

# Tackling Excessive Workload

Everything you need to know about using Working Time Agreements to take control of workload



[www.eis.org.uk](http://www.eis.org.uk)

## What is a WTA?

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

Each LNCT (Local Negotiating Committee for Teachers) will offer guidance to schools in your area on agreeing a WTA.

Once negotiations are completed - it is signed off as agreed by the Rep and Headteacher. The agreement is now binding on all staff.

## Did you know....?

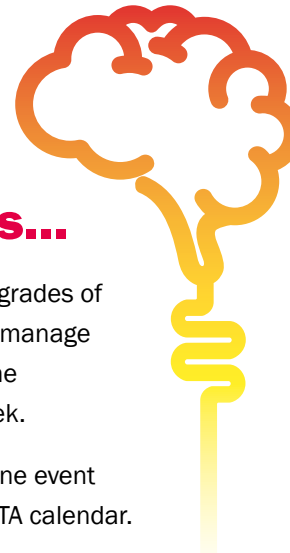
Excessive workload is, **“Anything that makes it impossible for teaching staff to complete their duties within the 35 hour week.”**

(SNCT Handbook, Part 2, Appendix 2.18)

## If you only remember one thing about WTAs...

The WTA is a tool for all grades of school teaching staff to manage workload and achieve the contractual 35 hour week.

Never have more than one event per week on a school WTA calendar.



## I'm really busy... why should I be interested in this?

WTAs cover how much of your time over and above class teaching and preparation is spent on activities such as:

Workload Reforms

Parents' meetings

Reporting

Staff meetings

Additional time for planning preparation and correction

Formal assessment

PRD

TU meetings

Additional supervised pupil activity

Flexibility

## Who does the negotiating?

Your school should have a staff representative group. The teachers' side is usually led by the representative from the trade union with the most members in your establishment.

The management side is led by the Headteacher and up to two more members of management staff.

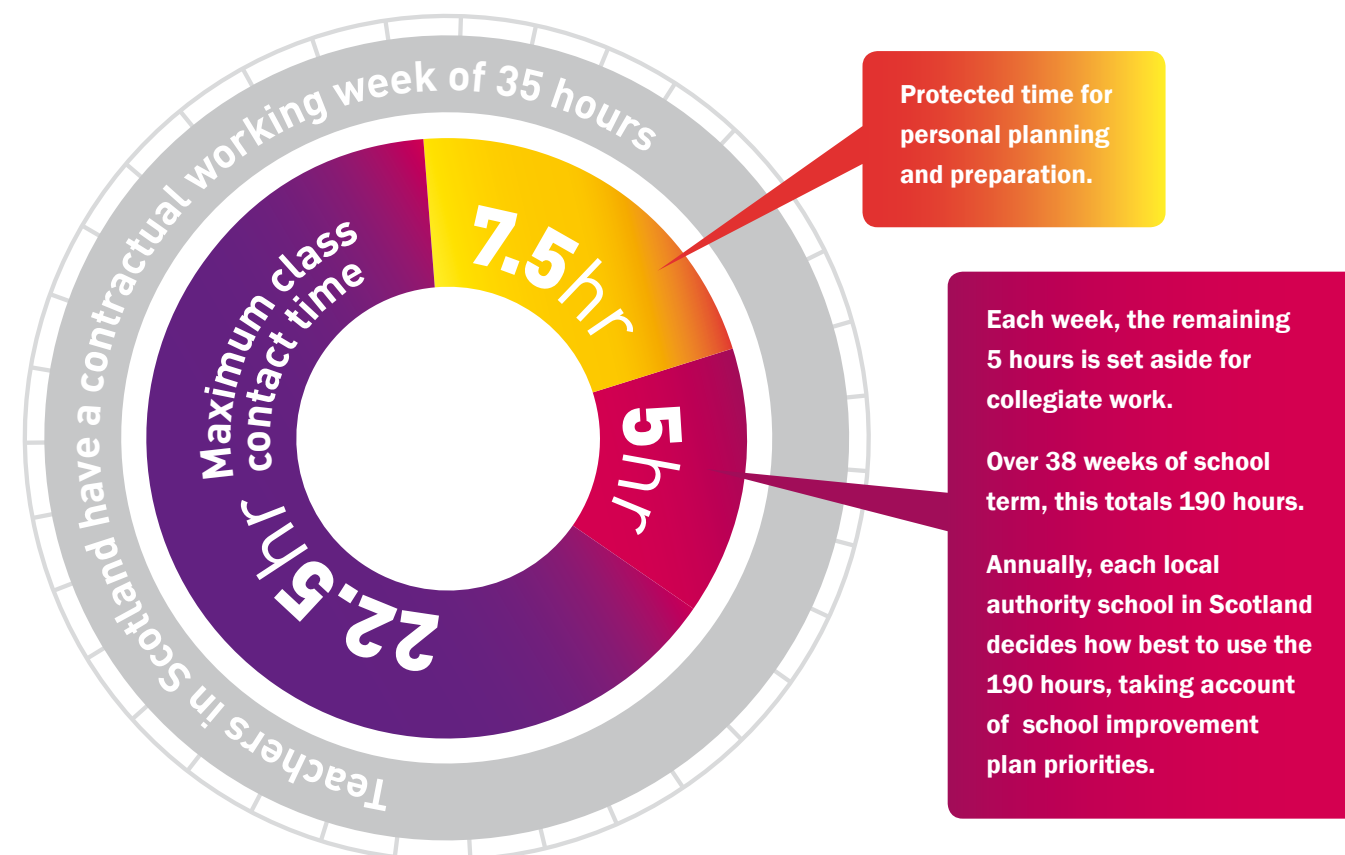
## I've heard that every WTA also has a calendar - why?

Easy - so that you know the dates and times of all WTA events for the school session. It must be agreed at the same time as the allocation of the 190 hours of collegiate time for the school year.

The calendar allows teachers and managers to plan workload demands and avoid pressure points such as parent meetings and report deadlines clashing with other school meetings.



## Where does the time for all this come from?



## FAQs



### What about part-time staff?

All WTA requirements for part-time staff are pro-rated. Teachers and managers should reach agreement at the start of each school session about which events will be attended by part-time colleagues. N.B Part-time staff can only be obliged to attend work on a day they don't normally teach if there is a planned parent's meeting. Try to schedule staff meetings and parent's nights on different days of the week.

### Do I have to undertake personal planning and preparation on school premises?

No. Your school should have established 'sign-out' arrangements.

### What if either side can't reach an agreement?

EIS teacher side members should seek advice from their EIS Local Association Secretary. Promoted teachers who are acting in a management capacity should seek advice from the Management Side LNCT Joint Secretary. Your LNCT agreement will explain more of this process.

### Do we need to have a staff meeting or DM every week?

No. Your time is limited and after statutory obligations such as meeting and reporting to parents/carers are accounted, EIS members should prioritise use of the 190 hours in relation to areas set out in the School Improvement Plan.

Want to find out more?

Contact your Local Association for information and details of any forthcoming EIS WTA training