

# WEST DUNBARTONSHIRE COUNCIL

## Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 15 December 2009

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### **SUBJECT: Procedures for Part Time Teaching Staff**

#### **1. Purpose**

- 1.1 This report seeks agreement from the Committee on the procedures to be followed by Part time teaching staff to ensure that their pro rated contract is fulfilled and that they receive the appropriate entitlement to leave.

#### **2. Background**

- 2.1 With a marked increase in job share and part time arrangements in teaching it has become apparent that guidance is required for both Head Teachers and Teachers within West Dunbartonshire Council. This guidance will ensure that both parties are aware of their obligations and entitlements with regard to parents' nights, in service days and annual leave.
- 2.2 All teachers' contracts are based upon a 195 day working year (which includes 5 in-service days). This is pro rated for part time staff.

#### **3. Main Issues**

- 3.1 Teachers are employed in line with term time arrangements as set out in the school calendar. Holidays and In Service days are pre-set in line with the calendar.
- 3.2 It is incumbent for all Head Teachers and part time staff to ensure that they are aware of Council policy for staff entitlements with regard to parents' nights, in service days and annual leave.
- 3.3 For full time teachers this calendar equates to 195 working days in every academic year. However for part time employees the predetermined nature of the school calendar can result in them working over or under their contractual entitlement depending on their pattern of work.
- 3.4 To monitor and redress this balance when necessary it is proposed that all part time teachers and the employer will require to agree their working year at the start of each term. In the unlikely circumstances that hours cannot be agreed, the council would reserve the right to determine the working hours in line with the terms of the teachers contract of employment.

#### **4. Personnel Issues**

4.1 Agreeing the working year at the start of the school session ensures that teachers work their contractual hours and that they are 'owed' any time that may become due.

## 5. Financial Implications

5.1 Agreeing the working year at the start of the school session ensures that schools do not end up paying for any unplanned, non-contractual additional costs which are incurred when teachers work additional days.

## 6. Risk Analysis

6.1 If no agreement is reached on the procedures there is a risk of the Authority incurring additional unbudgeted costs due to part time staff working more than their contracted hours.

6.2 If this report is not accepted there is also a risk that some staff may not work their contractual hours, thereby resulting in overpayment of salary.

## 7. Conclusions and Recommendations

7.1 Head Teachers and part time staff must ensure that they are aware of Council policy for staff entitlements with regard to parents' nights, in service days and annual leave.

7.2 This report recommends that the Guidance for Part Time Arrangements (Appendix 1) and the associated Part Time Form (Appendix 2) are agreed to be used by all schools with immediate effect.

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**Appendices**

Appendix 1: Guidance for Part Time Arrangements  
Appendix 2: Part Time Form

**Wards Affected**

All Wards