

What do I need to do in my school?

1. Read the Workload Agreement and its appendices on cover and time-budgeting. Familiarise yourself with the details.
2. Ensure that your principal is au fait with the Agreement and its implications for him/her and the Board of Governors. Ask for details of the mechanisms that are in place to ensure that each teacher has a fair, reasonable and equitable share of the work, as well as a reasonable work/life balance.
3. Ensure that the school has a general time budget which covers all staff and that each teacher has an individual time budget, which itemises and allocates adequate time for every task/duty that he/she is required to carry out.
4. Confirm that policies are in place which ensure that work distribution throughout the school including cover arrangements, is in compliance with the terms of the Workload Agreement.
5. Ensure that your school has evaluated the potential for implementing PPA time and that such time is timetabled and guaranteed.



For Further Details

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The Workload Agreement - a guide



What is the Agreement?



The Workload Agreement TNC2011/8 was a landmark event, in terms of teachers' workload and work/life balance. The Agreement was secured after four months of intensive negotiations during the summer/autumn of 2011.

For the first time ever, agreement was reached, with all the employers of teachers, on limits to be applied to what can be required/demanded of teachers. The Agreement is now an integral part of every teacher's terms and conditions of employment i.e. it is part of your contract.

Principals and Boards of Governors are not at liberty to choose which parts of the Agreement are implemented in their schools – they must comply with all the terms of the Agreement.

What the Agreement means for you

Everything that you are directed to do must be reasonable and capable of being done during normal contractual hours i.e. within the working day (including Directed Time).

Governors must ensure that you have a reasonable work/life balance:

- Workload must be distributed fairly and equitably at departmental/school level and this must be clearly demonstrable. Everybody must carry a fair share of the work and everybody must be made aware of everybody else's duties/share of the work;
- Your Board of Governors must work purposefully to promote your health and welfare;
- Every teacher, every year, must be given an individual time budget, which itemises every task/duty that the teacher is required to carry out and which allocates adequate time for the task/duty. The principal must seek your agreement on the time required for each of your duties/responsibilities and this must be accounted for in your time budget. This means that, if you have more pupils/classes than another teacher, you must be allocated proportionately more time for marking coursework, writing reports, meeting parents etc.
- Each teacher's time budget must include an element of contingency time, to ensure there is flexibility to accommodate situations that may arise and are unaccounted for within the time budget;
- A teacher cannot be directed to take pupils on educational visits involving overnights.

Planning, Preparation and Assessment time:

All the employers have agreed that the practice of teachers carrying out their planning, preparation and assessment, outside of normal teaching hours, and in isolation from each other, is unsatisfactory. Whilst PPA time is not a contractual entitlement in Northern Ireland, the employers have advised principals and Boards of Governors that they should analyse/evaluate the situation in their schools and attempt to timetable and guarantee such time in all schools in the North.



The nights and weekends of sitting at home, marking and preparing work, are over – unless you choose to do such work at home, rather than during allocated time in school. Your PPA time must take account of and be proportionate to the number of pupils/classes you teach.