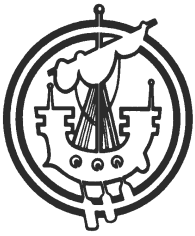


COMHAIRLE NAN EILEAN SIAR

Department of Education

Local Negotiating Committee Agreement

Title:	CRITERIA ON THE WORKING WEEK: MONITORING PROCEDURES
Date:	6 February 2008 <i>(Revised)</i>



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Department of Education
Local Negotiating Agreement: February 2008

A Teaching Profession for the 21st Century:
CRITERIA FOR THE WORKING WEEK: MONITORING PROCEDURES

INTRODUCTION

- 1.1 Annex C of the National Agreement, “A Teaching Profession for the 21st Century” lays an obligation on LNCTs to have clear monitoring procedures at local level. The procedures described in this document take account of the LNCT agreement “Guidelines for Working Time” and the **SNCT Code of Practice on Collegiality**. The LNCT agreement on “Itinerant Teaching Staff” also applies.
- 1.2 The Guidelines for Working Time are provided for use by schools in reaching agreement on the use of the 35 hour working week. They incorporate a planning format for use by individual teachers, for ratification by line managers.
- 1.3 The SNCT Code of Practice on Collegiality incorporates essential principles to which all schools should adhere in reaching agreement on the 35 hour working week. The LNCT will monitor compliance with the code.

PROCESS OF REACHING SCHOOL LEVEL AGREEMENT ON THE 35 HOUR WORKING WEEK

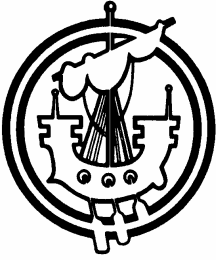
- 2.1 All teaching staff are required to be involved in the process of reaching agreement on an annual basis on the arrangements for the structure of the 35-hour week. The outcome of this process will be an agreed annual plan or calendar. The final agreement should be reached after full discussion with all teaching staff. These discussions need to take place well in advance of the start of the relevant school session. The agreement should be accessible to all staff, in a central location and/ or on the school intranet.
- 2.2 No single structure for negotiation is applicable to all schools, given the variations in size of schools, and the presence or otherwise of recognised union representatives on the school staff.
 - In some larger schools a formal school negotiating committee is in place for the conduct of negotiations on matters relating to A Teaching Profession for the 21st Century. Where such committees are in place, all teaching staff must be involved in the consultation process before final agreement is reached.
 - In smaller schools, for example when the staffing complement is under 10, negotiations can take place at whole staff meetings.
- 2.3 The whole school agreement can be in the format suggested in this document, which is based on the planning format used for individual teachers, but schools are free to devise an alternative format, provided this format is in line with the “Guidelines for Working Time”. Some of the elements included can be annotated, in terms of time agreed, as “subject to individual negotiation”, in order to take account of variations in individual teacher timetables. The planning format used includes a section for highlighting issues with the operation of the agreement in the previous school year.
- 2.4 Any failure to reach agreement should be referred to the LNCT. Any problems in reaching agreement should be notified as early as possible, to allow mediation to take place well in advance of the submission date.

MONITORING OF SCHOOL AGREEMENTS AND THEIR APPLICATION BY THE LNCT

- 3.1 When agreement has been reached, the form “Record of School Agreement on the Working Year’ should be completed and copied to the Teachers’ Side Secretary and the Head of Secondary Education and Human Resources by the last day of the school session of each year. This record will incorporate the detail of the actual school agreement, using either the suggested format or a suitable alternative. The agreement will allow schools to make any comments on the operation of the agreement in the previous year, and highlight any pertinent issues.
- 3.2 The monitoring of teacher workload should be an integral part of the monitoring of the effectiveness of the working time agreement. School level monitoring is the essential first step in managing workload, and can be done within the context of the negotiating structure in place in the school. A pro forma to assist the annual evaluation is attached.
- 3.3 The agreements will be scrutinised to check compliance with the Guidelines for Working Time and a summary position paper will be presented to the LNCT at the autumn meeting. Any queries regarding compliance will be addressed to schools prior to the report to LNCT. The summary position paper will bring to the attention of LNCT any relevant issues raised by schools.
- 3.4 Any matters of concern to the LNCT will be followed up with schools by the Head of Secondary Education and Human Resources, and monitoring of progress in addressing issues will be carried out by Quality Improvement Officers as part of their regular visits to schools. A further summary position paper can be brought to the LNCT at a later meeting.

The process can be represented as follows:

	School Level	Authority level
1	The process of reaching agreement takes place. This process includes evaluation of issues from the previous year. Any failure to reach agreement to be referred to the LNCT.	Mediation in cases of failure to reach agreement.
2	Record of agreement and planning format submitted by end of session.	Collation and scrutiny of formats: joint secretaries.
3	Possible queries from authority level to be addressed.	Summary position paper devised.
4	Response re queries submitted	Summary position paper to LNCT autumn meeting.
5	Any outstanding matters of concern discussed and progress in addressing these monitored.	
6		An updated position summary paper prepared for LNCT
7	Monitoring of collegiality by QIOs and LNCT	



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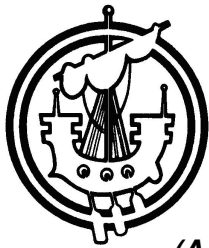
(A Teaching Profession for the 21st Century: Guidelines for Working Time)

RECORD OF SCHOOL AGREEMENT ON WORKING WEEK/YEAR

A formal agreement on the pattern for the working week/year for teaching staff in this school has been reached.

SCHOOL		
SCHOOL SESSION		
SIGNED		Head Teacher
	1)	Two signatories from teaching staff
	2)	
DATE		

- ***This record, incorporating the planning format , should be forwarded to:***
 - ***The Teachers' Side Secretary of the Local Negotiating Committee for Teaching Staff, and***
 - ***The Head of Secondary Education and Human Resources***
- ***Date of submission: not later than the last day of the school session.***



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(A Teaching Profession for the 21st Century: Guidelines for Working Time)

PLANNING FORMAT FOR THE WORKING WEEK/YEAR

Weekly Breakdown:

Teaching: 22½ hours (max)
Preparation & Correction: 7½ hours
Balance available: 5 hours per week

Annual time:

39 x 5 hours = 195 hours

SCHOOL		YEAR	
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ACTIVITY	TIME AGREED	
	Per week	Per year
Additional preparation/correction		
Parent Meetings		
Staff Meetings		
Formal Assessment		
Preparation of Reports/Records etc.		
Curriculum Development		
Forward Planning		
Continuing Professional Development		
Additional Supervised Pupil Activity		
Professional Review and Development		

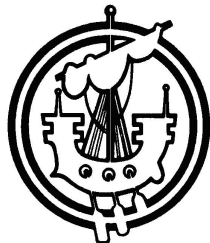
Any Issues arising from previous session	
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ANNUAL EVALUATION – FOR CO-ORDINATION WITHIN THE SCHOOL

- 4.1 Teachers are encouraged to evaluate their personal workload against the school’s working time agreement. This will enable teachers to use professional judgement in relation to how their time is being used. It will also yield information which will inform the school’s annual review of the Working Time Agreement.

Class contact hours per week		Average class size	
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Question	Comment	Supporting evidence
To what extent did this year’s agreement allocate a realistic amount of time in relation to your professional responsibilities?		
Was there any area where the time required under any given heading has been significantly different from what was planned?		
Do any of the headings in the current Working Time Agreement require an adjustment in agreed time for next session?		
Are any new priorities emerging that require an allocation of time?		



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A Teaching Profession for the 21st Century:

SCHOOL AGREEMENT ON WORKING WEEK/YEAR: 2008/9

Sample position summary format.

School	Working week monitoring		Comment
	Agreed and Compliant	Further work required	
Aird			
Airidhantuim			
Back			
Balallan			
Balivanich			
Barvas			
Bayble			
Benera			
Bragar			
Breasclate			
Carinish			
Carloway			
Castlebay			
Ciasmol			
Craigston			
Cross			
Daliburgh			
Eoligarry			
Eriskay			
lochdar			
Knock			
Laxdale			
Leverhulme			
Lionel			
Lochmaddy			
Paible			
Pairc			
Sandwickhill			
Scalpay			
Sg. Lionacleit			
Sg. nan Loch			
Shawbost			
Shelibost			
Sir E Scott			
Stoneybridge			
Stornoway			
The N.I			
Tolsta			
Tong			
Uig			