

BALANCING TEACHING & PAPERWORK

ADVICE FROM INTO

Given that both the recent industrial action has ceased and members now have to deal with the ongoing Covid-19 pandemic, teachers and school leaders are accordingly reminded of what is expected from them as we return for the 2021 academic year.



DIRECTED TIME
PRSD
TEACHER PLANNING
TEACHER COVER
MEETINGS
REGISTRATION
ASSESSMENT
NEW INITIATIVES

MEETINGS

Meetings can happen as required during a normal school day and should be limited to one "after school" meeting of no longer than one hour per week. Working to the one pattern of 6 1/2 hours per day (not including 30 minutes for lunch) or 32.4 hours per week, means that a teacher should have 3 hours 24 minutes available to them for Planning, Preparation and Assessment (PPA) which means that attempting to hold more than one meeting after school would potentially be in breach of a teachers' right to PPA.

DE has informed principals that the Pay and Workload Agreement, April 2020, guarantees 10% of Directed Time (i.e. 126 1/2 hours per annum) is set aside for PPA. Dedicated PPA time will enable a teacher to raise standards through individual and collaborative professional activity. The Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987 states that a teacher shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal. School managements should ensure PPA time is not eroded by demands and should be available for individual teachers to prepare, work, plan, mark and meet collaboratively with their colleagues.

PRSD

DE has informed principals PRSD should be discounted meaning teachers and principals should be progressed along the (Threshold) Pay Scale. Progression for teachers in 2020/21 should be determined by one successful PRSD statement not two consecutive. Progression in 2021/22 also to be determined by one successful PRSD statement not two consecutive.

DIRECTED TIME

Training, in regard to individual directed time budgets has not been available for principals therefore, until individual directed-time budgets have been agreed with teachers, teachers should follow a directed time pattern of being available at the principals direction for 6 1/2 hours per day (not including 30 minutes lunch) or 32.4 hours per week. Teachers can only be directed for 195 days, 1265 hours per year. Teachers can be directed to work at school and at home, but not exceeding these days and hours. DE informed principals that until time budgets are in place teachers should not be directed to work more than 32.4 hours in a single week. A working day should be counted as 6.5 hours and deducted from the 1265 hours available thereafter.

TEACHER COVER

In line with the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987 teachers can be reasonably requested to cover for an absent colleague, only if the cover does not exceed the maximum teaching hours in any week. (25 hours in primary and special schools and 23.5 in a post-primary school). PPA time cannot be used for cover.

ASSESSMENT ARRANGMENTS

Members are reminded not to engage with the New Assessment Arrangements. It has been agreed they are not fit for purpose and they are to be reviewed as part of the pay award.

NEW INITIATIVES

School based initiatives must be linked to priorities in School Development Plans, therefore be costed and compliant with the Workload Agreement. At system level there is a formal requirement on the Department, Employing Authorities and other arm's length bodies to consider and consult on new initiatives and proposals which have the potential to increase teacher workload.

REGISTRATION OF PUPILS

Morning registration of pupils is included in the 25 hours teaching in primary and special schools and 23.5 hours teaching in a post-primary school if the teacher does anything more than take a roll.

Learning or pastoral work during this period of time is considered to be class contact time in the Directed Time budget.

TEACHER PLANNING

Post primary level teachers should provide, when required, annual schemes of work. Primary level teachers should also provide, when required, 6 week or half-termly plans - as per regulation 5 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987. INTO members are advised not to provide daily, weekly, individual lesson plans or individual planning notes: these are for personal use only.

INTO 23-24 College Gardens Belfast BT9 6BS

info@into.ie

02890381455



into.ie/ni



@INTONorthernOffice



INTO_NI



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann