



It's

About

Time

**2023-2025**

**TOOLKIT**

**Some PPTA policies related to  
timetable policies (Section 8)**

## Section 8: Some PPTA policies related to timetable policies

The 'trained and qualified policy' - all teachers should hold a tertiary level qualification appropriate to the position, and have completed teacher training. An extension of this is that no teacher should be required to teach a subject in which they are untrained or unqualified.

Where a teacher does take a new subject or a subject at a new level for which they are not already trained and qualified there should be training and support for the teacher to prepare for this and at least during the first year of the new programme.

Being a good employer includes the observance of the above requirements, and also the efficient and fair allocation of learning groups to teachers by whatever decision-making process the school has in place.

550 student-contact hours, i.e. 22 learning groups of 25 students, per week is a reasonable upper limit for a fully registered base scale teacher. Most schools can aim for this goal within their staffing allocation.

PPTA policy is to limit practical learning groups to no more than 20 students, or fewer if there are specific health and safety concerns associated with the activity or the plant.

Association policy is that learning groups and other responsibilities should be allocated equitably amongst the teaching staff, having regard to relative levels of experience and specific job responsibilities to which units are attached, and to the age and family responsibilities of each teacher.

Best practice education change management guidelines should be followed when board are considering changes that have impacts on the timetable.

 [Education change management toolkit](#)

 [Draft change management policy](#)