

# **Education, Culture & Sport Service**

## **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 20 -**

**Agreement on the 35 Hour Week  
(Peripatetic Teachers)**

**PERIPATETIC TEACHING STAFF**

## **LNCT AGREEMENT 20**

### **1. BACKGROUND**

This document deals with the application of Annex B of the National Agreement, “*A Teaching Profession for the 21<sup>st</sup> Century*” and provides guidance on working arrangements for teachers who are deployed in a number of classes or across a number of schools (including learning support and primary visiting specialists). It should be read in conjunction with LNCT agreement 17.

The relevant issues relate to teachers having a maximum class contact time of 22.5 hours a week within the 35 hour working week and the relevant guidance as specified in LNCT agreement 17. These arrangements apply to all teachers.

There are aspects of these issues, however, which require further interpretation and clarification to take account of the deployment of staff working across a number of classes or across a number of schools.

Head teachers should ensure that the following guidelines are implemented

### **2. CLASSES**

Teachers working across a number of schools will be deployed wherever possible within a group of primary schools associated with one secondary school. They will have a designated base school within this group of schools. The number of classes seen or sessions taught per week will vary significantly given the size of schools and the number of classes, including composite classes. The length of each class session will vary with the age of the class and the nature of the activity. Where the head teacher of the base school considers that circumstances merit departure from these guidelines, the Area Education Manager should be consulted.

### **3. TRAVELLING TIME**

Teachers have a maximum class contact time of 22.5 hours per week. Travelling time between schools must be planned within the 22.5 hours. Individualised timetables should be agreed to take account of the travelling time from the base school to the other schools in which they are deployed. Where teachers are required to travel a distance beyond their base school to their first school of the day, the extra time required to travel beyond the base school will be counted as travelling time. This will also apply at the end of the day if the last school is beyond the base school.

Peripatetic teachers are entitled to a lunch period of 40 minutes. They are expected to report to their first school of the day at its normal opening time in order that the allocated class commences at the planned start of the session. Where exceptional distances are involved the Area Education Manager or his/her delegated representative will determine a reasonable starting time and this will be clarified in the timetabling arrangements.

### **4. USE OF REMAINING TIME**

Head teachers will wish to involve peripatetic teachers in certain collegiate activities in order to ensure they participate in relevant discussions in the schools in which they are deployed. It will also be necessary to ensure that time for individual staff consultation and joint planning is included. It is important therefore to ensure a balanced approach is taken to the planning of the remaining time between whole school staff discussions and individual planning/consultation discussions. Base school head teachers will negotiate with the member of staff and other head teachers as appropriate to determine local arrangements which should normally be agreed prior to the start of each school session. This may require in exceptional circumstances the class teacher to adjust his/her normal timetable. The schools concerned should be consulted. Teachers deployed across a number of schools should not be expected to take part in more than one whole staff discussion session in any one week.

### **5. PARENTAL MEETINGS**

It would not be possible for a teacher working in a number of schools to attend all parental meetings. Head teachers in planning meetings for the session ahead should consult the teacher and liaise with other head teachers as appropriate to agree where attendance is required.

## **6. ANNUAL PROFESSIONAL REVIEW AND CONTINUING PROFESSIONAL DEVELOPMENT**

All teachers have an entitlement to an annual professional review. This review will be undertaken by the base school head teacher and be conducted within the Council's agreed procedures for annual review. Continuing professional development needs arising from these discussions should be processed through the normal channels in order that staff development needs for peripatetic staff are incorporated within the overall service staff development programme.

## **7. IN-SERVICE TRAINING DAYS**

It is anticipated that peripatetic teachers will be engaged in preparation in their base school on the day prior to the start of each session. Where a head teacher wishes to engage a teacher in training activities on one of the school based closure days, this should be discussed with the teacher and the head teachers of the other schools in which the member of staff is deployed and appropriate arrangements made well in advance.

## **8. PLANNING, ASSESSMENT AND REPORTING ISSUES**

Head teachers have a responsibility to ensure that all pupils receive a broad and balanced education within the current curriculum guidance framework. The contribution of peripatetic teachers may form only a part of the pupil's learning experience in that curriculum area. It is essential therefore that the curriculum input should be jointly planned with the class teacher. Peripatetic teachers work with a large number of pupils across a number of schools. It is important therefore that there is a common approach to assessment and reporting procedures across schools. Detailed additional guidance will be issued to schools to set out an agreed framework which ensures assessment is an integral part of the learning and teaching process and that the associated reporting arrangements are manageable and effective.

## **9. PART-TIME PERIPATETIC TEACHERS**

Such teachers should operate these guidelines on a pro rata basis.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Name            Andrew Stewart

Designation    Joint Secretary LNCT Designation

Joint Secretary LNCT

Date            24 October 2006

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