

ABERDEEN CITY LNCT

AGREEMENT ON THE 35 HOUR WORKING WEEK FOR TEACHERS

1 Introduction

The Working Time Agreement is a key enabling mechanism for delivery of the School Improvement Plan and both documents should be collaboratively developed in tandem. In addition, there is a national drive to reduce workload for school staff and all parties in education have signed up to this. Aberdeen City LNCT advocates that schools collectively identify the main drivers of workload in their establishment and agree how to reduce this as working this way will enable most effective use to be made of the 190 hours.

The SNCT Code of Practice on Collegiality identifies a collegiate school as one which *“utilises and develops the skills, talents and interests of all staff and involves all staff in the key decisions affecting the life of the school as a whole.”*

Collegiate determination of an appropriate Working Time Agreement at school level will assist teachers to manage workloads effectively whilst enabling the achievement of the priorities contained within the school improvement plan.

2 The 35 Hour Working Week

The latest agreement permits two options to be considered in respect of the configuration of the 35 hours working week arrangements within a school.

Option 1

NCCT to be delivered on a **weekly** basis with a **maximum of 22.5hrs** class contact time to be undertaken per week (pro rata for part-time staff).

Option 2

An aggregate of 35 hours per week to be worked over a period not exceeding 4 weeks. Within any flexible arrangement the maximum class contact time in any single week will be restricted to 25 hours, subject to an average of 22.5 hours over the period of variation (pro rata for part-time staff).

Any school wishing to implement Option 2 must follow the procedures set out in the [SNCT Code of Practice on Working Hours](#), Working Week and must then submit the detailed proposal on how the flexible arrangement is to be implemented along with the WTA to the LNCT. No flexible working arrangements should be applied until this process has been completed and approved by the LNCT.

Emergency Cover

On occasion emergency cover situations may arise, for example in circumstances where the school has been unable to source appropriate supply cover and there is no other

member of staff within the school (including SMT) with the capacity to cover the class. In such circumstances, any request to defer NCCT should be submitted in writing by SMT and should include details of how and when the time will be paid back. Any agreement to defer NCCT is entirely voluntary and must be subject to recording.

Core and Remaining Time for All Teachers

The individual and collective work of teachers should be capable of being undertaken within the 35 hour week (SNCT 2.7)

The 35 hours of the working week are divided into 3 parts, as detailed below:

Class contact (max)	22.5 hours
Preparation and Correction (min)	7.5 hours
Remaining time per week	5 hours

The working time for part-time teachers is pro-rated according to the contract of employment. Part-time teachers are responsible for the full range of tasks associated with learning and teaching for all classes to which they are assigned, in proportion to the time for which they are assigned.

Every effort should be made to ensure that non-contact time is sufficient to be meaningful. Therefore, non-contact time should be allocated in meaningful blocks of time. This should be one period in secondary schools and where possible 45 minutes in primary schools. Where primary timetabling necessitates the use of a 30-minute block this should be limited to one occasion only within the week.

3 Use of the Remaining Time

The use of the remaining time (that is time beyond the combined class contact and preparation/correction allowance) will be subject to agreement at school level and help deliver the improvements outlined in the School Improvement Plan and the wider life and work of the school. These decisions are recorded in the **Working Time Agreement (WTA)**.

In each school, teachers will agree the range of collective activities undertaken. In order to create agreements schools should,

- review the impact of the previous WTA,
- time cost the improvements planned within the SIP
- consider the need to reduce levels of bureaucracy

Agreements may include:

- a) Additional time for preparation and correction
- b) Parents' Interviews
- c) Staff meetings
- d) Preparation of reports, records, etc.
- e) Forward planning including additional time for professional dialogue
- f) Formal assessment
- g) Professional review and development
- h) Curriculum development

- i) Additional supervised pupil activity
- j) Pupil welfare meetings
- k) Area and corporate meetings or events
- l) Responsibilities in relation to ITE students on placement
- m) Time for Trade Union meetings.

In planning the use of available time in this way, schools should consider leaving a meaningful proportion of time for flexibility, which could be utilised by agreement for unplanned commitments which arise during the session (e.g. HMI visits or considering and responding to various new consultation papers). Any such time unused would be assumed to be assigned for additional preparation and correction.

The following clarification of each of the bullet points listed above is intended to be helpful but should not be regarded as an exhaustive list. There may be other activities which merit consideration and agreement according to the specific circumstances of the school.

a) Additional time for preparation and correction

Additional time should be made available as required by staff.

b) Parents' Interviews

School staff should reach agreement on the number of meetings required on an annual basis. Parents' meetings may take place in the evening or end-on to the school day. Time should be allocated for preparation for these meetings. Preparation time must equal parental contact time which should never be planned to exceed 2.5 hours. Staff should not be required to attend meetings where they do not have specific responsibilities, and they should be free to leave whenever parental appointments are finished.

c) Staff Meetings

Schools should reach agreement on the number and frequency of meetings, in order to plan the work of the school, and to be briefed and comment on area and corporate issues. Meetings could include whole staff meetings, department or stage meetings, management meetings, working groups or committee meetings and be frequent enough to enable a collegiate approach. Most of these meetings are likely to take place at the end of the school day and could cover a variety of activities or purposes. Meeting dates can only be changed by agreement with all staff concerned.

d) Preparation of Reports, Records etc

A time allocation for the completion of reports should be made within the 35 hour working week. It is recommended that schools determine an average 'case load' and allocation of time, while recognising individual teacher workload. School calendars should show the number of weeks to be given over to reporting and schools should ensure that any other proposed collegiate activities are capable of being carried out within the weekly 5 hour period.

e) Forward Planning

Excessively detailed forward plans are not required as they then become key drivers of workload. As part of the initiative to reduce workload forward planning should be proportionate and should support professional dialogue. It should not simply fulfil an audit function or generate unnecessary workload. Planning should adhere to the current Aberdeen LNCT Local Agreement.

f) Formal Assessment

Time should be allocated for formal assessment procedures and the associated administration required.

g) Professional Review and Development

Aberdeen City Council's policy on Professional Review and Development (PR and D) and Continuing Professional Development, agreed on 11 September 2009, allocates 1 hour per annum for the review.

h) Curriculum Development

The school Improvement plan, collegiately agreed by staff, is the main driver for the Working Time Agreement. Action plans should be time costed and must be able to be undertaken within INSET and the hours set aside for curriculum development within the WTA. This could be achieved on an individual, group or whole school basis.

i) Additional Supervised Pupil Activity Any teacher undertaking additional supervised pupil activity must have this recognised upon request.

j) Pupil Welfare Meetings

Such meetings may be planned in advance or at short notice and may be in-school or outside school to discuss any aspect of the welfare of pupil(s).

k) Service and Corporate Meetings or Events

Meetings and events arranged on a Service or corporate basis should be allowed for in planning use of collegiate time, and it should be recognised that circumstances may at times require use of flexibility time.

l) Responsibilities in Relation to Initial Teacher Education (ITE) students on placement

It is recognised that all teachers have responsibilities for involvement as appropriate with ITE students on placement. It is legitimate to identify time within collegiate hours for any aspect of work with students on placement.

m) Time for Trade Union Meetings

Good practice and positive employee/management relations require time to be available for in-school meetings of trade unions and professional associations.

4 MANAGEMENT TIME

In the case of promoted post holders in schools, it has been agreed that managers require time for additional duties outwith teaching and associated preparation in order to fulfil their broad professional duties. In Aberdeen City this equates to 0.7FTE for DHTs and 0.3FTE for PTs of non-class contact time.

5 WORKING TIME AND PLACE

The national agreement states, "If a teacher is not required to be on the school premises for certain duties, for example preparation and correction, these may be undertaken at a time and place of the teacher's own choosing. Teachers will be expected to notify the appropriate line manager of their intention in this respect".

This local agreement recognises that not all tasks require the teacher to be on the school premises. Teachers may undertake such tasks at a time and place of their choosing, provided that they are not required by the school at these times.

All teachers have a contractual obligation to make themselves available for work each day, and they must follow the agreed school procedures and protocols for being off-site when they are not required in school. Where it has previously been agreed by the Head Teacher (or his/her nominee) that teachers are not required for duty in the school, they need not report for duty in school.

6 REACHING AGREEMENT AT SCHOOL LEVEL

Greater teacher agency and autonomy is a major part of the empowered schools agenda and should be used to allow practitioners more direct influence over workload priorities. This will involve consultation, professional dialogue and negotiation of the Working Time Agreement.

Accordingly, each establishment will require to:

- establish appropriate and effective mechanisms with school management and all unions represented to ensure full participation by staff in reaching agreement on the use of remaining working time;
- ensure that Union representatives are given the opportunity to consult on issues relating to the agreement and time is allocated for this purpose;
- devise a programme of agreed activities and agree a format for an accompanying 38 week annual calendar detailing how the collegiate activities can be accommodated within the 5 hour weekly allowance of collegiate time. A calendar which may be used for this purpose is available, but schools can use other formats. Schools should monitor how the WTA translates into practice to inform professional dialogue and improvement with colleagues. It is recognised that the working week may vary depending on the school calendar of events. Therefore, work should be planned to take into account possible weekly variations in order to prioritise and effectively manage workload. It should also be recognised that from time to time events may occur which could not be predicted at the start of the year and which require renegotiation of the agreement.
- record whether a flexible approach has been agreed/not been agreed.

When agreement has been reached, the attached Form 'The Record of School Agreement on the Working Year' should be completed, signed by the Headteacher and all TU Reps involved and copied to the Teachers' Side Secretary to the LNCT and to the Management Side Secretary to the LNCT. The form should be accompanied by a detailed copy of the WTA and school collegiate calendar. Should significant renegotiation be required at any point during the year, new documentation should be submitted as above.

These documents should be returned before the end of June in any academic session.

* Where there is a high turnover of staff during the summer break it is advisable to review the calendar at the start of the new session to ensure that new staff can input into it if necessary.

If there is failure to reach agreement on any aspect of the 35-hour week at school level, including the use of the flexible approach to the working hours, working week, the matter should be referred to the LNCT promptly to allow further time for supported negotiation.

These arrangements will be reviewed towards the end of each academic session by school management representatives and those trade unions represented in the establishment, in accordance with the SNCT and LNCT agreements in place at that time.

ABERDEEN CITY COUNCIL
Education & Children's Services

RECORD OF SCHOOL AGREEMENT ON THE WORKING YEAR

SCHOOL:

- 1 A formal agreement on the pattern for the working year for teaching staff in this school for school session _____ has been reached.

Yes (documents attached)

WTA

School Calendar

No (contact joint secretaries for advice/support)

- 2 A formal agreement on a flexible approach on Working Hours, Working Week for teaching staff in this school for school session _____ has been reached and all relevant documentation attached. (see Section 2, Option 2,)

Yes (document attached)

No

Signed:

Head Teacher/Head of Establishment

Trade Union Representatives

Date

Note: Please forward a copy of the above ALONG with a detailed copy of your school agreement, collegiate calendar and/or flexible working agreement, if appropriate to:

Shona Milne, Management Side Secretary to the LNCT, Business Hub 13, 2nd Floor North, Marischal College, Broad Street, Aberdeen AB10 1AB

AND

Heather Collie, Teachers' Side Secretary to the LNCT, Room 1-27, Town House, Broad Street, Aberdeen, AB10 1AH
aberdeencity@eis.org.uk