



East Lothian Council

Education & Children's Services

Local Agreement on the Implementation of
the 35 hour working week in schools and
educational establishments for

School Session 2026/27

LNCT - 2026/01

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

Local Agreement on the Implementation of the 35 hours working week in schools and educational establishments

Session 2026/2027

1. INTRODUCTION

1.1 Status

The SNCT Handbook states:

- The individual and collective work of teachers should be capable of being undertaken within the 35 hour working week:
- ELC recognises that managers require time for additional duties out-with teaching and associated preparation in order to fulfil their broad professional duties.

The 35 hour week applies to all grades of teaching staff, including those in promoted posts. This is a guiding principle behind the National Agreement and consequently applies to all agreements made at school/establishment level. Therefore, when settling and agreeing hours cognisance should be taken of the range of activities promoted staff are required to carry out.

The Local Negotiating Committee for Teachers (LNCT), comprising representatives from the Education Service and the recognised Teachers' Associations, has agreed the following arrangements in relation to the implementation of the 35 hour working week for session 2026/2027.

1.2 Context

East Lothian Council and the teachers' associations recognise the professional status of the job of teaching, providing professional autonomy for individual teachers and a collegiate and participative style of working in schools and educational establishments.

The Council has workload guidance which was agreed at LNCT. At the heart of this agreement are the principles that:

- A reasonable level of workload is secured and maintained for all staff;
- As high a proportion of teacher time as is possible is directed towards the core tasks of learning and teaching;
- Essential development work is taken forward at a manageable pace, underpinned by the provision of appropriate resources, including staffing and time.

It is acknowledged that workload continues to be a challenge and therefore schools must evaluate realistically the impact of workload when negotiating their Working Time Agreements (WTA). Cognisance should be taken of the priorities identified within the School Improvement Plan which will allow allocation of tasks to be realistically set considering the available hours within the Working Time Agreement.

The School Representative Group (SRG) **must** refer to the SNCT advice and also the Curriculum for Excellence Working Group Reports on Tackling Bureaucracy.

http://www.snct.org.uk/wiki/index.php?title=Appendix_2.18

<https://www.webarchive.org.uk/wayback/archive/20180129132601/http://www.gov.scot/Topics/Education/Schools/CfEtacklingbureaucracygroup>

Further information and guidance is provided in **Appendix 6**.

2. THE 35 HOUR WORKING WEEK

2.1 The division of the 35 hour working week

The 35 hours are divided into three parts:

- a) Class Contact Time – a maximum of 22.5 hours per week (18 for teachers on the National Teachers Induction Scheme).
- b) Personal Allowance – no less than one third of class contact time. The SNCT Handbook specifies that teachers on the above maximum shall receive a minimum Personal Allowance of 7.5 hours.
- c) Remaining Time – the use of this time will be subject to agreement at school and authority level and will be planned to include a range of activities (see **Appendix 1**).

NB An appropriate amount of management time will be agreed at individual school or establishment level for each senior manager. This management time should only be taken for class cover in emergencies with no more than 50% lost in any one week, nor more than 25% in any four week period.

2.2 Personal Allowance and Remaining Time

The SNCT Handbook, Appendix 2.7 Code of Practice 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 intentions in this respect.

The following, however, should be considered:

- Non-teaching times within the pupil week – it is agreed that where it is open for a teacher to be offsite, for health and safety or other appropriate reason, he/she must inform school management.
- In weeks where there is a holiday or in-service day the normal timetable applies. There can be no 'pro rata' arrangements for foreshortened weeks. A teacher who is unable to have non class contact due to a holiday or in-service day cannot claim that time elsewhere during a foreshortened week. SMT should not allocate additional classes in a foreshortened week if doing so in a normal week would have the effect of pushing a teacher beyond contractual hours. As per the SNCT JS/13/45 "...it is our expectation that in a foreshortened week headteachers and teachers will treat the foreshortened week as if it was a normal working week".

2.3 Remaining Time Activities Programme

For teachers timetabled for maximum teaching hours, the total Remaining Time will amount to 195 hours per annum (39 x 5 hours), at an average rate of 5 hours per week.

Activities agreed collegiately within the Remaining Time should be planned, wherever possible, in such a way that both the weekly 35 hour and annual 195 hours totals are not exceeded. There should be no aggregation of hours from one week to the next/previous week(s). Where there are exceptional circumstances and no cover is available, a member of

the SMT can request that a teacher, with their agreement, exceeds their 22.5 hour contact time with payback, within a two week period. This should be confirmed in writing (email)

Schools/establishments **MUST** produce an annual agreed calendar of events in conjunction with the WTA which reflects agreed time allocations (see **Appendix 7**)

When agreeing the calendar for school-based activities, these should be spread across different days of the week to take account of differing working patterns.

2.4 In-Service Hours

The total number of hours allocated to in-service training over an academic session is 30 with 5 additional hours allocated as remaining time. This makes an in-service day a 6 hour working day. Part-time teachers carry out in-service days pro-rated based in accordance with priorities in the SIP and their PRD. The specific days attended should be agreed with the Head Teacher.

2.5 Part Time Teachers

Part time teachers shall undertake a pro-rata amount of WTA activities which shall occur on the days when they would normally teach. 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 establishment.

In order to offer the collegiate activities with the greatest impact, part-time teachers should attend sessions in their school on days they work in accordance with the SIP and their PRD. If this is not possible alternative arrangements should be made with the Head Teacher. Meeting minutes and communications must be made available to part-time staff to enable them to discharge their responsibilities.

Visiting Specialists should liaise with the Head Teacher of their base school when completing their WTA and should provide them and the LNCT Joint Secretaries with a copy of their completed agreement.

For further information see **Appendix 4 and 5**.

3. REMAINING TIME: SCHOOL/ESTABLISHMENT BASED NEGOTIATIONS

3.1 School Representative Group

Decisions made at school level must be collegiate in nature, involve all teaching staff and result from a structured and transparent negotiating process in line with the National Agreement. Each school shall form a School Representative Group (SRG).

Number of Members	Reps	Paid Time Off
1-4	1	50% of a notional "period" per week (currently 50 mins in secondary schools) but may be utilised flexibly and with prior, mutual agreement with the HT.
5 – 50	1	one period equivalent (currently 50 mins)
Over 50	2	2 x one period equivalent (period currently 50 mins) either shared by reps or total for one rep
The above is based on ONE representative per union per school. If a union has more than one representative in a school, the paid time must be apportioned between the representatives. Members of a trade union may form a "school committee" to discuss relevant TU matters but only the recognised representative(s) will have paid time off (from the time allocated above).		

1. SRG meetings should take place within the 35 hour working week. Time should also be made available from within the 35 hour working week for teachers to consider issues relating to the WTA individually and in department/stages.
2. The SRG will be responsible for evaluating and seeking opinions on the previous year's agreement (**Appendix 2 and 3**). They will consider reducing workload and bureaucracy at every opportunity.
3. The SRG will be established with the following representation:
 - Head Teacher and/or Senior Management Team (SMT) representative.
 - Representative/s from each recognised trade union based on the figures below or part thereof.
 - Teaching staff representative must be elected annually.
4. Discussions in this group will be led by the Head Teacher or the SMT nominee as overall manager and the person ultimately accountable for the activities of the school.
5. The group shall consider the previous year's WTA in light of the feedback from teachers and re-draft the document taking these comments into account. A draft calendar will also be considered.

6. A record should be taken by someone other than the chair, of discussions within the SRG and shared with all teaching staff.
7. It is anticipated that there will be no more than three meetings of the SRG to finalise a WTA for the following academic session.
8. Where the SRG is unable to reach agreement it will be necessary to seek assistance from the LNCT Joint Secretaries.
9. The draft WTA and draft calendar must be issued to all teaching staff at least three working days in advance of a staff meeting to discuss these drafts.
10. A secret ballot will take place within five working days of the staff meeting. The votes will be counted and signed off by the Head Teacher and the representative of the union with largest membership in school. All teaching staff working in the school are eligible to vote.
11. A majority vote (51%) would confirm agreement for the final documents to be signed off by the Head Teacher and the union representative with the largest membership in school.
12. If the result of the ballot is to reject the proposed documents the SRG will reconvene to consider a revised proposal. Thereafter, steps 8 through to 11 will be repeated. If a subsequent ballot rejects the proposed agreement the SRG will seek the assistance of the LNCT joint Secretaries to agree a new draft to be put to ballot. Failure to agree will result in the status quo remaining pending resolution by LNCT Joint Secretaries.
13. The timescales to achieve the above must ensure that each school has a definitive WTA and Calendar submitted to the LNCT by the end of the first week in June.
14. Each school should note the membership of the SRG on their WTA and the section of the teachers they represent.

3.2 Monitoring

Working Time Agreements should be revisited termly and amended where necessary to take account of developments (e.g. inspections, unforeseen local or national priorities) with any changes submitted (electronically) to the LNCT Joint Secretaries for approval. Any school-initiated changes should be carried out through whole staff negotiation and agreement.

To ensure consistency across the Council and to secure a reasonable and achievable workload for all staff, each school must submit its WTA and Calendar to the LNCT **no later than the end of the first full week in June.**

A copy of the WTA and Calendar must be forwarded to Steven Gilmour-Jack sgilmourjack@eastlothian.gov.uk and Susan McNaught smcnaught@eastlothian.gov.uk

GUIDANCE FOR NEGOTIATIONS

These notes are intended to assist in negotiations by explaining the various headings used in **Appendix 1**. Headings are here for guidance but it may be helpful to consider variations in time allocations for promoted teachers. Guidance on the evaluation of previous WTA's is also included, as is SNCT guidance on collegiality.

Child Protection and Safeguarding – 1 hour

Head Teachers will deliver a 1 hour update and refresher on staff's Child Protection and Safeguarding duties – content will be provided. This is in addition to the mandatory Learn Pro module. This hour reflects the need to support staff who directly work with children and young people to develop their knowledge skills and understanding of specific topics and issues that affect our schools communities. This input will also remind all staff of their role, responsibilities and duty to comply with ELC policy and procedures in order to effectively support and deal with any Child Protection and safeguarding concern.

Included, Engaged and Involved Policy Suite – 2 hours

The Included, Engaged and Involved policy and guidance suite can be accessed via: <https://sites.google.com/edubuzz.org/eastlothianeduhub/caring-relationships/policy-process-and-guidance> Many policies were updated in August 25. The 'In the Nutshell' sessions for each refreshed policy / guidance document can be accessed via this link: <https://learning-library.elcschool.org.uk/login?callbackUrl=%2Fdashboard>.

Through self-evaluation Head Teachers can choose the policies / guidance that they feel need to be explored in more detail and depth by their staff and arrange for professional learning opportunities to allow staff to understand the key legislative duties, key principles and practice that is required in their role.

For primary schools, there is an offer of CLPL from the National Autism Implementation Team (NAIT). ELC staff can deliver NAIT's key messages designed to guide planning for autistic children and those with related needs. Please note this input is for a total of 4 hours (2 x 2-hour sessions). It needs to be delivered to all school staff. This can be delivered over 2 years. Please contact your link Education Support Officer for further information.

Asbestos Training – 30 minutes

All employees will be required to undertake a mandatory Learn Pro module devised by our Corporate Health & Safety team, regardless of whether asbestos is present in their school. This module will take around 15-20 mins. Schools that have asbestos in the building, will also be required to ensure all staff have viewed a mandatory recording with the Asbestos Manager and the Head Teacher as a training session of up to 30 minutes to familiarise all staff with where asbestos is located in their building and how to view the Asbestos Management Plan. Schools who do not have asbestos will only need to complete the Learn Pro training and this 30 minutes can be added to flexibility time.

Online Modules - 4 hours 15 minutes

Time will be allocated for the completion of mandatory Learn Pro and My Compliance Modules. It is recognised that this time will vary year-on-year.

School Improvement Plan

This includes involvement in policy development, moderation, school review action plan, curriculum framework curricular development or in-school working groups and familiarisation with new developments. It can include work done on an individual and/or collective basis.

As a result of continuing reviews, schools will be issued with an Action Plan relating to specific actions to be taken forward. All schools will carry out moderation activities. Time must be allocated for this to take place, including professional dialogue with colleagues. All schools to build in time to move forward with the development and implementation of Self-Improving Schools programme.

Parental Consultation

The timings of whole school/class parents' consultation will be agreed after appropriate consultation. Consideration will be given to providing time for preparation for these meetings as well as time for the meetings themselves. In secondary schools, where a teacher does not teach a particular year group they are not required to attend where this would exceed the total agreed hours. Where parent's consultations are finished for some but not all teachers, they should engage in other agreed activities linked to the WTA.

A time resource for any other meetings with parents, including those on an individual basis, which may take place throughout the session, should be recognised within the overall time allocated in the WTA for parental consultations. There should be an in-school agreement on the timings of individual parents' meetings (e.g. not in the playground, and not at the beginning of the day or end of the day unless an appointment has been made).

Meetings

Meetings must include time for any meeting of a group of staff e.g. SRG meetings, whole school meetings, departmental, faculty, stage, cross-curricular, transition, attainment discussion and planning discussion. Liaison meetings with colleagues, including Learning Support, and Visiting Specialists, come into this category or the planning category. A quota to take account of unscheduled meetings should be accounted for in this category.

Assessment

Time should be allocated where assessment is summative and part of a formal process e.g. unit assessments, preliminary examinations, standardised assessments moderation and tracking activities.

Preparation of Reports

A time allocation for the completion of reports, records, personal learning plans etc. should form part of this section. Where class sizes are less than 33 teachers should engage in other agreed activities linked to the WTA in consultation with the Senior Management Team. The format used for reporting should not be changed during the course of a school session.

Planning

This time is for teachers to work on forward planning. The format of this should be agreed during the WTA discussions and should not be changed during the course of a school session, unless agreed through the Staff Representative Group. The purpose of planning is to ensure

the best quality learning experiences are provided for our pupils. Plans should be shared with the SMT to facilitate professional dialogue. Within the agreed planning format there must be enough detail to allow for continuity and progression for the class in the teacher's absence.

Termly plans should indicate the theme or context and outline experiences, outcomes and levels to be taught; the grouping of children for this teaching, and the key experiences and outcomes which will be assessed.

Termly plans provide information on individual, group and class work and should help define what is assessed, recorded and reported. The teacher puts the termly plan into effect through his/her own detailed preparation.

This may take the form of a weekly or daily plan or diary. This helps the teacher in classroom management and organisation, in structuring tasks for the children, and in ensuring resources are to hand.

Sufficient time within the school's Working Time Agreement should be allocated for the purpose of planning in this way. This can be supplemented by personal allowance if necessary.

Due to the withdrawal of unit assessments for National 5 qualifications in secondary schools there may be other activities required within the allocation of hours e.g. rewriting prelims.

Professional Review and Development/Professional Update (PRD& PU)

The agreed PRD and Professional Update procedures have time resource implications. Time must be allowed for all teachers to self-evaluate throughout the year and participate in an annual meeting as part of the PRD and PU process. The PRD meeting should not be left until the end of an academic year, consideration should be given to planning earlier in the academic cycle.

Sufficient time should also be allocated to enable line managers to conduct the process in relation to the number of reviewees for whom they have responsibility.

Health & Safety

This should include some planning for visits out-with school and completion of incident reporting (SPHERA).

Learning Visits

Each school will have an agreement on Learning Visits which will be in line with the most recent LNCT agreement. Time must be allocated for discussion prior to a classroom visit and for professional dialogue on the visit.

Supporting the School

Time allocated for supporting the school may be used for after-school clubs, sports activities, school shows, and school fairs.

Time for Union Meetings

This time is to allow union members to meet to discuss national campaigns, be updated on local negotiations and campaigns, raise issues or concerns and to review the WTA regularly to ensure it is fit for purpose.

Flexibility

Time to be allocated into any relevant area above.

APPENDICES

Appendix 1	Working Time Agreement 2026/27
Appendix 2	Annual Evaluation (primary) 2026/27
Appendix 3	Annual Evaluation (secondary) 2026/27
Appendix 4	Working week and working year – This appendix is included for clarity on the working weeks of full and part-time teachers
Appendix 5	Working week/year tracker (example only). This appendix is an example of how a teacher might track their work throughout a week
Appendix 6	Managing Workload. This appendix provides guidance on managing workload.
Appendix 7 and 7A	Exemplar Calendar. This exemplar has been identified as good practice for a WTA calendar. Please use the Template Calendar Appendix 7a – Template Calendar

These appendices should form part of the initial WTA discussions to clarify the allocation of working hours of teachers.

East Lothian Council

Education & Children's Services

WORKING TIME AGREEMENT 2026/27

School

ACTIVITY	*DESCRIPTION	TIME AGREED LAST YEAR	TIME AGREED THIS YEAR -EXAMPLE HOURS
Child Protection and Safeguarding	Head Teachers will deliver a 1 hour update and refresher on staff's Child Protection and Safeguarding duties	1 hour	1 hour*
Included, Engaged and Involved Policy Suite	This suite of policies comprises 7 key policy and guidance documents. Through self-evaluation, Head Teachers will choose the policies that they feel need to be explored in more detail and depth by their staff and arrange for professional learning opportunities to all staff to understand the key legislative duties, key principles and practice that is required in their role.	1 hour	2 hours*
Asbestos Training	30 minutes face-to-face familiarisation session delivered by a recorded session with Asbestos Manager and Head Teacher. ONLY mandatory in schools where asbestos is present (and a Learn-Pro module allocated in Learnpro allocation (Online Modules).	1	30mins* where asbestos present in school
Online Modules	Undertake mandatory modules. This will vary year-on-year. Learn Pro, My Compliance	3 hours	4 hours 15 mins*
Workload	Whole staff initial guided discussion by union representatives on drivers of workload; creation of solution-focussed action plan to address and reduce workload. (Ref. SNCT Appendix 2.18 Working Time Agreements – Managing Teacher Workload). It is recommended that this is used at the beginning of the school year to outline school-specific workload issues such as those identified in the Staff Survey, with a review later in the year to ensure progress and further solution-focused discussion.	2 hours	2x 1 hour (4 x 30 mins)
School Improvement Plan	Moderation School review Action Plan	36 hours	36 hours

	Curriculum Development Employee Engagement Survey Action Plan Self-Improving Schools programme (School Improvement plans should set out agreed actions to reduce bureaucracy and tackle workload)		
Parental Consultation	Includes time for individual parent contact throughout the year.	20 hours	20 hours
Meetings	Whole school, year group, faculty, department.	32 hours	32 hours
Assessment, tracking, monitoring	To include:- SEEMis Monitoring & Tracking, termly assessment and tracking meetings, moderation activities and CfE Achievement of a Level Reporting.	14 hours	14 hours
Preparation of Reports	33 hours annual report plus additional reporting as per Guidance	37 hours	37 hours
Planning	Yearly overview and termly planning.	30 hours	30 hours
PRD/PU	Annual CLPL planning and PRD/PU meeting.	2 hours	2 hours
Health & Safety	EVOLVE, SPHERA	2 hours	2 hours
Learning Visits	Time as required to follow LNCT guidance on Learning Visits	5 hours	5 hours
Supporting the school	Attendance at events out of school hours.	4 hours	4 hours
Union Meetings	Hours to be allocated at school's discretion for discussion of workload drivers and agreed action plan; to agree on and implement actions to reduce workload; creation of WTA draft for following school session.	3 hours	3 hours
Flexibility	To be incorporated into relevant area above.	1	15 mins
TOTAL			195 HOURS

*** is mandatory.**

As much detail as possible should be entered in the DESCRIPTION column. The hours in the TIME AGREED THIS YEAR are examples but the hours agreed within your WTA should not be excessively more or less.

Please supply any additional information below.

We confirm that the attached WTA has been agreed by teachers and is accepted as the pattern for the working year for all teaching staff in this school for session 2026/2027

We confirm that a calendar of events concordant with the 35 hour week has also been agreed and is attached.

Signed _____

Head Teacher

SRG Members inc. Role

Date _____

NB: The WTA should be signed by the Head Teacher and staff representatives on the SRG. A copy of the WTA, along with the school calendar for 2026/27 should be forwarded to both and Steven Gilmour-Jack, <mailto:eastlothian@eis.org.uk>sgilmourjack@eastlothian.gov.uk and Susan McNaught, Business Support Coordinator (smcnaught@eastlothian.gov.uk) by the end of the first full week in June 2026.

APPENDIX 2

Annual Evaluation – To be co-ordinated by the School Representative Group (Primary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative's annual review of the Working Time Agreement.

	Sufficient	Insufficient	Too much
Parental Consultation			
Meetings			
Assessment/tracking/monitoring			
Preparation of reports			
School Improvement Plan			
PRD			
Planning			
Supporting the School			
Workload			

1. Do you think this year's agreement worked well for you? Yes No

2. Do you think the amount of time allocated to the activities was sufficient, insufficient or too much? Please indicate below any activities that require more or less time in the new WTA.

3. Do you see any natural developments that could influence the local agreement in the coming year?

4. In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?

Annual Evaluation – To be co-ordinated by the School Representative Group (Secondary)

Teachers are encouraged to evaluate their personal workload against the generic figures agreed in their school. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will feed into the School Representative Group's annual review of the Working Time Agreement.

	Sufficient	Insufficient	Too much
Parental Consultation			
Meetings			
Assessment/tracking/monitoring			
Preparation of reports			
School Improvement Plan			
PRD			
Planning			
Supporting the School			
Workload			
SQA Verification			

1. Do you think this year's agreement worked well for you? Yes No

2. Do you think the amount of time allocated to the activities was sufficient, insufficient or too much? Please indicate below any activities that require more or less time in the new WTA.

3. Do you see any natural developments that could influence the local agreement in the coming year?

4. In your opinion, which areas of our Working Time Agreement will require an adjustment/change in agreed time for next year?

WORKING WEEK AND WORKING YEAR – FULL TIME TEACHER

- The working year consists of 195 days of which five will be carried out as in-service days.
- The pupil contact year (190 days) is 1330 hours.
- A full time teacher's average working week is 35 hours.

Pupil Contact	22 hours 30 minutes
Personal Allowance	7 hours 30 minutes
Remaining time average	5 hours (2 hours 30 mins non-contact plus 2 hours 30 mins)

- There will be 'Hotspots' in the year where more Remaining Time hours are required e.g.

Parental Consultation - will result in a longer week e.g.

Two evenings of 4pm-7pm plus 1 hour preparation per evening	= 8 hours
Remaining time (non-class contact) throughout school week	= 2 hours 30 minutes
TOTAL	= 10 hours 30 minutes

Total working week = 40 hours 30 minutes

This should be averaged over the year resulting in some weeks being less than 35 hours. Every week will have AT LEAST 2 hours 30 minutes Remaining Time (non-class contact).

Report Writing – more specifically in the primary school

If 33 hours have been allocated within the school Working time Agreement for report writing these hours should be spread over several weeks, specifically weeks where you only have 2 hours 30 minutes Remaining Time. This task might begin in October to avoid a few weeks of 40 hours plus prior to reports being issued.

- The Remaining Time hours, which average 5 per week, shall be used for activities as agreed within the school Working Time Agreement.
- The principle is that a **maximum** of 22 hours 30 minutes per week will be devoted to class contact.
- A Personal Allowance 7 hours 30 minutes (one third of class contact) is provided for preparation and correction and is part of the contractually paid 35 hour week.
- The periods of time over break and lunch are NOT PAID.
- A foreshortened week, where it is not possible to carry out full class contact, will be treated as a normal working week.

WORKING WEEK AND WORKING YEAR – PART TIME TEACHER

- The working year for teachers on part-time contracts will vary according to their contractual hours but will operate on a pro-rata basis. The following examples are for a contract of 3 days – Monday, Tuesday, Wednesday. For such a pattern a teacher will be required to attend 3 in-service days.
- The total working hours per week for this contract would be 25 hours 14 minutes

Class contact	6 hours 12 minutes
Personal Allowance	5 hours 24 minutes
Remaining time average	3 hours 38 minutes
- A **maximum** of 16 hours 12 minutes per week will be devoted to class contact.
- A Personal Allowance of 5 hours 24 minutes (one third of class contact) is provided for preparation and correction and is part of the contractually paid 25 hour 14 minute week.
- This part-time contract is paid for 38 Mondays, 38 Tuesdays and 38 Wednesdays, a total of 114 days. Due to holidays and in-service days there are not always 38 of each day in a year so might consist of 33 Mondays, 39 Tuesdays and 40 Wednesdays, a total of 112 days. Therefore the working days are two days less than paid days.
The teacher who shares the class will be paid for 38 Thursdays and 38 Fridays, a total of 76 days. The actual working days will be 40 Thursdays and 38 Fridays, a total of 78 days. This teacher will therefore work two days more than paid days.
These teachers would be required to negotiate with one another a 'pay back' situation where the 3 day-a-week teacher works two days for the 2 day-a-week teacher.
- The Remaining Time (non-class contact) hours, which average 3 hours 38 minutes per week, shall be used for activities as agreed by all teaching staff within the school Working Time Agreement. A teacher on a part-time contract will be required to negotiate which activities listed in the Working Time Agreement they will attend. They will not, however, be required to attend an activity on a day they are not employed.
- There will be 'Hotspots' in the year where more Remaining Time hours are required e.g.

Parental Consultation (part-time teachers will negotiate attendance at these between them possibly attending one each) will result in a longer week e.g.

One evening of 4pm – 7pm plus 1 hour preparation	= 4 hours
TOTAL	= 4 hours

Total working week = 25 hours 36 minutes

This should be averaged over the year resulting in some weeks being less than 25 hours 14 minutes.

Report Writing – (part-time teachers will negotiate their contribution to the reports) more specifically in the primary school. If 33 hours have been allocated within the school Working time Agreement for report writing these hours should be shared

between the two part-time teachers and spread over several weeks. This task might begin in October to avoid a few weeks of excessive hours prior to reports being issued.

- The periods of time over break and lunch are NOT PAID.

WORKING WEEK/YEAR TRACKER - EXAMPLE ONLY. This is an example of how a teacher might track their work throughout the week. APPENDIX 5

Date:	Class Contact	Personal Time Task	Personal Time	Remaining Time Task	Remaining Time
MONDAY	4 hrs 25	Prepare art material – locate maths resources – Maths correction	2 hrs	Staff meeting - Moderation	1 hr 15
TUESDAY	5 hrs 25	Locate writing resource – phone parent – Set up gym hall (break time) – Writing correction	1 hr 30		
WEDNESDAY	3 hrs 55	Search for internet site for science – prepare worksheet – collect resources for science lesson – correct science worksheets	2 hrs	Check emails – Planning – Meet with SfL -	1 hr 30
THURSDAY	5 hrs 25	Diary for next week – photocopy maths assessment worksheets – correct maths assessment	1 hr		
FRIDAY	3 hrs 20	Finish correcting maths assessments	1 hr	Curriculum Development	2 hrs
TOTAL			7 hrs 30 mins		4 hrs 45 mins

Personal Time Tasks

Prepare material for lessons
 Locate resources
 Correction
 Diary
 Talk to parents

Remaining Time Tasks

Staff meetings
 Year group meetings
 Report writing
 Curriculum Development
 PRD
 Planning
 Parental Consultation
 Flexibility
 Moderation

Sharing Classroom Experience
 Supporting the school
 Checking emails
 Liaison Meetings

Managing Workload

The SNCT seeks to manage workload through the 35 hour working week. Working Time Agreements should provide the context to undertake the collegiate activities set out in the SNCT Handbook and should also inform the targets, time and resources in a School Improvement Plan.

The SNCT wishes to discourage unnecessary bureaucracy. School improvement plans should set out agreed actions to reduce bureaucracy and tackle workload.

In order to assist teachers to monitor working hours, the LNCT has agreed that there should be comprehensive detail in both the agreement and the calendar. The following Working Time Agreement and calendar have been agreed as good practice and will indicate the amount of detail that is required. School agreements and calendars should follow a similar format.

When agreeing the calendar please note that the remaining time activities carried out after school as part of the Working Time Agreement cannot add up to more than 2½ hours. An additional 2½ hours remaining time is carried out during the working week recognised by many as non-class contact
Appendix 7 - Calendar : August to October > Term 1

Activity	Description		Term 1	Term 2	Term 3	Term 4
Parent Consultations/ reports	Prep for parent consults	10 hours	3 hours 20 mins	-	3 hours 20 mins	3 hours 20 mins
	Parent consults 32 x 15 mins plus 1 hour	27 hours	9 hours	-	9 hours	9 hours
	Individual parent contact throughout the year	5 hours	1 hr 15 mins	1 hr 15 mins	1 hr 15 mins	1 hr 15 mins
	Reports	7 hours	-	-	-	7 hours
	Weekly newsletters	8 hr 30 mi	2 hours	2 hours	2 hrs 30 mins	2 hours
PRD	2 hour prep to include full self reflection and 1 hour discussion	3 hours			2 hours – self reflection	1 hour meeting
Meetings	25 minute whole staff	1 hr 15 mins			25 mins	50 mins
	25 minute stage meetings	6 hr 40 mins	1 hour 40 mins	1 hour 40 mins	2 hour 05 mins	1 hour 15 mins
	adhoc	5 Hr 10 mins	1 hour 20 mins	1 hour 20 mins	1 hour 15 mins	1 hour 15 mins
	Support for learning	10 hours	4 hours	2 hours	2 hours	2 hours
Curric Even.	Meet the teacher / Curriculum Evening	2 hours	2 hours			
Moderation	Moderation School (8.5 hrs) Moderation Cluster	8		2 hrs	2 hr	4hr P &A grades
Transition	Mins, Medical updates and face to face meetings. Reviewing ASN profiles Passing on SFL	4 hours				4 hours
Planning	Forward planning	30 hours	5 hours	5 hours+ 3 hrs	2 hours+ 3 hours	2 hours
	Evaluating planning		2 hours ad hoc	4 hours	2 hours	2 hours
	Sharing Classroom Experience x3 formal	4 hrs 15 min	45 mins	45 mins	45 mins	
	Peer observations x 2 proforma required Feedback / moderation of forward plan	4 hours	1 hr	1 hour 1 hr	1 hour 1hr	1hr
Assessment Tracking	Attainment meetings	8 hours	2hours	2 hour	2 hour	2 hour
	SNSA	3 hours	P2 and P5 analyse	P7 analyse	P4 P1 analyse	
	Tracking : Writing	9 hours	P3 topics	P6 tracking 3 hours	COUNT 3 hours for all 3 hours	3 hours Not p7
Evolve H&S	Evolve	1 hour		1 hour		
	Health and safety check	1 hour				1 hour
Support the School	Supporting the school	4 hours 30 mins	1 hour Welcome ch 30 min	1 hr	1 hr	1hr
	School development	28 hours	9 hours	6 hours	9 hours	4 hours
	Total Hours	190 hrs 20 mins	45 hours 50 mins	38 hours	53 hours 35 mins	52 hours 55 mins

Still to be allocated 4 hours 40 mins This is to be used for pre reading for CAT or paperwork from sfl.

Week	Mon	Tues	Wed	Thurs	Fri	Weekly task for WTA	Ave. 5hrs
1	Spelling Clare 1 hr SALT – 1 hour GTCS standards 1hr Child Protection 1 hr Year group prep	Reading Jamie 1Hr Task Fluency 30 min UNCRC 2 hours Writing Gordon 1 Hr Union meet 30 mins	Welcome children 15 mins	Welcome children 15 mins	Collegiate planning CAT 1 – organise room Circle doc	Forward planning 2 hours Organise learning environment *2 hours (CAT 1) Sfl meetings 50 mins- info sharing Welcome children 30 mins	5 hours 20 mins
2 Stage 1	Stephen Graham training (EMT) Jacqui / Clare / Jamie / Gordon		Osiris teaching day		CAT 2 Teaching toolkit	Forward plan Ad hoc (routines / differentiation) *2 hrs CAT session 2 hours Stage meeting 25 mins	4 hours 25 mins
3	CAT Session 3 PEF plan Best use of CAs	Extended management meeting			Planning	Planning 3 hours CAT session 3 1 hour	4 hours
4 Stage 2			Meet the teacher Evening (N.B.Exit tickets)			Meet the teacher 1 hour prep 1 hour evening Stage meeting 25 mins	2 hours 25 mins
5	Parent Council	Osiris Video	Osiris 1 –feedback Stephen Graham Cluster 4-6 SET(4)		Holiday	Forward plan feedback 1 hour CAT 4 Stephen Graham 2 hour	3 hours
6 Stage 3	Holiday	Extended management meeting			CLPL	Attainment meetings * Moderation of grades 2 hours Stage meeting 25 mins Prep for parents night 2 hours	4hours 25mins
7	Shared classroom experience				CAT Jamie – Read for enjoy Gordon – Writing	SCE 45 minutes – 15 pre and 30 post discussion Learning conference prep 1 hours 20 mins CAT 5 2 hours	4 hours 5 mins
8 Stage 4		Extended management meeting			Learning conferences Stage	Learning conferences 3 hours Stage meeting 25 mins SFL meetings 50 mins- info gathering	4 hours 15 mins
9		Learning conference		Learning Conferences		Learning conferences 6 hours	6 hours

Termly allowance:

Individual parent consultation 1 hour 15 mins	Supporting the school 1 hour	weekly newsletters 7 x 15 mins = 1 hour 45 mins + 15 mins set up master
Ad Hoc meetings 1 hour 20 minutes	SFL 1 hour 20 mins	+ 1 hour pastoral notes check
P2 and P5 3 hours SNSA to review attainment for class with DHT / HT lead	- add grades onto attainment spreadsheets .	P 3 track Salford Reading Score
Weekly tasks –37 hours 55 mins	Termly allowance 7 hours 55 mins	Total = 45 hours 50 mins

Signed on behalf of East Lothian Council

Name: Bev Skirrow

Signature

Designation: LNCT Joint Secretary

Date:

Signed on behalf of the Teachers' Side

Name: Steven Gilmour-Jack

Signature

Designation: EIS Local Association Secretary/LNCT Joint Secretary

Date: