

The background of the entire page is a grayscale, close-up photograph of intricate watch gears and mechanical components. The gears are of various sizes and are interlocked, creating a complex, layered pattern. The lighting highlights the metallic textures and the fine teeth of the gears.

PPTA

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**STCA Part Five Hours of Work
(Appendix 3)**

Appendix 3: Secondary Teachers Collective Agreement (STCA) Part Five Hours of Work

5.1 General

5.1.1 As well as the number of classes a teacher may be timetabled to teach, the hours of work of individual teachers are influenced by factors such as:

- (a) The preparation, evaluation and assessment time that may be generated by those classes and the students within them or by other requirements such as external examination prescriptions or the need to report on the progress of individual students;
- (b) The counselling and pastoral needs of students;
- (c) The administrative responsibilities of individual teachers either in respect of their curriculum or pastoral responsibilities or in respect of the general administration of the school; and
- (d) The extent to which individual teachers may participate in the extra-curricular programmes of the school.

5.1.2 For the foregoing reasons the parties to this agreement further acknowledge and accept that the hours of opening of schools, the structure of the timetables and like matters are designed to meet the curriculum and pastoral needs of students and are determined within each school according to well-understood national guidelines or specific legal requirements.

5.1.3 The clauses which follow identify the guidelines and requirements upon which the decisions in individual schools are made.

5.1A Timetabling Policy

5.1A.1 Each employer must have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate:

- (a) The non-contact entitlements of 5.2.3 to 5.2.6 below as relevant for the type of school;
- (b) Class size matters, including the class size provisions of clause 5.9 below;
- (c) Reference to other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices;
- (d) A process providing for circumstances where, for genuine reason during timetabling or at short notice, it is not possible to provide the non-contact time entitlements described in 5.2.3(a), 5.2.4(a), 5.2.5(a) and 5.2.6(b) and where the employer has used reasonable endeavour and is unable to achieve the class size provision in 5.9.2.

5.2 Non-Contact Time

5.2.1 The non-contact time allocations for secondary teachers are an acknowledgement of the importance to quality education of the duties other than classroom teaching (such as those referred to in 5.1.1(a to c) above) which teachers are required to undertake while schools are open for instruction.

5.2.2 For the purposes of 5.2, non-contact time is based on individual teachers' timetabled hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.

5.2.3 (a) The employer shall provide five timetabled non-contact hours within each school week to each full-time teacher subject to 5.1A above. The non-contact time may be a combination of differing periods of time which total no less than the equivalent of five non-contact hours.

(b) The individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance) and 3.8B (Specialist Classroom Teacher) of this Agreement shall be in addition to the noncontact time entitlements above.

5.2.4 Secondary (manual) teachers

Secondary (manual) teachers of classes at Years 7 and 8 in approved manual training establishments.

(a) The employer shall timetable each full-time manual teacher for no more than 20 contact hours within each school week subject to 5.1A above. The contact time may be a combination of differing periods of time which total no more than the equivalent of twenty contact hours.

(b) The maximum classroom contact hours of each full-time manual teacher provided above shall be reduced by any individual time allowances provided under clause 3.8 (Beginning Teacher) of this Agreement.

5.2.5 Permanent Unit Holders

(a) The employer shall provide as a minimum the following non-contact time entitlement to each teacher allocated permanent unit(s) in addition to the non-contact time entitlements set out in 5.2.3 and 5.2.4:

- (i) one hour per week for holders of one permanent unit;
- (ii) two hours per week for holders of two permanent units; and
- (iii) three hours per week for holders of three or more permanent units.

(b) The non-contact time allocations expressed in 5.2.5(a)(i-iii) are minimum entitlements.

From January 2008, for the fourth and subsequent permanent unit(s) the employer will endeavour to provide one hour for each additional permanent unit. The employer may continue to provide additional non-contact time above this for senior management positions in accordance with school policies.

(c) The individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance) and 3.8B (Specialist Classroom Teacher) of this Agreement shall be in addition to the noncontact time entitlements above.

5.2.6 Part-time Teachers

The timetabled hours of part-time teachers shall be determined according to the following provisions. Attention is drawn to clause 4.5.1 which sets out the basis of the establishment of a part-time teacher's FTTE proportion as the sum of their timetabled class contact hours and any allocated timetabled non-contact time.

(a) From the start of the 2008 school year, the employer will endeavour to provide noncontact time for part time teachers who are employed between 0.48 FTTE and 0.89 FTTE to allow such teachers non-contact time that is proportionate to that provided to full-time teachers (five hours per week under clause 5.2.3). The timetabled non-contact time outlined in the table in (b) shall continue to operate as a minimum entitlement.

(b) The minimum timetabled non-contact time of part-time teachers (including manual teachers) subject to 5.1A is outlined in the table below:

FTTE	<i>Total hours per week</i>	Minimum timetabled non-contact hours per week
0.89	22.25	3.0
0.87 – 0.88	21.75– 22	2.5
0.85 – 0.86	21.25– 21.5	2.0
0.83 – 0.84	20.75– 21	1.5
0.75 – 0.82	18.75– 20.5	1.0
0.72 – 0.74	18– 18.5	0.5
Below 0.72	<i>Below 18</i>	None

(c) The placement of each part-time teacher’s timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual’s timetabled class contact hours. The teacher is required to be available in the school during their timetabled non-contact time.

(d) Nothing in (a) – (c) above shall operate to reduce current agreements around the proportion of a full-time position to which a part-time teacher is appointed. Fixed-term arrangements with respect to all or part of a part-time teacher’s hours of work shall continue according to their current basis, including any agreement to revision of these hours.

(e) The individual time allowances provided under clause 3.7 (Te Atakura), 3.8 (Beginning Teacher), 3.8A (Head of Department Beginning Teacher Time Allowance), 3.8B (Specialist Classroom Teacher) and

5.2.5(a) (Permanent Unit Holders) of this Agreement shall be in addition to the non-contact time entitlements above.

5.9 Class size

5.9.1 Clause 5.1A requires each employer to have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate reference to class size.

5.9.2 It is expected that from the start of the 2008 school year employers will use reasonable endeavour to achieve, for each individual teacher with more than one class, an average class size (based upon the teacher's timetabled classes and the roll of each of those classes) of no more than 26 students and where this cannot occur 5.1A.1 (d) shall apply.

Note: THIS DOES NOT PRECLUDE AVERAGES OF LESS THAN 26 STUDENTS.

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