

DRAFT TEACHER WORKLOAD ACTION PLAN

Appendix 1

WORKING TIME AGREEMENTS					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(i)	Centrally provided guidance	35 hour week local agreement LNCT guidelines issued	May 2010	Review annually	Joint Secretaries/Schools
(ii)	Monitoring procedures:- (a) all returns (b) random sampling (c) percentage of annual returns scrutinised	Head Teacher should ensure that returns are made. Joint Secretaries monitor individual school returns	(a) –(c) Annually August Sept	(a) Schools requested to meet deadline (b) Review quality of returns (c) Note and report on percentage etc (LNCT)	(a) – (d) Joint Secretaries
	Visiting – linked to monitoring or random visits	Joint Secretaries meet representatives of school negotiating committee management and union side	Annually, as required	Monitor and review annually Report of visits to LNCT	Joint Secretaries
(iv)	School based evaluation:- (a) time allowances (b) areas of work (c) adjustments required (d) new priorities identified		Annually (prior to collegiate calendar discussion)	Workload questionnaire should produced. Weekly diary kept by sample of teachers. Monitor and review annually	School staff/ negotiating committee LNCT Joint Secretaries.

2.

WORKING TIME AGREEMENTS CONT'D					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(v)	School improvement plan costed in relation to the time allocation. use of CPD to tackle workload	If already in place, let LNCT know in order to share good practice	Reviewed in line with agendas available for in service days	Training required for school staff to be able to allocate appropriate time to activities in school improvement plan	Joint secretaries & LNCT to consider and recommend
(vi)	Surveys, questionnaires to inform LNCT	See (iv) and (v) above	See (iv) and (v) above	See (iv) and (v) above	See (iv) and (v) above

COLLEGIALITY					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(i)	Conferences, events – joint working	TU/management in attendance at events to roll out new policies/protocols	As required	Ensure TU's are made aware and invited to these events	Joint Secretaries/LNCT Corporate HR
(ii)	“Badging” of materials – LNCT circulars, letters	Involvement of LNCT in documentation issued	As required	Monitor to ensure continued implementation. On WDC intranet website and SNCT website	Local Authority Named person Joint Secretaries to monitor.
(iii)	Ethos and leadership:- – role of Director – role of Education Convener	Education Convener & Director are members of LNCT	As required		Local Authority

COLLEGIALITY CONT'D					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(iv)	Joint working – WDC improvement plan – authority and school	WDC improvement plan in place SMT & Staff develop School improvement plan	Annually	Sharing of good practice. Training for staff	Local Authority/Head Teachers Teacher unions
(v)	Targeted work:- (a) planning – dependent on group remit and timescale (b) reporting - dependent on group remit and timescale (c) other working groups	(a) Forward planning through school improvement plans and production of school calendar (b) Through QIO and/or appropriate central support staff (c) Examples of working groups - (i) Curriculum for Excellence (ii) Better Behaviour, Better Learning (iii) Review of School Estate (iv) Budget Exercise (v) Job Sizing (vi) LNCT sub groups	(a) Annually (b) Annually (c) As required	(a) Monitor and review (b) Monitor and review (c) Trade Union involvement in all groups Report to appropriate committee(s)	(a) Head Teacher (b) Head Teacher/Teacher Trade Unions (c) Lead Officer, as appropriate

4.

AUTHORITY SUPPORT					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(i)	Guaranteed management time	Structure of Promoted Posts Primary management time	Annually	Secondary management time agreement required	LNCT
(ii)	Maintaining support staff	Through authority agreed formula	Annually	Monitor and review	Local Authority, in consultation with TU
(iii)	*Role of QIOs to support LNCT initiatives	At present QIO's are not directly involved in this.	As required	Discussion with QIM regarding role of QIO	Local Authority/TU

OTHER INITIATIVES					
	Item	Description of Current Authority Provision	Timescale	Future Action to Address	Responsibility and Ownership
(i)	Stress auditing and management }	Wellbeing at Work corporate policy has been developed	To be confirmed	Monitoring and Review	Local Authority/ Corporate HR
(ii)	Health and wellbeing Occupational Health provider	HR section Occ Health provider	See (i)		Corporate HR
(iii)	Staff welfare	2Welfare officers		Posts deleted Alternative ways to support staff put in lace.	Trade Unions / HR/Head of service