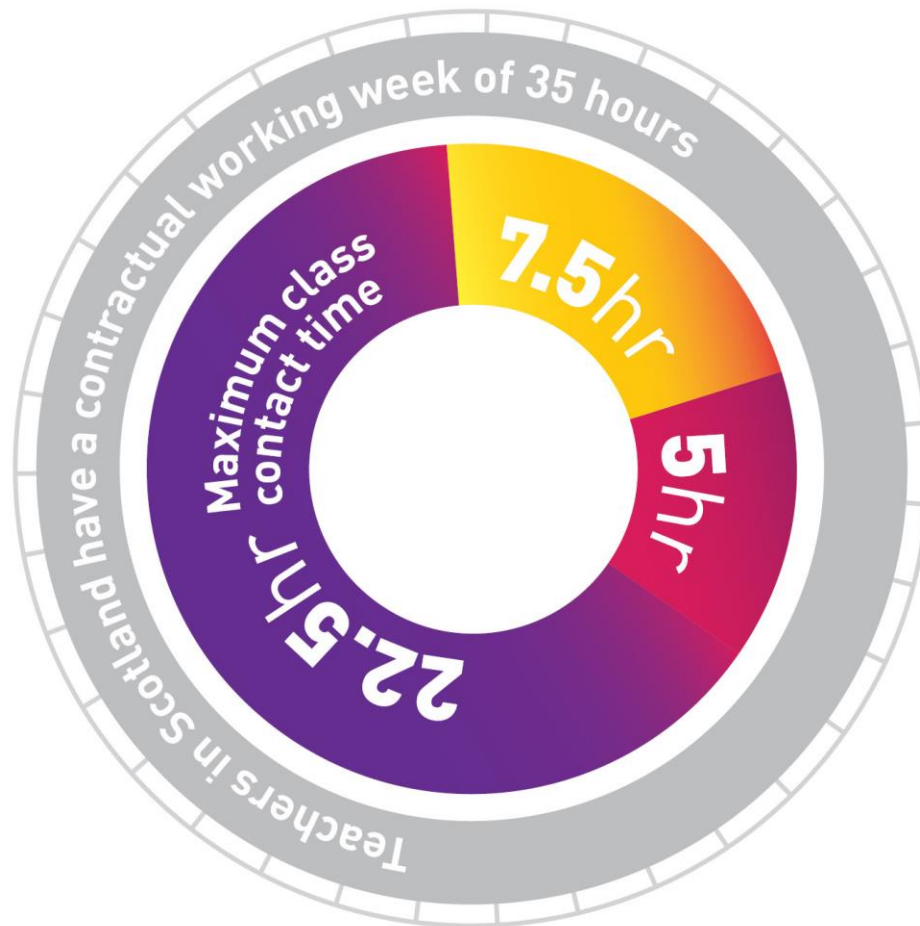


Managing Workload and Working Time Agreements



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Introduction

- ❑ WTA at school level- collective agreement reached between trade union(s) and Head Teacher.
- ❑ Must take account of LNCT advice- <https://www.snct.org.uk/lnctAgreements.php>
- ❑ Binding on all members of teaching staff in the establishment, including promoted post holders.
- ❑ Signed-off as agreed by Rep and Head Teacher.

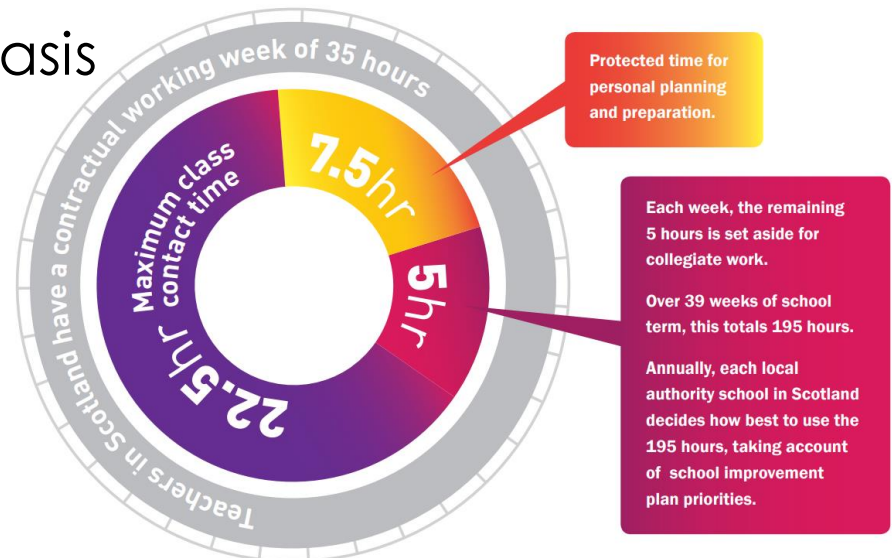
What is excessive workload?

- ❑ Anything that makes it impossible for teaching staff to complete their duties within the 35-hour week *
- ❑ Climate of collegiality must underpin enhanced professional role of teachers
- ❑ Due regard to workload and contractual obligations to allow time for core role as leaders of learning

***SNCT** Statement of Teacher Professionalism (Part 2: Appendix 2.6)

Concepts of Time

- ❑ 35 hour working week - 22.5 hours class contact maximum
- ❑ 7.5 hours (1/3 class contact time) for **personal** planning and preparation
- ❑ **5 hours weekly** for collegiate work
- ❑ 195 hours annually (39 working weeks x 5 hours)
- ❑ Part-time staff on pro-rata basis



Core Collegiate Activities

- Additional Time for Preparation and Correction
 - Parents Meetings (prep, travel time, follow-up time)
 - Reporting to Parents
 - Formal Assessment
 - Planning
 - Staff Meetings
 - PRD/ PL
 - Trade Union Meetings
 - Flexibility (**EIS recommends at least 20 hours**)
- * Additional Supervised Pupil Activity

South Ayrshire Local Agreement

- What does the local agreement say?
- 35 Hour Working Week Agreement (JNCT 2.7)

[JNCT 2.7 35 Hour Week Agreement April 2023.pdf](#)
[\(snct.org.uk\)](#)

- ❑ 10 staff or less – everyone in!
- ❑ Management Side –max 3 SMT
- ❑ Teachers' Side – largest union in establishment nominates their Convenor
- ❑ Max number of members on Teachers' side 5 – should reflect balance of union membership
- ❑ Convenor of Teachers' Side determines its representation on the group

School Negotiating Group

EIS School Branch Committee: WTA Preparation

- ❑ Never just agree to last year's WTA.
- ❑ Professional Audit – **Evidence-based** assessment of time taken by teachers to complete each collegiate activity in the year – use a spreadsheet or pro-forma to ask/survey members (individual, stage or dept returns).
- ❑ Outcome returns from Professional Audit used by EIS Branch to decide time demand for each activity.

The School Improvement Plan and anything new

- ❑ SIP priorities should be identified and time-costed in advance of negotiating WTA.
- ❑ If any new systems (IT, reporting etc) or courses/schemes of work are to be introduced, plan that these will take more time to embed.
- ❑ No new systems or course/schemes of work should be introduced throughout session; they will have to wait until the following session.

Planning the Calendar

- ❑ The Calendar **must** be completed alongside the WTA.
- ❑ Insert indicative times (max 5 hours per week) for statutory duties (parents' meetings, reporting etc) and working backwards add other events in Calendar. A spreadsheet can be useful to calculate hours.
- ❑ Make sure hours reflect time taken-preparation, reading, follow-up etc.
- ❑ Based upon **learning and teaching** needs insert indicative times for SIP activities.
- ❑ Review activities carried out last year and **prioritise** any time left.

Developing Issues and Remodelling

- ❑ Branch WTA committee will need to “reschedule” parent’ meetings and other professional activities if need be.
- ❑ Prioritisation will mean some activities cannot take place unless time is freed up.

Remember...

- ❑ Dates and times of meetings must be agreed and take account of part-time staff.
- ❑ Address SIP priorities within the calendar.
- ❑ Present stress point issues (transition, GIRFEC, ASN etc) with narrative proposals particularly when indicative time allocations do not meet the needs of specific teachers.

Branch Decision-Making

- Present fleshed-out proposals to branch meeting
- Revise/amend as per branch decision
- Advise other TUs of EIS position
- Present proposals to management for negotiations
- Take outcome of negotiations back to branch for decision
- EIS Rep signs off agreement with HT

Hit a problem? Failure to agree

- ❑ The role of LNCT Joint Secretaries at local level.
- ❑ Status quo ante applies.
- ❑ The role of the SNCT at national level.

What makes a good WTA?

- ❑ Completed WTA takes account of LNCT advice.
- ❑ WTA is a collective negotiation beginning with branch discussion led by EIS Rep.
- ❑ WTA is inclusive process where all teaching staff have opportunity to participate.
- ❑ Evidence gathered throughout year forms basis for negotiations.
- ❑ Accompanied by calendar that details hours spent on activities.
- ❑ Detailed breakdown of hours for each activity.
- ❑ Use narrative proposals to meet the needs of specific teachers.
- ❑ Takes account of part-time staff on a pro-rata basis.
- ❑ Has at least 20 hours of flexibility.
- ❑ WTA signed off by HT and EIS Rep.
- ❑ Returned within time outlined in LNCT agreement.

Final thoughts...

- ❑ The WTA is a negotiated process.
- ❑ The WTA is a contractual obligation; it is contractually binding on the Council, as employer and on all teaching staff.
- ❑ If there is no calendar, there is no agreement.
- ❑ Get in touch with your LA Secretary/Organiser for support and/or further branch training.



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

What is a WTA?

A Working Time Agreement (WTA) is a collective agreement reached annually at the school level between the teachers' trade union(s) and the school management that sets out how teachers' 'collegiate hours' are to be undertaken for the following year. A WTA is a mechanism for all grades of school teaching staff to manage workload and achieve the contractual 35-hour week.

Your Local Negotiating Committee for Teachers (LNCT) will have policies and guidance for schools in your local authority on WTAs.

Each year's WTA is binding on all teaching staff.

Did you know....?

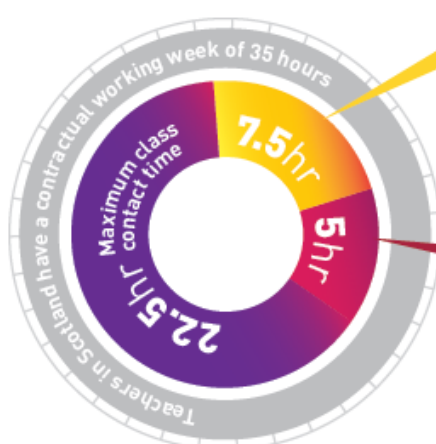
Excessive workload is, "Anything that makes it impossible for teaching staff to complete their duties within the 35-hour week."

(SNCT Handbook, Part 2, Appendix 2.3.8)

If you only remember one thing about WTAs...

"Never have more than one collective activity per week on a school WTA calendar that requires all teachers in the school / a department to be in school at once"

Where does the time for all this come from?



Protected time for personal planning and preparation.

Each week, the remaining 5 hours are set aside for collegiate work.

Annually, each local authority school in Scotland decides via a WTA how best to use the 5 hours a week, taking account of School Improvement Plan (SIP) priorities and LNCT policies and advice.

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

WTAs allow teachers to review their teaching year and make improvements to the planning of their collegiate activities for the following year for activities such as:

School Improvement Plan activities

Parents' meetings

Preparation of reports and records

Staff meetings

Additional time for planning preparation and correction

Formal assessment

PRD

Trade Union meetings

Additional supervised pupil activity *

Flexibility

*this should be voluntary unless agreed by all staff

Who does the negotiating?

Your Branch should meet, audit the current year's collegiate activities and agree on objectives before beginning the WTA negotiations. The EIS has produced an audit document to assist this process.

The Branch Negotiating Committee will engage with any other teachers' unions to mirror the LNCT to form a 'Teachers' Side'. The Teachers' Side will be led by the EIS school rep. The Teachers' Side negotiates with the Management Side, which is usually led by the Headteacher.

I've heard that every WTA must have a calendar - why?

The WTA Calendar is part of the agreed WTA, and it sets out the dates and times of all WTA events for the school session. It must be agreed at the same time as the allocation of a maximum of 5 hours a week of collegiate time. It is a joint document and is not owned by the Management Side, nor can it be unilaterally varied.

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.

The Calendar should be shared with all staff.



FAQs



What about part-time staff?

All WTA requirements for part-time staff are determined on a pro-rata basis. 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 parents' meeting (SNCT Handbook, Part 2: Section 3.9). Try to schedule staff meetings and parents' nights on different days of the week each time.

Can a WTA be changed once it has been agreed?

Changes can only be made to a WTA or Calendar in-year with the agreement of both the Teachers' and Management Sides. If something additional goes in, then something must come out.

What if either side can't reach an agreement?

Failure to agree on the WTA and Calendar at the school level should be brought to the attention of the Local Association Secretary who will advise on the local processes for handling a 'Failure to Agree' a WTA. Collective grievances could also be considered where schools are failing to address workload concerns and such failures should also be reported to the Local Association Secretary for raising at the LNCT. Keeping the previous year's WTA and Calendar in place is not an acceptable outcome as it frustrates members in improving their working conditions.

Should we be having a staff or departmental meeting every week?

No. There are only 5 hours of collegiate activities per week. Meetings should be planned and balanced alongside other collegiate priorities across the year.

Contact your Local Association for information and details of any forthcoming EIS WTA training
www.eis.org.uk/contacts/localassociation

Want to find out more?