-allocate" the time to other areas.

	Activity	Time Parameter (Hours)
Secondary	Parents' meetings	Number of Parents' evenings x 5 hours (Max 30)
	Staff meetings	0 - 15
	Development time	0 - 40
	Assessment/reporting	0 - 50
	Departmental meetings	0 - 35
	PRD/PU/classroom visit feedback	5
	Union meetings	0 - 5
	Flexible time	0 - 15
	Total	195
Early Years/Primary	Parents' meetings	0 - 15
	Staff/Stage meetings	0 - 20
	Development time	0 - 50
	Planning/Preparing/Assessing/Tracking/Reporting	0 - 70
	PRD/PU/classroom visit feedback	5
	Union meetings	0 - 5
	ASN/GIRFEC agenda	0 - 20
	Flexible time	0 - 10
	Total	195

Craigmarloch School's model should include time for primary and secondary department to meet separately as appropriate.