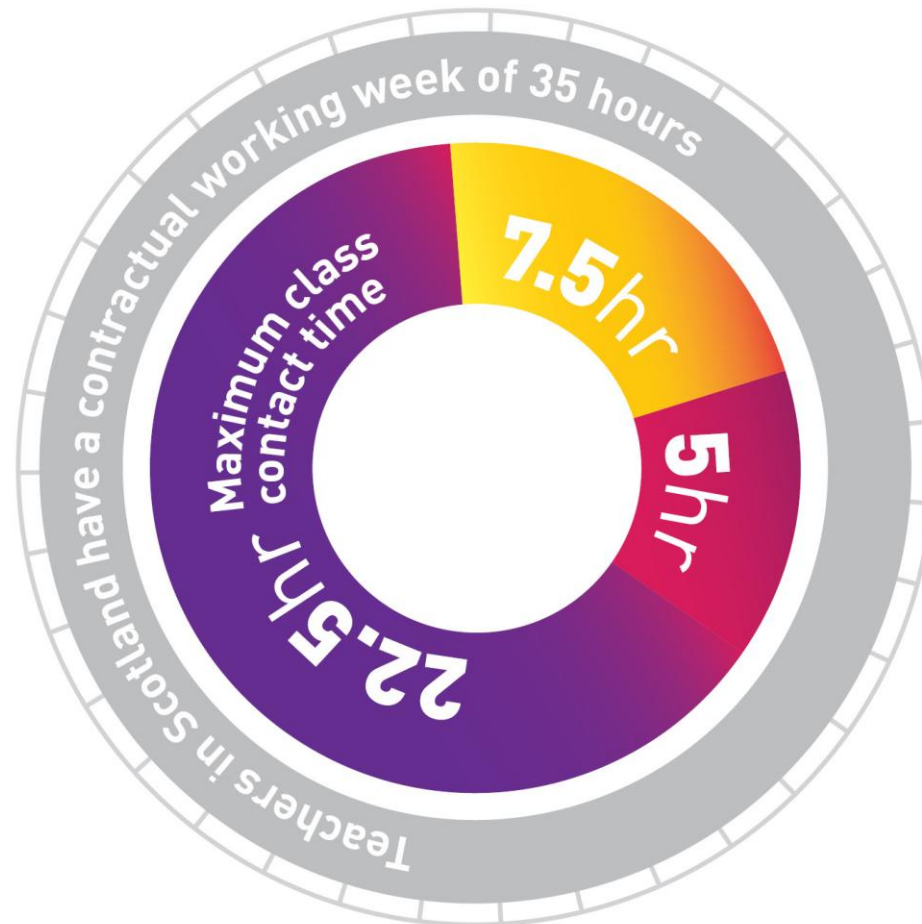


Managing Workload and Working Time Agreements



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Introduction

- WTA at school level- **collective agreement** reached between trade union(s) and Head Teacher.
- The WTA is a **contractual obligation**; it is contractually binding on the Council, as employer and on all teaching staff.
- Must take account of **SNCT Handbook** <https://www.snct.org.uk/> and **local agreements** agreed at the **Local Negotiating Committee for Teachers** <https://www.snct.org.uk/lnc-agreements>
- **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-

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

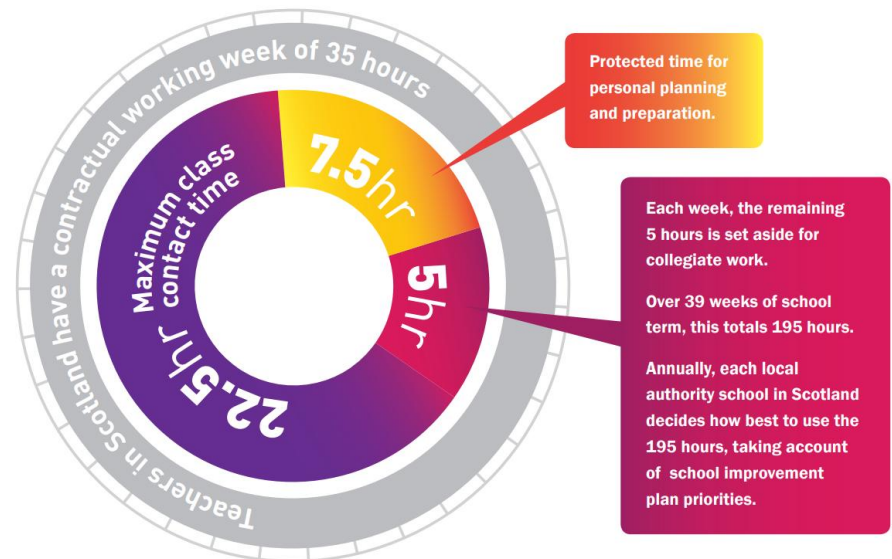
➤ Climate of collegiality must underpin enhanced professional role of teachers.

➤ It's about ensuring at local level we **guard against too much paperwork and overly complex processes** which get in the way of **teaching and learning**.

➤ Due regard to workload and contractual obligations to allow time for core role as leaders of learning.

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, Reporting and Recording
- Mandatory Professional Learning Modules
- Forward Planning
- Staff Meetings
- Flexibility
- Professional Review Developments (PRD)/ Career-Long Professional Learning (CLPL)
- Improvement Plan Activities
- Trade Union Meetings

- **Additional Supervised Pupil Activity (should be voluntary)***

Shetland Local Agreement

➤ Shetland **Local Negotiating Committee for Teachers**

➤ A Teaching Profession for the 21st Century- AGREEMENT ON THE 35 HOUR WEEK FOR TEACHERS – 2019

<https://www.snct.org.uk/library/3537/WTA%202019.pdf>

➤ Amendment on Disputes-

<https://www.snct.org.uk/library/3029/Amendment%20to%20LNCT%20Agreement%20on%2035%20Hour%20WW%20for%20Teachers.pdf>

Timeline for Reaching Agreement

- March** **School Negotiating Committee produces WTA draft** for the next academic year, reflecting review of current year (what has worked well and what has not).
- April** The **draft agreement and calendar** will be **subject to full consultation with the whole teaching staff**. The School Negotiating Committee should agree a mechanism by which staff have the opportunity to consider the draft agreement and comment on it prior to final agreement. Staff comments and suggestions for change should be considered by the Committee prior to the final agreement.
- Early May** **Final document produced** by School Negotiating Committee.
- Mid-May** Final Plan endorsed by staff. The agreement will not be implemented unless there is clear evidence that it has been **approved by the majority of staff**.
- June** **Signed copy** emailed to relevant staff at Shetland Islands Council.

- WTAs are agreed through a **negotiated process** and adequate time must be given for discussions to take place.
- The **School Negotiating Committee** (SNC) consists of representatives from recognised teaching trade unions and the headteacher and senior management representatives.
- **Teachers' Side** – max number of members on Teachers' side 5 – should reflect balance of union membership. Largest union in establishment nominates their Convenor and determines its representative group.
- **Management Side** –max 3 SMT- needs to be proportional to school membership
- In smaller school – everyone in!

School Negotiating Committee

Example School Negotiating Committee

Total Number of Teachers	Staff Representatives (including Trade Union Representatives)
1 – 5	Whole Staff
6 – 19	3 (HT + 2)
20 – 39	4 (HT+ 3)
40 – 59	5 (HT+DHT + 3)
60 – 79	6 (HT+DHT + 4)
80 – 99	7 (HT+DHTx2 + 4)
100+	8 (HT+DHTx2 + 5)

Union Branch WTA Committee

- Union members determine make-up of Branch WTA Committee
- **Review**- what didn't work last year? What needs to change?
- **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 the Branch WTA Committee to decide time demand for each activity.
- **Revise** – branch WTA committee presents fleshed-out proposals to branch meeting. Revise/amend as per branch decision.
- **Decide** – branch meeting decides proposals for negotiation with HT.
- **Advise**- other TUs of your union position.
- **Negotiate**- present proposals to management for negotiations
- **Feeding Back**- Take outcome of negotiations back to branch for consideration and further input.

The School Improvement Plan and anything new

- School Improvement Plan (SIP) priorities should be identified and time-costed in advance of negotiating WTAs.
- If any new systems (IT, reporting etc) or courses, streams of work are to be introduced, plan that these will take more time to embed and might require additional time.
- **No new systems or courses and streams of work should be introduced through the session;** they will have to wait until the following session.

Planning the Calendar

- The Calendar **must** be completed alongside the WTA and be made available ahead of WTA negotiations.
- If there is **no calendar, there is no agreement.**
- 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

- Due to unforeseen reasons something may need to be rescheduled (e.g. Parents Nights) but there must be agreement on any changes through the School Negotiating Committee and staff.
- Prioritisation will mean some activities cannot take place unless time is freed up.
- If an activity doesn't take place on a specific date previously agreed, then it should not appear later in the calendar. If it doesn't take place, then that time goes.

Remember...

- Dates and times of meetings must be agreed and take account of part-time staff.
- New activities should not be added to the calendar during the year. They must be agreed during the WTA negotiation period.
- Address SIP priorities within the calendar.
- Stress point issues (transition, GIRFEC, ASN etc) should be presented with narrative proposals particularly when indicative time allocations do not meet the needs of specific teachers.

Agreeing WTAs and Dealing with a Failure to Agree

- When an agreement has been reached the WTA should be signed of by the Headteacher and School Rep.
- The agreed WTA is then submitted to the relevant Head of Service at Shetland Islands Council for monitoring purposes.
- What happens when there is a failure to agree?
- The role of LNCT Joint Secretaries at local level when agreement cannot be reached.
- 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 discussions led by the Union Rep(s).
- WTAs are an inclusive process where all teaching staff have an opportunity to participate.
- Evidence gathered throughout the 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.
- WTA signed off by HT and EIS Rep.
- Returned within time outlined in LNCT agreement.



www.eis.org.uk

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....?

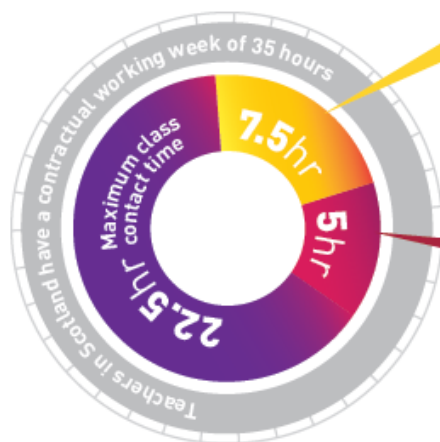
Excessive workload is, "Anything that makes it impossible for teaching staff to complete their duties within the 35-hour week."

(SNCT Handbook, Part 2, Appendix 2.1.8)

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.

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.

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.



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?