

Implementation – academic year 2026/2027

Guidance on how to Calculate Working Time for Part-Time Teachers

Background

The pro rata arrangements for teachers on part-time contracts shall occur on days the teacher is employed. The exception to this rule is Parents' Meetings when the part-time teacher will comply, on a pro rata basis, with the arrangements agreed for the school/education establishment.

This guidance sets out how to calculate the time to be worked by, or owed to/by, part-time teachers taking account of their contracted hours and the actual days worked each academic year. Part-time teachers must work the appropriate number of working days in each academic year pro rata in line with their contracted hours.

Contracted Working Days

Table A details the pro rata working days that must be worked on an annual basis by a part-time teacher based on their contracted hours -

TABLE A										
Hours per week	3.5	7.0	10.5	14.0	17.5	21.0	24.5	28.0	31.5	35.0
FTE	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0
Pro Rata Working Days	19.5	39.0	58.5	78.0	97.5	117.0	136.5	156.0	175.5	195.0

Analysis of Working Days in Academic Year

Part-time teachers and/or a member of the school leadership team should apply this calculation annually, prior to **31st May**, for inclusion in their Working Time Agreement/Arrangements for the following academic year.

Table B provides an illustration of actual working days falling on each day of the week for the 2018/19 academic year -

TABLE B						
Working Day	Mon	Tue	Wed	Thu	Fri	Total
Full Working Days	36	40	40	40	39	195
Half Working Days	18	20	20	20	19.5	97.5

- *Example 1* – teacher working 14.0 hours per week (0.4 FTE), full Thursday and Friday would work 79 working days (40 + 39)
- *Example 2* – teacher working 10.5 hours per week (0.3 FTE), full day Monday and half day Tuesday would work 56 working days (36 + 20)

Table C sets out the calculation for the 2018/19 academic year examples above -

TABLE C		
	<i>Example 1</i>	<i>Example 2</i>
Hours per week	14.0	10.5
FTE	0.4	0.3
Contracted Work Days	78.0	58.5
Less Actual Number of Working Days	79.0	56.0
(-) Days due back to the teacher	-1.0	+2.5
(+) Days owed by teacher		

Pay Adjustment

No pay adjustment will be made to recover salary for days owed by the teacher or to make payment for days due back to the teacher. These differences will be addressed by local agreement with the individual teacher and their Head Teacher.

How to Re-dress Any Balance Owed or Due

Days due back to the teacher – where the number of actual working days exceeds the contracted working days, the teacher is due **time off in lieu** to be agreed in advance with their Head Teacher.

Days owed by the teacher – where the number of actual working days is less than the contracted working days, then the teacher must agree which **extra days they will work** with their Head Teacher.

Alternate days

For teachers who work alternate days week to week, they should manually count the actual number of working days. The list of Annual Working Days is made available to schools annually following agreement on the school term dates at LNCT.

In year changes

Teachers who change from full-time to part-time or change their working pattern during the school year should refer to the Head Teacher in the first instance. Where clarity is required, advice can be sought from HR Employee Relations.

In-service Days

There are 5 In-service Days in total throughout the academic calendar and all teachers have a professional duty to attend on a pro rata basis on their working days.

The normal working pattern of teachers must be respected. However, minor variations are permissible but must be negotiated and agreed.

If the Head Teacher is prepared to offer part-time staff the extra payment or time in lieu to attend all or additional in-service days and this is agreed, then this will be paid by the school.

Implementation

Part time teachers should apply this calculation annually, prior to **31st May**, for inclusion in their working time arrangements for the following academic year.

School Based Negotiating Committees should oversee arrangements for all local teachers affected when agreeing the annual Working Time Agreements.

Extra Bank Holidays

Additional days have been granted in the past for special occasions like Royal Family events. Part-time teachers only benefit from Extra Bank Holidays on their working days.

Appendix 1

In-Service Days for Teaching Staff

This guidance explains how to calculate and manage working time for part-time teachers, ensuring fairness and compliance with contractual obligations. Pro rata arrangements apply only on days the teacher is contracted to work, with the exception of parents' meetings where attendance is required on a pro rata basis even if outside normal working days. Part-time teachers must work the correct number of days each academic year based on their contracted hours.

Annual working days are calculated using Full-Time Equivalent (FTE). Table A below shows the annual working days required for different contracted hours:

Table A – Annual Working Days by Hours/FTE

Hours per Week	3.5	7.0	10.5	14.0	17.5	21.0	24.5	28.0	31.5	35.0
FTE	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0
Pro Rata Working Days	19.5	39.0	58.5	78.0	97.5	117.0	136.5	156.0	175.5	195.0

Calculations should be applied before 31st May for inclusion in the following year's Working Time Agreement. Teachers and leadership teams compare contracted days with actual working days based on the school calendar. Table B illustrates the distribution of working days across the week for a typical academic year:

Table B – Working Days by Weekday

Working Day	Mon	Tue	Wed	Thu	Fri	Total
Full Working Days	36	40	40	40	39	195
Half Working Days	18	20	20	20	19.5	97.5

For example, a teacher working 14.0 hours per week (0.4 FTE) on full Thursdays and Fridays would work 79 working days (40 + 39). Another example is a teacher working 10.5 hours per week (0.3 FTE) on a full Monday and half Tuesday, which equals 56 working days (36 + 20). Table C shows how these examples compare to contracted days:

Table C – Calculation Examples

	Example 1	Example 2
Hours per week	14.0	10.5
FTE	0.4	0.3
Contracted Work Days	78.0	58.5

	Example 1	Example 2
Actual Number of Working Days	79.0	56.0
Difference (Days due back or owed)	-1.0	+2.5

Where actual days exceed contracted days, the teacher is due time off in lieu, agreed in advance with the Head Teacher. Where actual days are fewer than contracted days, the teacher must agree which extra days to work. No salary adjustment will be made; these differences are resolved locally. Teachers with alternating day patterns should manually count actual days. In-service days must be attended on a pro rata basis, respecting normal working patterns, with minor variations negotiated. If the Head Teacher offers extra payment or time in lieu for additional in-service days and this is agreed, the school will pay.

Teachers who change from full-time to part-time or alter their working pattern during the year should speak to the Head Teacher in the first instance. In the event clarity is required, this should be sought from the HR Employee Relations team. Part-time teachers and leadership teams must confirm arrangements annually, and School Negotiating Committees oversee compliance when agreeing Working Time Agreements. Teachers should check their FTE and annual day entitlement, confirm their working pattern and any adjustments with their Head Teacher, and ensure inclusion in the school's Working Time Agreement.



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Date: 5/12/2025



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