

G. ITINERANT TEACHING STAFF
(Extract from Schools' Administration handbook)

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G. ITINERANT TEACHING STAFF

G.1 GENERAL

Accountability

G.1.1 The Director of Education is responsible for drawing up the conditions of service of itinerant staff within the framework provided by the National Scheme of Conditions of Service and as amended, *A Teaching Profession for the 21st Century*, SNCT Circulars and Comhairle Policy. Itinerant teachers are accountable to the Head of Secondary Education and Human Resources Director/Area Education Manager for such matters as timetables and expense claims. Quality Improvement Staff may be involved in assisting the Directorate in regard to curriculum and related matters.

G.1.2 For day to day teaching commitments, itinerant teaching staff are accountable in the first instance to the Head Teacher of the school in which the teaching takes place.

Zero Mileage Schools

G.1.3 For the purpose of calculating travelling expenses of itinerant staff, the school, nearest to the teacher's home, in which there is a significant timetabled commitment will be designated as the zero mileage school for that teacher.

Line Management School

G.1.4 The Head Teacher of the zero mileage school need not necessarily be the line manager for the itinerant member of staff. While the appropriate Head of Service remains the line manager this task is, in practice, devolved to the Head Teacher in which the itinerant member of staff spends the largest proportion of time. The Head Teacher thus designated will be responsible for all contractual/operational matters in respect of the itinerant member of staff, as for the full-time staff of the school. These operational matters include:

- Holiday entitlement
- Continuing Professional Development
- Attendance at Inservice
- Absence documentation
- Monitoring of 35 hour week, in accordance with the Working Time Agreement

G.1.5 Sample documentation in respect of holiday entitlement is appended.

Conditions of Service

G.1.6 The conditions of service for itinerant teachers are the same as for other teaching staff apart from entitlement to travelling expenses in accordance with the General Scheme (see G10 below).

G.2 TIMETABLES FOR ITINERANT TEACHERS

G.2.1 Timetables for itinerant teachers are the responsibility of the Head of Secondary Education and Human Resources, in consultation with other members of the Directorate and Quality Improvement staff as required. The conditions of service are the same as for other teaching staff. In terms of base documents such as *A Teaching Profession for the 21st Century* this means that itinerant teachers work for 35 hours per week subject to a maximum class contact time of 25 hours in primary schools and 23.5 hours in secondary schools. This class contact will be subject to a phased reduction to 22.5 hours by 2006.

G.2.2 In terms of the distribution of time between schools, timetables will take account of the number of pupils/classes being taught and distances between schools. Timetablers will also have regard to the efficient use of staff and other resources.

G.3 THE SCHOOL DAY FOR ITINERANT TEACHERS

G.3.1 In accordance with the McCrone agreement, tasks which do not require the teacher to be on school premises can be carried out at a time and place of the teacher's choosing, provided the teacher notifies the appropriate manager of the intention in this respect. There is therefore no longer what can be described as a standard school day for teachers. The 'core' will be the pupil day which will remain unchanged but around which teachers will fulfil the remaining hours. The core day begins and ends for itinerant teachers at the same time as for other teachers in the schools visited. In terms of actual class contact, the main principle is that contact hours should not exceed the hours specified in G.2.1 above. Actual travel time between schools during the day is included in the hours allocated as class contact, but not travel at the beginning and end of the core day. Should any itinerant teacher find the timetable allocated constitutes contact hours in excess of the hours specified, they should notify their line manager and consult the Head of Secondary Education and Human Resources /Area Education Manager.

G.3.2 Intervals and lunch breaks are not included in the contact hours but will be timetabled in the normal way. In the few instances where, in the interests of efficiency, this is not possible, due allowance will be made in the teacher's overall timetable. Teachers' conditions of service do not specify a set time allocation for lunch. In the exceptional case where there are difficulties which cannot be resolved at school level, the matter should be referred to the Assistant Director of Education/Area Education Manager for decision.

G.3.3 Itinerant teachers are entitled to a minimum time allowance for preparation and correction of one third of actual class contact time. The use of the balance of time between the combined teaching commitment/personal allowance time and the 35 hours should be planned and agreed collectively among the establishments visited. The designated line manager of the itinerant member of staff will discuss requirements with the member of staff, and liaise with the other establishments concerned.

G.4 ABSENCE PROCEDURES FOR ITINERANT TEACHERS

G.4.1 All staff should ensure in the case of planned absence that advance notice is given and permission sought through the designated line manager, and that all schools affected by the absence are informed.

G.4.2 When an itinerant teacher is unable to attend school (eg on account of illness) it is essential that Head Teachers of the schools involved are informed as soon as possible and preferably before the school day begins so that arrangements can be made to cover classes.

G.4.3 Absence documentation should be submitted through the designated line manager.

G.5 BALANCE OF REMAINING TIME

General

G.5.1 The document A Teaching Profession for the 21st Century gives guidance regarding activities which are applicable to the balance of remaining time after Class Contact and Preparation and Correction have been accounted for. In section 2 and Annexe D of the document those activities are set out as follows:

- 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

These provisions have been incorporated in the Local Negotiating Committee for Teaching Staff Working Time agreement, which is available in all schools and on the Department of Education website.

G.5.2 The allocation of the balance of remaining time to individual establishments should be the subject of agreement among the itinerant teacher, his/her designated line manager and the head teachers of all timetabled schools. The designated line manager should take the lead in this regard. Cognisance has to be taken of the fact that it may be impossible for itinerant teachers to attend all the activities that are scheduled for each establishment visited within the framework of the thirty-five hour week. Schools may need to prioritise the activities which they deem essential for their itinerant staff.

G.5.3 The Head Teachers of the schools where there is a teaching commitment should advise the itinerant teacher's designated line manager of the priorities for their school. The designated line manager should ensure that all schools are allocated a proportion of the time available, preferably on a pro-rata basis. In the exceptional case of disagreement between the parties, the matter should be referred to the Assistant Director/Area Education Manager for determination.

G.5.4 Itinerant staff should not normally be asked to take part in an activity end-on to the school day in a school other than on the day(s) they are in that school, unless the school is within reasonable travelling distance of the timetabled school.

G.5.4 In certain larger schools the Head teacher may delegate the responsibility for agreeing an acceptable programme of activities to an appropriate promoted post holder.

G.5.5 The Head Teacher designated as line manager will be responsible for keeping a record of the planning format for the working year for the itinerant member of staff.

G.6 CONTINUING PROFESSIONAL DEVELOPMENT - GENERAL

G.6.1 All staff have a commitment to pursue CPD through the five annual closure days and the additional annual thirty-five hours for CPD purposes.

G.6.2 The Authority's Continuing Professional Development Policy and Annual Professional Review and Development Procedures are available in all schools, and on the Department of Education website.

G.6.3 As a general rule, the line manager for Professional Review purposes for itinerant staff will be the head teacher (or another member of the promoted staff, as delegated by the head teacher in larger schools) in the school in which the itinerant teacher has his or her major teaching commitment, but determined as detailed in Para G.1.4.

G.6.4 The line manager will undertake the Professional Review process, in line with Department of Education policy and procedures, ensuring that all the required documentation is completed.

G.7 IN SERVICE DAYS

G.7.1 The working year for teaching staff is 195 days of which 5 days have been designated as in-service days. The first day of the new session is normally used by staff to prepare for the arrival of pupils and to enable head teachers to brief staff on important issues prior to the commencement of teaching duties. Two of the in-service days have been identified by the Department of Education as days which are available where necessary for training on an Authority basis. The remaining two days have been identified as days available to the schools and cluster groups for in service training specific to their own requirements.

G.7.2 On the three days identified as available to schools and cluster groups for specific in-service requirements, the head teacher designated as line manager for individual itinerant staff will be responsible for ensuring that the in-service needs of that member of staff are identified, available in-service provision is identified and that this information is communicated to the itinerant member of staff. In larger schools the line manager may delegate the work of identification and recording to an appropriate member of the promoted staff.

G.7.3 In the event of there being no formal arrangements for training on an Authority basis for the 2 days designated as centre-based, arrangements for in-service activities will apply as for the other 3 in-service days.

G.7.5 The devolved staff development budget allocation includes a pro-rata element for itinerant staff.

G.7.6 In exceptional circumstances where difficulties arise in the matter of in-service which cannot be resolved by the line manager, the matter should be referred to the relevant Head of Service.

G.8 ITINERANT PROBATIONERS

G.8.1 Itinerant staff who are probationers on the induction scheme will have access to the full benefits of the Department of Education training and mentor provisions for probationers.

G.8.2 An appropriate mentor will be identified in one of the schools visited and that mentor will have regard to the particular support needs of itinerant probationary staff. It will be necessary for the probationer teacher concerned to inform head teachers when they will be absent due to involvement in the training provided for probationer teachers.

G.9 SCHOOL DEVELOPMENT PLANNING

G.9.1 Head Teachers should consult itinerant staff to enable them to contribute to the school development planning process and should ensure that itinerant staff are informed of activities during additional hours. Itinerant staff should liaise with their line manager and head teachers to ensure that as far as possible they are able to give each of their schools assistance with relevant projects.

G.10 EXPENSES AND ALLOWANCES

Information on entitlement and claims for expenses and allowances is contained in the Finance Handbook but for convenience, the rules relating to travelling during the working day are reproduced at Appendix G1.

APPENDIX G1

EXPENSES FOR TRAVELLING DURING THE WORKING DAY

1. The zero-mileage school

Each itinerant member of staff has a designated zero mileage school which is normally the school, nearest to their home, in which there is a significant timetabled commitment.

2. Travelling from home to school at the beginning of the working day

(i) the cost of travel from home to the zero-mileage school cannot be claimed

(ii) where staff are travelling to a school other than their zero mileage school at the beginning of the school day, they may claim for mileage in excess of that which would have been incurred if they had been travelling from home to their zero-mileage school.

3. Travelling during the working day

The full mileage covered in travelling from school to school during the working day may be claimed.

4. Travelling from home to school at the end of the working day

(i) the cost of travel from the zero mileage school to home cannot be claimed

(ii) where staff are returning to their home from a school other than their zero mileage school at the end of the school day, they may claim only for mileage in excess of that which would have been incurred if they had been returning to their home from their zero mileage school.

Appendix G2

NAME:

LINE MANAGEMENT SCHOOL

Holiday Dates: Line Management School

Holiday Dates: Other Timetabled Schools

Please write in all dates for both schools and ✓ dates you will take in session:

Please write dates on which you will be in your line management school, outwith timetabled commitment

.....
.....

Signature of Teacher **Date**

Signature of Line Management School