

The background of the entire page is a grayscale, close-up photograph of intricate watch gears and mechanical components, creating a sense of precision and time.

PPTA

**It's
about
time**

2013

TOOLKIT

**A sample timetable policy
(Secondary) (Appendix 8)**

Appendix 8: A sample timetable policy (Secondary)

BELOW IS A SAMPLE POLICY WHICH BRANCHES AND MANAGEMENT COULD USE AS A FRAMEWORK FOR DEVELOPING OR ADAPTING THEIR SCHOOL POLICY.

Rationale:

The need to establish equity and fairness for all staff and students in relation to the timetable at school. Teaching loads must be compliant with the current Secondary Teachers' Collective Agreement (STCA).

PART 1: Collective Agreement Provisions (These are minimum requirements)

1. The school shall implement a policy on timetabling which is developed and reviewed in consultation with its teaching staff.
2. Non-contact time is based on an individual teacher timetabled hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.
3. Each full-time teacher has a minimum of five hours non-contact time per school week.
4. Total weekly non-contact time may be a combination of periods that are less than one hour.
5. Trained, full time beginning teachers in their first year are allocated five hours per week for advice and guidance purposes as well as their minimum non-contact entitlement. They are a charge of 0.8 against the staffing allowance and must have no more than 15 hours of teaching duties. Five hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.
6. Trained, full time beginning teachers in their second year are a charge of 0.9 against the staffing allowance and have no more than 17.5 hours of allocated teaching duties each week. Two and a half hours per week shall be timetabled for the purposes of advice and guidance and their remaining timetabled time shall be non-contact time.
7. Trained part time beginning teachers in their first year who are employed for 0.5 or more of a full time load shall receive have included

in their timetabled hours 2.5 hours non-contact time per week for advice and guidance in addition to any other time allowances to which they may be entitled as part time teachers.

8. No part-time teacher will be timetabled for more than 19.25 contact hours within each school week and the school shall provide additional non-contact time to bring the teacher to at least the level set out in paragraph 9 below.

9. The minimum timetabled non-contact time of part-time teachers is:

FTTE	Paid Hours per week	Minimum timetabled non-contact hours per week
0.89	22.25	3.0
0.87 – 0.88	21.75	2.5
0.85 – 0.86	21.25	2.0
0.83 – 0.84	20.75	1.5
0.75 – 0.82	18.75	1.0
0.72 – 0.74	18.00	0.5
Below 0.72	Below 18.00	No entitlement

10. For all part time teachers employed for 12 hours or more per week (0.48 FTTE to 0.89 FTTE) the school will endeavour to provide non-contact time that is proportional to that of a full time teacher, i.e. the FTTE they are employed for multiplied by 5 hours.

(NB. See appendix 4 and Frequently Asked Questions of this advice for further assistance with the interpretation of this provision)

11. The placement of each part-time teacher’s timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual’s timetabled contact hours. The teacher is required to be available in the school during their timetabled non-contact time.

12. The minimum non-contact time entitlements to each teacher allocated permanent unit(s) in addition to the basic non-contact time entitlements are:
 - a. one hour per week for holders of one permanent unit;
 - b. two hours per week for holders of two permanent units; and
 - c. three hours per week for holders of three or more permanent units.
13. The school shall endeavour to provide at least one additional hour per unit for each permanent unit above the third.
14. The school will seek to provide those in or senior management positions with sufficient additional non-contact time to manage their administration, management or pastoral duties.
15. The school will seek to provide each teacher in charge of a department who does not hold a permanent unit with one additional non-contact hour to carry out their specific management and/or additional responsibilities (including guidance and pastoral duties).
16. The teacher designated as a Specialist Classroom Teacher shall receive an additional 4 hours non-contact time allowance per week (rolls under 1201) or,
The teacher designated as a Specialist Classroom Teacher shall receive an additional 8 hours non-contact time allowance per week. (rolls over 1200).
17. Heads of Department who are responsible for year 1 or year 2 beginning teachers shall be allocated the equivalent of one hour non-teaching time per week for each teacher who generates a beginning teacher time allowance for the purposes of directly providing curriculum-specific advice, guidance and support to that teacher. How this time is allocated within or across weeks is to be decided by the principal in consultation with the HoD(s). Time allowances will aggregate where the HoD is providing curriculum-specific advice and guidance to two or more beginning teachers who generate the time allowance. When the curriculum support programme is transferred to another teacher the eligibility for the time allowance is also transferred. Where more than one Head of Department has responsibility for providing curriculum support and guidance to the beginning teacher the time allowance shall be shared equitably.

18. The principal is to ensure that discussion occurs with any overseas teacher whose employment generates the overseas teacher time allowance on how the allowance may be utilised to assist in providing professional advice and guidance to the teacher.

19. The school shall endeavour to ensure that the individual average class size for each teacher with two or more learning groups does not exceed 26 students. Where, for genuine reasons, this cannot occur the compensatory mechanism(s) agreed in this policy will operate.

PART 2: "Genuine Reason"

(This provision must be included in the policy; however, the specific detail is to be agreed and may vary from school to school. An example of wording is given.)

20. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:

- ❖ all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
- ❖ the request is made on an individual basis, and a blanket request for agreement to reduction in non-contact entitlements shall indicate a need to review timetable structures and operation.
- ❖ there is a sudden emergency that requires supervision of a group of students for its ongoing safety. All efforts will be made to find a day reliever.
- ❖ no day reliever can be found after timely and appropriate efforts have been made.
- ❖ on a longer term basis, and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of contact than their minimum non-contact indicates.
- ❖ teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

21. Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours for any individual teacher cannot be implemented the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is genuine reason why it is not possible to provide the non-contact entitlement within the timetable then the principal and the teacher may mutually agree to compensate the teacher with:

- a.** an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
- b.** an equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
- c.** an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- d.** an equivalent period of relief cover for the teacher later in that school year; or
- e.** some combination of the above; or, if none of the above are possible,
- f.** payment of one fixed term unit or one board-funded responsibility payment per year for each weekly hour of non-contact lost for the period during which the entitlement reduction occurs.

22. Where by virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any week then the principal and the teacher may, on each occasion, mutually agree to compensatory the reduction with:

- a.** an equivalent temporary allocation of non-contact time at another point in that school year; or
- b.** an equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- c.** relief cover for the teacher later in that school year; or
- d.** some combination of the above; or, if none of the above are possible,
- e.** payment of a fixed term unit or a board responsibility funded payment for a period sufficient to generate a total payment equivalent to 1/950 of their normal salary rate for each hour of minimum non-contact entitlement time reduced.

23. Teachers should only be asked to exceed an average class size of 26 or less when:

- ❖ all reasonable options have been investigated and no alternative to an increase in the average class size can be found after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of average class size than 26.
- ❖ the request is made on an individual basis, and a blanket request for agreement to average class sizes of over 26 shall indicate a need to review timetable structures and operation.

24. Where by virtue of demonstrated timetable or other constraints the allocation of learning groups would generate an average of greater than 26 students for an individual teacher the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the average to be achieved. If it is subsequently agreed that there is genuine reason why it is not possible to provide an average class size of no more than 26 within the timetable then the principal and the teacher may mutually agree to compensate the teacher with:

- ❖ an increase in the allocation of time for non-contact teaching duties; or
- ❖ an increase in the allocation of time for non-contact teaching duties in the following school year; or
- ❖ an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- ❖ a period of relief cover for the teacher later in that school year; or
- ❖ some combination of the above; or, if none of the above are possible then
- ❖ payment of a fixed term unit or a board-funded responsibility payment for a period which generates an amount equivalent to that given by the following formula:

$(\text{Average class size} - 26) \times \text{timetabled teaching hours per week} / 26 \times \text{annual base scale salary} / 40 \times \text{number of weeks the average class size exceeds 26}$