

GUIDELINES FOR SCHOOLS

22½ HOUR PUPIL CONTACT WEEK FOR PRIMARY SCHOOL TEACHERS

WEF AUGUST 2006

1 BACKGROUND

- 1.1 Prior to August 2004, a Primary School Teacher had a contractual obligation to teach pupils for a maximum of 25 hours per week. In practice, most Primary Teachers did teach classes for this maximum period – which is equivalent to the normal length of the P3/P7 pupil week. The national Agreement (TP21) required a maximum pupil contact week of 22½ hours from August 2006.

2 PROPOSED APPROACHES

2.1 Autonomy for Schools

Schools use a range of creative approaches which assist them in delivering contractual obligations in ways which further enhance learning and teaching, but which also empower individual teachers to take as much ownership as possible of their own time.

2.2 P1/P2

- 2.2.1 Teachers of classes containing only P1/P2 pupils should have a maximum class contact week of 23 hours 20 minutes with a 22½ hour maximum pupil contact week. This means that, for these teachers, a weekly non-class contact allocation of 50 minutes should be timetabled within the normal P1/P2 pupil week.

2.3 Visiting Teachers

The contractual arrangements outlined in TP21 apply equally to Visiting Teachers in the Expressive Arts. This will mean that the total time which these teachers can commit contractually to class teaching is 22.5 hours. The way in which the work of Visiting Teachers of Art, Music and PE is structured means that there is a need, on some occasions, for the Class Teacher to work alongside these subject specialists for part of the time. Schools are therefore encouraged to create some non-class contact time for Class Teachers by releasing them from teaching duties when the class is being taken by a Visiting Specialist.

2.4 Additional Support Needs (ASN) Teachers

The role of ASN Teachers is different from that of the Class Teacher, ASN Teachers would not be expected to take sole responsibility for a whole class for a prolonged period. However, in exceptional circumstances, it may make sense for the ASN Teacher to be given responsibility for a whole class for a short period, the maximum pupil contact time for ASN teachers, like all other teachers, is 22.5 hours.

2.5 Part-Time Staff

In the same way as a full-time teacher will have a contractual obligation to have no more than 22½ hours per week pupil contact, a similar pro rata obligation will apply to part-time teachers – examples are given in Appendix 1.

2.6 Absence Cover and Contingency Planning

Where staff absence impacts on cover arrangements schools are encouraged to arrange for all promoted teachers to have a normal pupil contact week of less than 22½ hours, which should be helpful in building in some flexibility for use as required.

2.7 Non-Class Contact Time

Rigid guidelines are not proposed but it is suggested that as many blocks of non-contact time as possible should be of a reasonable duration (e.g. 50 minutes minimum). It is essential that non-contact periods are timetabled on a weekly basis, and that the published timetable is adhered to each week as far as possible; no changes should be made to the timetable on weeks when there are single-day holidays or in-service closure days. Equally there is no facility to impose pro rata arrangements to reduced contact timetables in weeks where there is a single day holiday or in-service days.

ANGUS STAFFING STANDARD FOR PRIMARY SCHOOLS

- 3.1 Angus primary schools are adequately staffed to ensure contractual obligations in relation to TP21, and in particular, reduced class contact time (RCCT) can be met. Primary school staffing entitlements are based on the number of classes that can be formed. An element of additional staffing for RCCT is allocated to each class. This equates to 0.1 fte per class e.g. a school with 8 classes will be allocated 8.8 fte. In addition to this schools are allocated sufficient management time to allow operational and strategic leadership and management priorities to be overtaken and provide flexibility to cover RCCT.

PART-TIME STAFF (EXAMPLES)

<u>fte</u>	<u>Weekly Contractual Commitment</u>	<u>Maximum Pupil Contact Time</u>
0.2	1 full day	4 hrs 30 mins
0.32	1 full day, 1 morning	7 hrs 12 mins
0.4	2 full days	9 hrs
0.48	2 full days, 1 afternoon	10 hrs 48 mins
0.556	2 full days, 3 hrs 54 mins	12 hrs 30 mins (eg may apply when 2 teachers are sharing a class for <u>whole</u> week)

Part-time staff also have a responsibility to participate in collegiate activities, with the total working week being a proportion (pro rata) of the full-time teacher's 35-hour week.

Part-time staff are also contractually obliged to undertake CLPL activities outside the normal working week – once again the total obligation being a pro rata proportion of the full-time teacher's maximum obligation of 35 hours per annum.

It is important that SNCT conditions are observed in relation to part time working and working time arrangements. The appropriate section is detailed below

SNCT Part 2 Section 3

3.9 through states, "... The pro rata arrangements for teachers on part-time contracts, relating to remaining time, shall occur on days when 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 establishment..."

http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_3