

Advice on Pastoral Care Time Allowances

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Purpose of this advice

As a result of the settlements of the 2022-25 STCA and ASTCA each secondary and area school will receive pastoral care time allowances to allocate from the start of 2025. These allowances were claimed by PPTA because work undertaken by the Secondary Principals' Council in 2021 identified pastoral care time as the major area of understaffing in secondary schools. The allowances are intended to ease the pressure on principals, senior leaders and teachers by increasing the resourcing to help them address the pastoral care needs of students.

This advice is to clarify what preparations need to be made at the school level to implement the new allowances.

New STCA clauses

3.8E Pastoral Care Time Allowances

3.8E.1 From 28 January 2025 an employer will be entitled, in each school year, to Pastoral Care time allowances of 0.25 FTTE, the number of which will be generated by formula in the relevant Staffing Order.

3.8E.2 A teacher who has a role with specific leadership or responsibility for the pastoral care of students may be allocated a pastoral care time allowance. Individual teachers may be allocated up to a maximum of three allowances in accordance with the school's timetable policy.

3.8E.3 The allocated time allowance(s) will be used for the purpose of pastoral guidance or career guidance of students and shall not be allocated for the general administration. The general pastoral care functions of classroom teachers or roles which are primarily administration based, such as form teachers do not create an entitlement to the allowance.

Note: This is not an additional allowance for those with general oversight of pastoral care systems (including those overseeing school-wide pastoral care) or for administrative roles associated with the pastoral care system, but teachers who hold such roles and also engage in direct pastoral care of students will be eligible.

3.8E.4 Each allowance allocated will reduce the teacher's timetabled contact hours by 5 per week and will be in addition to their timetabled non-contact hours, or any other time allowances the teacher holds under the terms of this agreement or at the discretion of the employer.

3.8E.5 Where the eligible duties are part of the teacher's ongoing role, any allowances will be permanent. Where duties are allocated for a specified period or project they will be for the term specified in writing by the employer. The allowance will cease when:

- a. the teacher ceases to undertake the pastoral care duties for which it was assigned, from the date that the relinquishment takes effect; or*
- b. the teacher's pastoral care duties are for a fixed-term, when that fixed-term ends; or*
- c. the teacher loses the allowance because of a reduction in the number of allowances available to the school, subject to 3.8E.6 below.*

3.8E.6 Reduction in allowances

Where a reduction in the number of allocated allowances is required then the employer will first seek to manage any required reduction by attrition. Where the reduction cannot be managed by attrition then the employer will:

- a. Reduce the fixed-term closest to the end of its term.*
- b. Where two or more fixed-term allowances have an equal period to their end of term, the employer will review the pastoral care functions of each allowance holder against the*

- current pastoral care needs of the school to determine which allowance to reduce.*
- c. *Where there are no fixed-term roles the employer shall review the pastoral care duties of each permanent allowance holder against the current needs of the school to determine which allowance to reduce.*

Note: The reduction may be in conjunction with the surplus staffing process but is not of itself sufficient to require in the school the processes outlined in clause 3.9.3 of this agreement.

New ASTCA clauses

3.34 Pastoral Care Time Allowances

The following provisions apply where the person appointed to the role is a teacher predominantly teaching years 7 to 13 classes. The following provisions apply where the person appointed to the role is a teacher predominantly teaching years 7 to 13 classes.

3.34.1 From term 1 2025, the parties agree to introduce pastoral care time allowances of 0.25 FTE that will be available for allocation, the number of which will be generated by formula in the relevant Staffing Order

3.34.2 Criteria for accessing the allowance and other administrative requirements will be developed by the parties prior to the allowances coming into effect.

3.34.3 A teacher who has a role with specific leadership or responsibility for the pastoral care of students and who meets the criteria may be allocated a pastoral care time allowance. Individual teachers may be allocated up to a maximum of two allowances in accordance with the school's timetable policy.

3.34.4 The allocated time allowance(s) will be used for the purpose of pastoral guidance or career guidance of students, including the general administration or management of pastoral care systems.

3.34.5 Each allowance allocated will reduce further the maximum timetabled teaching time timetabled under cl 4.2.3, or any other time allowances the teacher holds.

3.34.6 Where the eligible duties are part of the teacher's ongoing role, any allowances will be permanent. Where duties are allocated for a specified period or project they will be for the term specified in writing by the employer.

How many allowances

Nationally there will be 1340 allowances allocated for secondary schools and 547 for area schools.

In 2024 the Ministry staffing notice for 2025 will indicate how many allowances each school receives. The allowances you get will depend on your roll size, your equity index and a value that shares the allowances across all schools.

Based on current national roll numbers and secondary school rolls and equity index values for 2023 allocating those allowances now would result in a range from 1 to 14 to each school.

What they are for

The allowances are to provide additional time for people who have designated direct pastoral care responsibilities, working with individual students. For example deans, guidance counsellors and careers teachers. This includes teachers with specific responsibility for the pastoral care of identified groups of students within the school, such as Māori, Pasifika an, migrant or Rainbow.

In secondary school, the allowances are not for general administration of pastoral care systems, but a senior leader who had responsibility for the oversight of the pastoral care system and who also worked to directly support the pastoral needs of individual students would be eligible.

In area and composite schools covered by the ASTCA, recognising the small size of many of these kura, the allowances may also be used for the general administration or management of pastoral care systems.

How they will work

There is no additional salary payment with these allowances.

Each allowance that your school is eligible for comes with 0.25 FTTE (6.25 hours per week) of additional staffing.

Each allowance you allocate gives an entitlement to the person receiving it of 5 hours per week additional non-contact time.

The school uses the difference (1.25 hours per week) to resource the non-contact generated by the 5 hour allowance(s).

When allocating the pastoral care time allowances to individuals who already hold time allowances for pastoral care you may agree to provide the new allowance as well as, or instead of all or part of their current time allocation. As examples:

- If the person receiving the PCTA already has a permanent unit, they will have the right to 6 hours additional non-contact (the hour for the unit plus the five for the PCTA) and the \$5,000 unit salary. If they agreed to relinquish the unit, they would have only the five-hour PCA time allowance, as well as losing the unit salary.
- If the person receiving the PCTA already has a fixed term unit, they will have the right to the 5 hours additional non-contact (no guaranteed time for the unit but five for the PCTA) and the \$5,000 unit salary. If they had been given a time allowance that might continue in addition to the PCTA or be replaced by it.

These allowances are issued in total and cannot be split between two people.

They will be permanent unless there is an agreed reason why they should be fixed term.

An individual may receive more than one pastoral care time allowance, to a maximum of two for teachers in composite/area schools or 3 for teachers in secondary schools. You could use the allowances plus additional staffing to create a full-time pastoral care role.

The time allowances would be timetabled and those receiving them would be expected to undertake a full-day per week of pastoral care work.

There are no general restrictions on who can receive the allowance, other than the reason they are to receive it. However, teachers who are Within School Teachers, Across School Teachers and Specialist Classroom Teachers may be ineligible for the allowance if holding it meant they no longer met the minimum teaching requirements of those specialist roles.

Learning and Support Coordinators could not receive the pastoral care time allowances as they are expected to be employed fully in those roles. These PCTA cannot replace the current time allowances for those existing roles.

Timeline

2024 school year

Term 3

Consider how you would use the time allowances.

Consult with staff on how the allowances might be used and, if and how the pastoral care system may be adjusted because of the additional staffing.

Your September staffing notice for 2025 will confirm the number of allowances available.

Term 4

If necessary, eg you are not allocating these to existing roles then advertise the allowances internally.

If you are creating a whole new role from the allowances, advertise the role in the Gazette.

If necessary make appointments.

Provide and file letters confirming the allocation and if applicable the change of duties.

2025 school year

28 January

The allowances take effect, , and any new duties or roles (if applicable).