

**West Dunbartonshire Council**

**Guidance: Arrangements for Part-Time Staff – Session 2009-2010**

This applies to temporary and permanent (job share) and part-time staff.

All teachers work 195 days (which includes 5 in-service days). This is pro rated for part time staff.

At the beginning of every academic year the following should be agreed.

Parents' Meetings

All staff have a professional duty to attend parents' meetings which can be held as an afternoon or evening session. The timing of meetings will be decided as part of the 35 hour week agreement.

Part-time staff should attend parent meetings on a pro rata basis, e.g. staff with a 0.5 FTE contract would require to attend 50% of the meetings. However if it were to be beneficial to the pupils and parents that a teacher attend more meetings then the school will make the appropriate arrangements to ensure that the teacher receives appropriate reimbursement of time, or if this is not possible that he/she receives additional pay. It should be noted that pay for any extra time will be paid by the school.

Inservice 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

As part of the negotiations regarding the above the normal working pattern of teachers should be respected where possible, however minor variations are permissible and should be negotiated and agreed.

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

Public Holidays

All full time teachers work 195 days in an academic year. This is pro rated for part time employees / job share. Individual adjustments may be required for public holidays in order to fulfil contractual entitlements.

This should be arranged at the start of the session – see attached Table.

Collegiate Time and CPD

This should be agreed with the Line Manager.

As part of negotiations with the Head Teacher regarding the above it may be agreed to offset Collegiate Time in line with the 35 hour agreement.

The attached form (Appendix 2) should be given to all part time / job share staff by their line manager at the start of the academic year. This form should be completed and returned to the line manager for his/her agreement and retained on file.

**Table**

FTE	Working days
1 FTE	195
0.9	175.5
0.8	156
0.7	136.5
0.6	117
0.5	97.5
0.4	78
0.3	58.5
0.2	39
0.1	19.5