

The background of the entire page is a grayscale, close-up photograph of intricate watch gears and mechanical components. The gears are of various sizes and are interlocked, creating a complex, layered pattern. The lighting is soft, highlighting the metallic textures and the fine details of the machinery.

PPTA

**It's
about
time**

2013

TOOLKIT

**ASTCA Part Four Hours of Work
(Appendix 4)**

Appendix 4 ASTCA Part Four Hours of Work

4.2 Maximum Timetabled Classroom Teaching Time

4.2.1 The non-contact time allocations for full time teachers teaching across years 7-13 and the maximum timetabled classroom teaching time, are an acknowledgement of the importance to quality education of the duties other than classroom teaching (such as those referred to in 4.1.1(a to c) above) which teachers are required to undertake while schools are open for instruction. The parties are committed to the monitoring of the operation of these provisions

Note: For the purposes of clauses 4.2.3 and 4.2.4 of this collective agreement, predominantly shall mean 80% or more of the teacher's weekly timetabled classroom teaching time.

4.2.2 Each employer must have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate:

(a) the implementation and administration of the maximum timetabled classroom teaching provisions of 4.2.3 to 4.2.5 below;

(b) reference to other matters including class sizes and hours of duty outside of timetabled hours which impact on timetabling practices;

(c) a process to provide for circumstances where, for genuine reason during timetabling or at short notice, the maximum timetabled classroom teaching time described in 4.2.3 are exceeded.

4.2.3 Teachers predominantly teaching year 7 – 13 classes

The following provisions apply to teachers who are timetabled to teach 80% or more of their teaching time in year 7 to 13 classes.

(a) Full-time teachers shall, subject to 4.2.2 above, have a maximum of 20 hours of timetabled classroom teaching time per week. The maximum timetabled teaching time of 20 hours per week may be a combination of differing periods of time but may total no more than 20 hours.

(b) Subject to 4.2.2, the maximum timetabled classroom teaching time of teachers who hold permanent units shall be reduced by the following

(i) one hour per week for holders of one permanent unit;

- (ii) two hours per week for holders of two permanent units; and
- (iii) three hours per week for holders of three or more permanent units.

For clarity, the teacher's maximum timetabled classroom teaching time under 4.2.3 (a) shall be further reduced by the amounts outlined in 4.2.3 (b) (i-iii). The employer may continue to provide for less timetabled classroom teaching time for senior management positions in accordance with school policies.

(c) No part-time teacher predominantly teaching year 7-13 classes shall, subject to 4.2.2, be timetabled to teach more than the maximum timetabled classroom teaching time limits specified in 4.2.3(a) above as appropriate.

(d) The maximum timetabled classroom teaching time of a part-time teacher appointed to a 0.72 or higher FTTE position shall be established in accordance with the table below:

FTTE	Maximum timetabled classroom teaching time (hours per week)
0.89	19.50
0.83 – 0.88	19.25
0.80 – 0.82	19.00
0.77 – 0.79	18.50
0.74 – 0.76	18.00
0.72 – 0.73	17.75
Less than 0.72	Actual hours

(e) Nothing in 4.2.3 (c) to (d) shall operate to reduce current agreements around the proportion of a full-time position to which a part-time teacher is appointed. Fixed-term arrangements with respect to all or part of a part-time teacher's hours of work shall continue according to their current basis, including any agreement to revision of these hours.

4.2.4 Teachers not predominantly teaching year 7 – 13 classes

The following provisions apply to teachers who are not timetabled to teach 80% or more of their teaching time teaching year 7 to 13 classes.

(a) Full time teachers shall, subject to 4.2.2 above, have an average of 24 hours maximum timetabled classroom teaching time per week.

(b) Teachers employed part time for 0.80 FTTE per week or more and who are not predominantly teaching year 7 to 13 classes shall have an average maximum timetabled classroom teaching time equivalent to 0.96 of the hours for which they are employed.

(c) The maximum timetabled classroom teaching time referred to in subclauses (a) and (b) above may be averaged out on a per term per teacher basis in accordance with the maximum timetabled classroom teaching policy formulated under clause 4.2.2.

(d) Where possible, the school shall endeavour to reduce the maximum timetabled classroom teaching time of unit-holders or their equivalents where they are required to carry out specific management and/or additional responsibilities.

4.2.5 The individual time allowances provided under clauses 2.10 and 2.11 of this Agreement shall further reduce the maximum timetabled classroom teaching time per week applicable to individual teachers in accordance with clauses 4.2.3 and 4.2.4.

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