

Title: Management Time Principal Teachers (Curriculum) Secondary Schools

Number: F6

Date: March 2026

In line with SCNT Part 2, Section 2, shown below, Principal Teachers must be given a reduction in weekly class contact to enable them to carry out those management duties which are in addition to their duties as classroom teacher.

Principal Teachers

2.10.1 Subject to the policies and practice of the School and the Council, the duties of principal teachers are, in addition to any duties of a teacher that may apply, to:

- (a) lead, manage and support the work of colleagues providing strategic direction and guidance as necessary;*
- (b) lead curriculum development and quality assurance;*
- (c) contribute to the development of school policy in relation to the behaviour management of pupils;*
- (d) review and support professional needs, and performance of colleagues through career-long professional learning;*
- (e) where required, lead, implement and manage whole school policies including, where appropriate, guidance, pastoral care and behaviour support.*

2.10.2 Principal Teachers must be given a reduction in weekly class contact to enable them to carry out those duties which are in addition to their duties as classroom teacher. Its extent may vary according to the nature and scope of those duties. The additional duties of principal teachers must be capable of being undertaken within the 35-hour working week and, where a principal teacher retains a classroom teacher role, within the arrangements agreed at establishment level through the working time agreement.

https://www.snct.org.uk/wiki/index.php?title=Part_2_Section_2

This document sets out the calculation method for ensuring that PTs are allocated the appropriate amount of time for their role.

1. Calculations are based upon the following FTE data and SNCT provisions (Part 2, Section 3, Working Year and Working Week):
 - The working week is 35 hours = 2100 minutes per week.
 - 5 hours = 300 minutes per week are reserved for agreed collegiate activities.
 - The maximum pupil contact time is 22.5 hours = 1350 minutes per week.
 - Teachers should have an allocation of no less than 33.3% of their contact time as personal preparation and correction time.
2. Calculating management time allocation:
 - Curriculum PTs will be allocated 100 minutes per week of management time irrespective of the size of their department.
 - An additional 20 minutes per week of non-class contact/management time will be allocated to the PT for each full-time member of staff and for part-time members of staff whose commitment is 0.6FTE or greater.
 - A further 10 minutes will be allocated for each part-time member of staff whose commitment is less than 0.6FTE.

- Any full-time member of staff who has only a part-time commitment to departments, eg a Pastoral PT or member of SLT, should have their time commitment to the subject calculated as an FTE and the resulting allocation will be either 20 or 10 minutes depending on whether it is more or less than 0.6FTE. The same system would be used for a full-time teacher who contributes to the teaching load of 2 departments.
 - No single teacher may contribute more than a total of 20 minutes to total management time allocations.
 - Non-teaching members of staff who are line-managed by the PT will contribute 10 minutes per week to a PT's management time irrespective of their FTE.
 - Registration time and other regularly timetabled pupil contact, e.g. study classes will be counted as class contact time.
3. Considering the above, working time will be calculated as follows:
- a. The management time allocation will be calculated in line with the guidance in paragraph 2 above.
 - b. The PT's contact time will be calculated in minutes.
 - c. Personal planning & preparation time will be calculated as 33.3% of the PT's contact time.
 - d. The total of a + b+ c may not exceed 1800 minutes per week (total working hours minus collegiate activity time). Any time left over within the 1800 minutes is the amount of surplus time available to the PT for other duties, eg covering for absent colleagues.
4. There are PTs whose duties are not encompassed by the above notes, eg those with staff development responsibilities. In such cases, management time should be made based upon prior agreement between the PT and the relevant member of SLT, but in line with SNCT 2.10.2 above, there must be some reduction in class contact time to allow for this.
5. The guidance above will apply to part-time PTs on a pro-rata basis.

LNCT Joint Secretaries:

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