

EIS Stirling

Working Time Agreement Training

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PUPIL BEHAVIOUR

ASN

WORKLOAD

Collective Bargaining

Collective bargaining is the process of negotiation that trade unions and employers carry out in order to come to an agreement that applies to a group of workers.

As an EIS member, your terms and conditions are negotiated nationally at the Scottish Negotiating Committee for Teachers (SNCT) and in Stirling at your Local Negotiating Committee for Teachers (LNCT).

Stirling council has an LNCT and each union has representatives at the LNCT, including your LA Secretary, Ann Skillen.

The LNCT has the power to vary certain devolved matters locally.

Negotiation

The process by which the employer and TU establish an agreed output, e.g. agreement or decision. In negotiations the parties are equal and the responsibility for an output is jointly held between the two parties. (It is distinct from consultation where the responsibility for decision making lies with the employer)

Negotiation is a method of resolving conflicting aims. Whilst it can be a formal set piece process, it is an everyday activity.

Negotiation can be a long or short process and may involve leveraging the TUs position by campaigning in order to move the employer to an agreement point.

Working Time Agreement Outline

A collective agreement reached at school level between trade union(s) and the Headteacher

Audited throughout the year and renegotiated annually

Governs the allocation of time for defined activities beyond class contact and personal teachers' preparation and correction time

The most important aspect of the process is that it must have been negotiated and finally agreed between school management and staff (School Negotiating Committee - SNC)

Once negotiations are completed, it is signed off as agreed by the Rep and Headteacher

The agreement is binding on all staff.

Key Document

Stirling Council: Schools, Learning and Education

LNCT Agreement No 25: Agreement on the 35 Hour Working Week for Teachers (revised January 2017)

1. Introduction

- This agreement applies to all teachers and is based on the Code of Practice on Working Time Arrangements for Teachers (SNCT Handbook, Part 2 Appendix 2.7)
- The SNCT Code of Practice on Working Time Arrangements for Teachers (WTA) states: *"The individual and collective work of teachers should be capable of being undertaken within the 35 hour working week"*
- The arrangements set out in this agreement apply to all grades of teachers, including those in promoted posts. The term 'teachers' will be used throughout the rest of this agreement to refer to all teacher grades
- The provision in this agreement will also apply on a pro rata basis to teachers who are contracted to work less than the full 35 hour working week and to those on fixed term contracts
- One of the key elements of the SNCT Code of Practice is the emphasis on enhancing the professional status of the career of teaching, providing greater professional autonomy for individual teachers and ensuring a collegiate and participative style of management. Teachers will agree the range of collective activities contributing to the wider life of the school on a collegiate basis

<https://www.snct.org.uk/library/2326/LNCT25%20V2%20-%20Feb%202017.doc>

Breakdown of the Working Week

35 hour week for all full-time teachers

- 22.5 hours of maximum class contact
- 7.5 hours for personal preparation and correction
- 5 hours for collegiate activities

Where do the 195 hours for the WTA come from?

- 5 hours per week for collegiate activities
- 39 weeks x 5 hours = 195 hours

(These hours are pro-rata for part time staff)

Balance of Time

Additional Time for Preparation and Correction

Parents' Meetings

- Up to five hours allocated to each meeting
- Ensure time is allocated to preparation
- If "end on", there should be time for a break

Staff Meetings

- The number, frequency and duration should be agreed

Formal Assessment

- *"when assessment is summative and part of formal process, e.g. end of unit tests, annual reports, etc."*

Forward Planning

- Frequency and format of planning
- *"should consist of constructive, professional dialogue"*
- Include work towards school/department/faculty improvement plan

CLPL & PRD

- Time for PRD meetings
- *"sufficient time should be agreed...for the update of records & plans in the context of PRD & PU"*

Additional Supervised Pupil Activity

Flexibility

- Around 19 hours (10%) should be given to flexibility

School Negotiating Committee (SNC)

All schools should have a SNC comprising of management & representatives of TUs. Joint chairpersons are the HT and TU rep with greatest number of members.

Decisions must be collegiate in nature.

Teaching staff decide how their side of the SNC is constituted. Should reflect the composition of the staff and include reps from TUs.

Remit – Evaluate previous year's WTA, negotiate balance of time (195 hours), produce a school calendar.

SNC should meet termly, within the 35 hour working week, to discuss relevant matters. Recommended two meetings take place in term four.

Failure to Agree – If agreement can't be reached then joint chairpersons should contact LNCT co-secretaries for advice (Ann Skillen & ***).

School Calendars

- Dates, times and timings should all be agreed.
- Take account of part time staff i.e. try to vary the day of the week collegiate meetings take place throughout the year.
- Parents' Evenings should be clearly marked in the calendar and *"suitably scheduled across the session"*.
- *"During weeks which include parental consultations events, other collegiate meetings should be avoided as far as possible"*.
- Once agreed and operating, can only be changed by the SNC.

Audit Process

- An integral part of the WTA process and completed throughout the year
- Try to get a spread throughout the school
- <https://www.eis.org.uk/Content/images/Employ%20Relations/NEW%20Working%20Time%20Agreement%20Audit%20Blank.d>

[illegible]

WTA Negotiating Process

- Audits should be used to identify where changes to the WTA are required e.g. pressure points in the calendar, redistribution of hours.
- EIS branch should come together to form a view about priorities for negotiating and prepare a case for each point.
- The School Improvement Plan (SIP) for the coming year should be part of the considerations as well.
- *“Time should also be made available from within the 35 hour working week for staff to consider issues relating to the WTA individually and in departments/faculties/stages”.*

WTA Negotiating Process

- Agree who is speaking from your side and when.
- Make your offer clearly, explaining how it benefits both sides
 - Do you gain more from linking issues or discussing them separately?
- Whoever is not speaking should be taking notes about what is agreed (or not).
- Don't argue – ask questions.
- Short, sharp and to the point. Don't feel pressured to fill 'silence'.

Tips for Trading



Concede reluctantly



Concede with conditions

“If we agree to an extra meeting for x then we will require further time for y.”



Highlight the exceptional nature of the concession



Stress importance of members to the process – “school branch will be very difficult to persuade”



Use strong, collective language - we need, we must have, we require, we are prepared to.

Desired Outcomes

Reduction in workload achieved

Revised arrangements in place

A better working environment for all

Act now! Act together!
Take Control of Workload!