

**West Dunbartonshire Council  
Educational Service  
35 Hour Working Week Agreement Session 2012-13**

**1. 35-HOUR WORKING WEEK – GUIDELINES FOR SCHOOLS**

- 1.1 One aspect of change in teachers' conditions of service, which was implemented from August 2001, is the 35-hour working week.
- 1.2 The details of the 35-hour working week require to be agreed annually on a school-by-school basis, as the result of a process of discussion and agreement, taking account of the individual circumstances of the school, the school's development plan and other priorities.
- 1.3 The precise configuration of the 35 hour week will vary from one establishment to another and, indeed, from one individual to another and will be reviewed on an ongoing basis at least annually.
- 1.4 The guidelines which follow are based on Section II of the Agreement 'Conditions of Service', and on Annex D, 'Code of Practice on Working Time Arrangements for Teachers'.
- 1.5 Annex D provides a mechanism for managers, to assist them in regulating teacher workload.
- 1.6 In general terms it should be noted that:
- teachers' class contact time will be a maximum of 22.5 hours per week;
  - all staff are entitled to their minimum personal allowance (non-contact time) equal to no less than one third of their class contact commitment;
  - the allocation of management time will be that agreed in the Primary Sector Promoted Structures and the agreement for secondary sector promoted staff of not less than currently agreed;
  - all tasks which do not require the teacher to be on the school premises may be carried out at a time and a place of the teacher's choosing, provided that the teacher has informed her/his line manager;
  - the use of the balance of time between a teacher's combined class contact time and personal allowance time, and the agreed 35-hour week, will be agreed on a school basis and should encompass the range of activities listed in Annex D, a copy of which is attached for information;
  - on an annual basis each school should prepare and agree a school plan, which reflects establishment, local and national priorities and each teacher should be involved in the development of the plan and should be consulted on their contribution to the plan;

## **2. COLLEGIATE TIME**

2.1 Annex D lists a range of collective or collegiate activities, which should be subject to agreement at school level for those involved. The notes, which follow, are intended to assist schools in reaching agreement on some of these issues.

### **2.2 Additional Preparation and Correction Time**

Additional time should be allocated for this purpose as for most teachers, preparation and correction time will be most time consuming activities outwith class contact time.

### **2.3 Parents' Meetings:**

The timing and spacing of parents' meetings should be arranged by agreement on an individual school basis. Teachers will be required to attend parents' meetings for pupils they teach or for whom they have a direct responsibility. Due attention should be paid to demands on time in the week before and the week after parents' meetings. All primary schools will hold one formal parents' meeting each school session. A second structured opportunity for parents to meet with their child's teacher should be offered, the exact format to be agreed by individual schools.

2.3.1 Individual teachers should not be expected to attend parents' meetings for pupils whom they do not teach or for whom appointments have not been made. Any teacher without appointments should agree their non attendance at a parents night with their line manager.

### **2.4 Staff Meetings:**

Schools will reach agreement on the number, frequency and timing of staff meetings. These should be scheduled in such a way as to promote effective, quality working practices within each school.

### **2.5 Forward Planning:**

Staff who have responsibility for drawing up the forecast, departmental development plan, school plan and standards and quality report should be accorded appropriate time.

### **2.6 Assessment and Reporting:**

Continuous assessment is part of a teacher's normal preparation and correction time. However, other assessments and reporting may require additional time.

### **2.7 Professional Review and Development/Continuous Professional Development:**

Time allocation for PRD is 2 hours

## 2.8 Liaison with Colleagues/Student Teachers:

Staff who have responsibility for Student Teachers should have time allocated for this purpose.

## 2.9 Curriculum Development:

Any work carried out by teachers on policy development, curricular development or in school working group committees should be allocated as collegiate time.

## 2.10 Trade Union Meetings:

Under normal circumstances, up to 3 hours per annum should be made available for Trade Union/Professional Association meetings.

## 2.11 Additional Supervised Pupil Activity:

Any additional supervised pupil activities are a matter for individual agreement.

# **3. REACHING AGREEMENT AT SCHOOL LEVEL**

3.1 An appropriate mechanism must exist in each school, with representation including management and trade unions in order to discuss and agree key decisions on the Code of Practice ("A Teaching Profession for the 21<sup>st</sup> Century Agreement, Annex D) and to monitor and review decisions made.

3.2 A collegiate approach to planning and implementation is required in each school based on the principle of whole staff ownership.

3.3 An agreed school calendar should be produced, by each school, to allow staff to be able to prioritise and manage their workload.

# **4. MONITORING**

4.1 Every attempt has been made, in drawing up these guidelines, to lay a foundation upon which teachers and school managers can build, in introducing the 35 hour working week.

4.2 The guidelines will be subject to monitoring and review on an ongoing basis by the Local Negotiating Committee for Teachers.

4.3 Each school calendar should ensure that decisions are monitored on an ongoing basis

# **5. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

5.1 CPD for session 2012-2013 should be up to 35 hours for every teacher.

# WORKING TIME ARRANGEMENTS FOR TEACHERS FOR SESSION 2012-2013

## ADVICE FOR SCHOOLS/SERVICES

### 1. INTRODUCTION

Teachers' Class Contact Time will be 22.5 hours per week and that the remaining time – 12.5 hours per week, on a normal 5 day working week, will be used professionally to enhance teachers' skills and knowledge and to ensure that the learning and teaching of our pupils progresses. This time of 12.5 hours includes 7.5 hours preparation and correction time.

Since August 2001 the principle has existed that the individual and collective work of teachers should be capable of being undertaken within the 35 hour working week. There should be no planned aggregation of working hours over any period longer than a week. Parents' meetings could be the only exception to this.

### 2. CLASS CONTACT TIME AND COVER ARRANGEMENTS IN SCHOOLS

- 2.1 Teachers may be required to provide cover for absent colleagues and such cover counts in full as class contact. Registration counts as class contact time. Teachers can only be given additional classes up to their maximum class contact time of 22.5 hours.
- 2.2 Under normal circumstances teachers should be given an indication of when they are most likely to be required for cover. However, in emergency circumstances, teachers may be required for cover at times other than those indicated. The total of allocated classes and cover in any one working week should not exceed the maximum class contact time.
- 2.3 All educational establishments will try to maximise the flexibility for teachers to undertake work at a time and place of their own choosing, through giving consideration to prime time cover, effective communications procedures, and specific cover mechanisms.
- 2.4 There must be at all times an accurate centralised record of those who are present on the premises, for the purposes of Health and Safety.

### 3. PREPARATION AND CORRECTION TIME

- 3.1 For example:

| Sector              | Pupil contact per week | Personal allowance per week | Collegiate time per week |
|---------------------|------------------------|-----------------------------|--------------------------|
| Primary/Early Years | 22.5 hours             | 7.5                         | 5                        |
| Secondary           | 22.5 hours             | 7.5                         | 5                        |
| Special             | 22.5 hours             | 7.5                         | 5                        |

- all staff are entitled to their minimum personal allowance (non-contact time) equal to no less than one third of their class contact commitment
- the allocation of management time will not be less than currently agreed
- all tasks which do not require the teacher to be on the school premises may be carried out at a time and place of the teacher's choosing, provided that the teacher has informed his or her line manager

3.2 Staff will manage their time, which may include providing cover, according to the work in hand.

#### **4. COLLEGIATE TIME**

4.1 A range of activities should be undertaken in collegiate time. These could include:

- additional time for preparation and correction;
- parents' meetings;
- staff meetings;
- preparation of reports, records etc;
- forward planning;
- formal assessment;
- professional review and development;
- curriculum development;
- additional supervised pupil activity; and
- continuous professional development.

4.2 The balance of time is detailed in the table (3.1) above.

4.3 It is the responsibility of the head teacher as overall manager and the person ultimately accountable for the activities of the school to lead school discussions.

4.4 Assessment of a diagnostic or formative nature should be considered as part of normal preparation and correction. However, time should be allocated from the collegiate time where the assessment is summative and part of a formal process. For example, end of unit tests, National Tests, preliminary examinations, assessment of internal components of Higher Still or Standard Grade and assessment used for reporting to parents.

4.5 Advice on management time will be reviewed, agreed and reissued by the LNCT.

4.6 During the course of the year there will be different pressures on schools at different times and it is essential that the agreement on the use of the collegiate time addresses these particular issues.

4.7 West Dunbartonshire Council supports the principle of collective bargaining. Consequently, Heads of establishments should ensure that appropriate time off should be given to representatives for trade union duties.

- 4.8 Additional time may be required to be allocated for teaching staff and trade union meetings to allow for consideration of the school calendar.
- 4.9 Paid supported study may continue under current arrangements and will be outwith the 35 hour week.
- 4.10 Whole school agreements on the 35 hour week should be in line with Local Authority and National Agreements. School level agreements will be monitored by the LNCT on an annual basis.

## **5. CONTINUOUS PROFESSIONAL DEVELOPMENT**

- 5.1 CPD for session 2012-2013 should be up to 35 hours for every teacher.

## ADVICE TO SCHOOLS /SERVICES

### All Sectors

### Appendix 1

The table below shows the calculation of the Collegiate Time:

(Please note: there is no deduction for part weeks where there is a local/national holiday. Schools should negotiate and agree their own school plan for the use of Collegiate Time.)

| <b>35 Hour Working Week and Collegiate Time</b> |                       |             |                  |
|---|-----------------------|-------------|------------------|
| Working time over the year                      | 39 weeks x 35 hours   |             | = 1365.0 hours   |
| Less In service days                            | 5 x 5.5 hours         | 27.5 hours  | = 1337.5 hours   |
| Less teaching time                              | 38 weeks x 22.5 hours | 855 hours   | = 482.5 hours    |
| Less one third preparation/correction time      | 39 weeks x 7.5 hours  | 292.5 hours | = 190 hours      |
| <b>Collegiate Time</b>                          |                       |             | <b>190 hours</b> |

### Collegiate Time

Collegiate time is the amount of time remaining beyond the combined class contact and preparation/correction time. The use of this time will be subject to agreement at school level and will be planned to include a range of activities (see 4.1 Advice for Schools/Services).

Planned use of collegiate time may take place within the pupil day.

‘The programmes for INSET days should reflect national/local/whole school and departmental stage priorities.’

**Collegiate Time:**

The table below outlines the use of the 190 hours. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

| <b>Suggested use of Collegiate Hours from August 2012</b> |                  |   |
|---|------------------|---|
| Additional Preparation and Correction time                | 50 hours         |   |
| Parents' meetings   | 21 hours         | 3.5 hours for end on meetings and 5 hours for evening meetings.   |
| Staff/Stage meetings to include curriculum development    | 20 hours         | Agreed on a school by school basis.   |
| Assessment and Reporting                                  | 60 hours         | Agreed on a school by school basis.   |
| Forward Planning.   | 24 hours         |   |
| PRD   | 2 hours          | Includes time for report writing and interview.   |
| Tasks as specified in Annex D                             | 10 hours         | Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D. |
| Trade Union meetings                                      | 3 hours          | Outwith the school day.   |
| <b>TOTAL</b>  | <b>190 hours</b> |   |

Agreement should also be reached that if and when changes are required after the start of the session, staff will negotiate and agree these changes eg HMIE inspection/visit to school.



**Collegiate Time**

The table below outlines the use of the 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

| <b>Suggested use of Collegiate Hours from August 2012</b>           |                                |   |
|---|--------------------------------|---|
| Parents' Meetings/Parental liaison by appointment                   | up to maximum of 30 hours      | 5 hours per meeting to include necessary preparation and correction time and travelling time.   |
| Principal Teacher/Departmental /Staff Meetings                      | Up to 35 hours                 | Generally outwith the school day but where possible if timetable allows can be within the school day.   |
| Assessment and Reporting/Additional Preparation and Correction Time | 80 hours                       | Staff will prioritise their time for these tasks.   |
| PRD   | 2 hours                        | Includes time for report writing and interview.   |
| Tasks as specified in Annex D                                       | 40 hours                       | Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D. |
| Subject business meetings (as applicable)                           | *6 hours (from 40 hours above) | 3 per session to include travelling time. Time for these meetings to be taken from Annex D time.  |
| Trade Union meetings  | 3 hours                        | Outwith the school day.   |
| <b>TOTAL</b>  | <b>190 hours</b>               |   |

Agreement should also be reached that if and when changes are required after the start of the session, staff will negotiate and agree these changes eg HMIE inspection/visit to school.

## Advice to Services

### Special Education Schools Collegiate Time:

### Appendix 4

The table below outlines the use of the 190 hours. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

| <b>Suggested use of Collegiate Hours from August 2012</b>                      |                        |   |
|--|------------------------|---|
| Parents' meetings  | Up to a max of 5 hours |   |
| Staff/Stage/Development planning/Curriculum Development/ Departmental meetings | 40 to 50 hours         | Agreed on a school basis.   |
| PRD  | 2 hours                | Includes time for report writing and interview  |
| Tasks as specified in Annex D  | 130 to 140 hours       | Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D. |
| Trade Union Meetings   | 3 hours                | Outwith the school day.   |
| <b>TOTAL</b>   | <b>190 hours</b>       |   |

Agreement should also be reached that if and when changes are required after the start of the session staff will negotiate and agree these changes eg HMIE inspection/visit to schools.

**Music Instructors****Key elements of The Agreement**

It was agreed that from 1 August 2002 the working year for Music Instructors would continue to be 195 days, of which 190 days would coincide with the school year for pupils.

The working week shall be 35 hours. A maximum of 27.5 hours in any one week shall be devoted to pupil contact and a minimum of 2.5 hours shall be available for preparation, instrument maintenance, transposition and orchestration.

The remaining 5 hours shall be available to be used for an appropriate and agreed balance of the following activities:

- additional preparation of lessons
- additional preparation of reports/records etc.
- forward planning
- parental liaison centrally held music service parent evenings
- staff meetings
- school/pupil performances
- rehearsing school musical ensembles
- instrument provision and maintenance
- rehearsing authority ensembles
- professional review and development
- whole authority initiatives
- continuing professional development

From August 2003 an additional contractual 35 hours was introduced as a maximum for all Music Instructors, to consist of an appropriate balance of personal professional development, attendance at courses, involvement in performances, recitals etc. The balance should be based on an assessment of individual need taking account of national priorities and should be carried out at an appropriate time and place. Every Music Instructor will have an annual plan agreed with the ESO (Music Instruction).

Travelling time between schools, during the school day should be regarded as pupil contact time except during the midday break when the Instructor should have a personal break of not less than 40 minutes excluding travelling time.

**Application of the Agreement in West Dunbartonshire Council**

The detail of each Music Instructor's annual contract is negotiated on an individual basis between the employee and his or her immediate line manager, the ESO (Music Instruction). The results of this negotiation shall be set out of on a proforma (copy attached) to be signed by both parties and which then becomes the Instructor's contractual agreement on working time for the year. A fresh 35 hour week contractual agreement should be negotiated for each Instructor each year.

(This is not to be confused with the Instructor's Contract of Employment as issued by the Personnel section at the commencement of employment with the Council, and which sets out in full the basis of the employee's contract with West Dunbartonshire Council)

### The Allocation of Time

For guidance purposes, the breakdown of the working year shall be as follows:

|   |              |
|---|--------------|
| <b>Total time available for school year</b> | <b>Hours</b> |
| <b>35 hour week x 39 week year</b>          | <b>1365</b>  |

|  |              |
|--|--------------|
| <b>Breakdown of available time</b>                 | <b>Hours</b> |
| Pupil contact (including travelling) 27.5 x 39     | 1072.5       |
| (Personal allowance ( 2.5 hours per week) 2.5 x 39 | 97.5         |
| Collegiate Time (5 hours per week) 5 x 39          | 195.0        |
| <b>Total</b>                                       | <b>1365</b>  |

|   |              |
|---|--------------|
| <b>Additional time ( Continuing Professional Development)</b> | <b>Hours</b> |
| 35 hours in session 2012-2013                                 | 35           |

This sub-division of Instructors' time should form the basis of each Instructor's annual contract. Any departure from these allocations should be by agreement between the individual Instructor and the ESO (Music Instruction).

**West Dunbartonshire Council  
Educational Services**

**Implementation of 35 Hour Working Week Agreement – Music Instructors**

Name of Instructor/Teacher .....Session 2012/2013

Base School .....

| Activity   | Hours Required |
|--|----------------|
| Preparation of Reports/Assessments*                                |                |
| Forward Planning*  |                |
| Parental Liaison<br>(by appointment)                               |                |
| Staff Meetings   |                |
| School /Pupil Performances   |                |
| Rehearsing School Musical Ensembles                                |                |
| Whole School Initiatives   |                |
| Continuing Professional Development                                |                |
| Other agreed Activities *<br>(Professional Review and Development) |                |
| <b>Total</b>   | <b>195</b>     |

\* Need not take place on school premises

Signature of Instructor/Teacher.....Date.....

Signature of ESO (Music Instruction).....Date .....

### Notes:-

Pupil Contact Time includes formal pupil contact during the pupil's school day. It also includes travelling time during the day between one work location and another.

Personal Allowance, which for session 2012 -13 will be set at a minimum of 2.5 hours per week, will include, for example, the following activities: preparation; report writing; instrument maintenance; arranging; copying; completion of Records of Work.

Collegiate Time, to be spent on the activities outlined below, will total 195 hours in session 2012-13 , averaging 5 hours per week. By agreement between the individual Instructor and the ESO (Music Instruction) it may be decided to vary the instructor's commitment from week to week or from one part of the year to another.

Collegiate time will include the following:-

- Out of school hours rehearsals for school musical ensembles, school shows and authority concerts up to a maximum of 110 hours pro rata. Any rehearsal, concert or performance unless end-on to the school day and in the instructor's current place of work will be assumed to include travelling time of 1 hour.
- A commitment to greater than the maximum time for rehearsals will entitle the instructor to payment at the appropriate hourly rate for the additional hours, including 1 hour's travelling time per rehearsal. This must be by individual agreement with the ESO (Music Instruction).
- Parent Meetings.
- Professional Review and Developments (maximum 2 hours).
- Trade Union meetings (3 hours)
- Continuing Professional Development (CPD) - separate from the additional 35 hours' CPD.
- Additional supervised activity.

Entitlement to work at a time and place of the Instructor's own choosing: Certain of the activities which make up Personal Time and Collegiate Time will not require the Instructor to be present in the place of work. The Instructor will inform the appropriate line manager when checking out.

### Annual contract and Record of Work

Each Instructor will keep a weekly Record of Work to show hours worked, locations and pupil's names, with a note of progress.

The attached proforma, to be completed by each Instructor on an annual basis and signed by the Instructor and ESO (Music Instruction), shall be regarded as the annual contractual agreement on working time between the Instructor and his/her employer.

## **CODE OF PRACTICE ON WORKING TIME ARRANGEMENTS FOR TEACHERS**

The working hours and duties of teachers are negotiated nationally and form part of the agreed conditions of service for teachers. This code of practice has been drawn up to describe in more detail the rights and responsibilities involved in translating national conditions of service into practice.

The code of practice will operate within the context of national and local negotiating arrangements.

For the duration of the transitional period, individual contracts will contain an additional condition that working time arrangements will operate in accordance with the national code of practice.

The code of practice will be kept under review during the transitional period.

It shall inform discussions on working conditions at local level and will require to be supported by effective consultative arrangements at establishment level that ensure full participation by all staff in key decisions affecting their establishment. Discussions will be led by the Head Teacher as overall manager and the person ultimately accountable for the activities of the school.

With these mechanisms in place, it should be possible to resolve disputes, which may be individual or collective, without recourse to grievance procedures. This would not affect a teacher's existing right to resort to formal grievance procedures.

It is also intended that the Code of Practice will assist teachers to manage their workload more effectively. Effective planning procedures should assist with the management of workload.

In terms of assisting with local planning and with the control of teacher workload, national priorities will be set. These will be few in number and will normally be constant over a reasonable period of time. Teachers have a right and an obligation to contribute to the process by which national and local priorities are determined. Programmes of change will require the full participation of staff at establishment level in decisions about the pace of change.

Each educational establishment will prepare a school plan in accordance with the Standards in Scotland's Schools etc. Act 2000. The plan will reflect establishment, local and national priorities. Plans will take account of staffing and other resources required. All teachers will have the right to be fully involved in the development of the plan and to be consulted on their contribution to the plan, and the responsibility for realising the school's development priorities. If a plan requires to be reviewed to take account of individual or collective circumstances, staff will be involved in any review as appropriate.

Teachers have a responsibility to work co-operatively with colleagues and others to pursue the overall objectives of the service. Each educational establishment will prepare an annual programme of activities, which require the involvement of teachers. In each school, teachers will agree the range of collective activities contributing to the wider life of the school on a collegiate basis. The use of the remaining time (that is, time beyond the combined class contact and preparation/correction allowance) will be subject to agreement at school level and will be planned to include a range of activities, such as:

- additional time for preparation and correction
- parents meetings
- staff meetings
- preparation of reports, records etc.
- forward planning
- formal assessment
- professional review and development
- curriculum development
- additional supervised pupil activity, and
- continuous professional development

The individual and collective work of teacher should be capable of being undertaken with the 35 –hour working week.

To assist the process of reaching agreement on collective time, each establishment will put in place effective mechanisms. Such mechanisms will be determined at local authority level and shall reflect local circumstances. The negotiating machinery at local authority and at national level will monitor the effectiveness of school mechanisms in ensuring agreement on, and prioritisation of, teachers' working time.

Individual teachers will use their professional judgement in relation to the prioritisation of tasks. In exercising their professional judgement, teachers will require to take account of objectives determined at school, local authority and national levels.

For most teachers, preparation and correction will be the most time consuming activities outwith class contact time. This requires to be reflected in the way that a teacher's working time is deployed. In terms of the remaining time, teachers will be available for meetings and other collective activities during the course of the 35-hour working week. 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 intention in this respect.

Teachers have a right and a responsibility to contribute to the development of a quality service. They have a professional commitment to develop their skills and expertise in classroom practice and other related matters through an agreed programme of continuing professional development. An additional contractual 35-hours of CPD per annum will be introduced as a maximum for all teachers, which shall consist of an appropriate balance of personal professional development, small scale school based activity, attendance at nationally accredited courses or other CPD activities. As part of this professional commitment teachers will have a CPD plan that is agreed annually with their line manager based on assessment of individual need. Teachers are also required to maintain an individual CPD record for professional purposes.