

NORTHERN SOUTHLAND COLLEGE

Timetable Policy



Rationale:	To provide a framework that ensures that the college provides a balanced curriculum in accordance with the New Zealand Curriculum Framework and related documents, that timetabling decisions are made with due regard to equity and fairness for staff and students, that good employer and EEO principles are taken into account, that the requirements of the STCA are applied to teaching staff and that the resources are used efficiently.
Reference:	Secondary Teachers Collective Agreement 2015-2018
Procedures	<p>Collective Agreement Provisions Non-Contact Time (STCA 2015-2018)</p> <p>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 d) above) which teachers are required to undertake while schools are open for instruction.</p> <p>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.</p> <p>5.2.3</p> <ol style="list-style-type: none"> 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 non-contact time entitlements above. <p>5.2.4 Specialist Secondary Teachers of Technology Specialist secondary teachers of technology who come within the coverage in clause 1.4(a).</p> <ol style="list-style-type: none"> a. The employer shall timetable each full-time specialist secondary teacher of technology 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 specialist secondary teacher of technology provided above shall be reduced by any individual time allowances provided under clause 3.8 (Beginning Teacher) of this Agreement. <p>5.2.5 Permanent Unit Holders</p>

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- 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. 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 non-contact time entitlements above. The Beginning Teacher Time Allowance (Clause 3.8) is calculated before the non-contact time entitlements are calculated.

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. The employer will endeavour to provide non-contact 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 specialist secondary teachers of technology who come within the coverage in clause 1.4(a)) subject to 5.1A is outlined in the table below:

FTTE	Min timetabled non-contact hours per week
0.89	3.0
0.87-0.88	2.5
0.85 – 0.86	2.0
0.83 – 0.84	1.5
0.75 – 0.82	1.0
0.72 – 0.74	0.5
Below 0.72	None

- c. The placement of each part-time teacher's timetabled non-

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>5.2.7 Inquiry time</p> <p>A board in an approved Community of Schools will be entitled to allocate a number of hours of inquiry time in each school year which will be generated by the relevant Staffing Order. The board will determine the allocation of the inquiry time following consultation with its teaching staff and the person in the Community of Schools Leadership role.</p>
	<p>Genuine Reason</p> <p>1. Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact time when:</p> <ol style="list-style-type: none"> All reasonable options have been investigated and no alternative to a reduction in entitlement non-contact time can be found. The request is made on an individual basis, and a blanket request for agreement to reduction in non-contact entitlements shall indicate a need to review timetable structures and operation. There is a sudden emergency that requires supervision of a class for its on-going safety. All efforts will be made to find a day-reliever. No day reliever can be found after timely and appropriate efforts have been made. On a longer term basis, and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term/semester/module/year, at a higher level of contact than their minimum non-contact time indicates. Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts. <p>2. Where by virtue of demonstrated timetable or other constraints, the allocation of identified non-contact hours for any individual teacher cannot be implemented, the teacher will be offered the opportunity to review the timetable and suggest changes that</p>

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	<p>would allow proper allocation of their non-contact entitlement. If it is subsequently agreed that there is a genuine reason why it is not possible to provide the non-contact entitlement within the timetable, then the Principal and the teacher may mutually agree to compensate the teacher with one, or a combination, of the following:</p> <ol style="list-style-type: none"> a. An equivalent increase in the allocation of time for non-contact teaching duties at another point in the school year. b. An equivalent increase in the allocation of time for non-contact teaching duties in the following school year. c. An equivalent reduction in non-teaching or supervisory duties outside the school's timetable teaching periods. d. Compensatory relief cover for the teacher later in that school year. e. If none of the above are possible, payment of one fixed-term unit or one BOT-funded responsibility payment per year for each weekly hour of non-contact period lost for the time during which the entitlement reduction occurs. <p>3. Where by the virtue of genuine and demonstrated temporary constraints, the allocation of non-contact hours to which an individual teacher is entitled cannot be met within a week, then the Principal and the teacher may, on each occasion, mutually agree to compensate the teacher with one, or a combination, of the following:</p> <ol style="list-style-type: none"> a. An equivalent temporary allocation of non-contact time at another point in the school year. b. An equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods. c. Relief cover for the teacher later in that school year. d. If none of the above are possible, the payment of one fixed-term unit or one BOT-funded responsibility payment for a period sufficient to generate a total payment equivalent to 1/950 of their normal salary rate for each hour of minimum non-contact entitlement time reduced.
	<p>Administration</p> <p>Guidelines for the construction of the timetable:</p> <ol style="list-style-type: none"> 1. Students choose their preferred option subjects. 2. Heads of Departments and Teacher in Charge advise, if possible, on the staffing of classes in their subject area. 3. Heads of Departments and Teachers in Charge advise, if possible, on the composition of classes in their subject area. 4. Individual teachers can make requests for their preferred teaching spaces in consultation with their Heads of Department and Teachers in Charge. 5. Each subject and class should be taught in a variety of times during the week. 6. Blocking of subjects will be on the request and advice of HODs and TICs.

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7. Heads of Departments and Teachers in Charge advise on subject requirements for specialist teaching spaces.
8. Non-contact times should be evenly distributed throughout the week or by consultation wherever possible.

Review Process

The timetable policy shall be reviewed every year by the Principal and teaching staff as soon as possible following the election of the Timetable Committee.

Change Protocol

There should be a change management protocol between staff and Principal if there are proposed changes to current timetable structure.

Step One

- a. Available data is collated by the relevant staff for the coming year and any upcoming issues are discussed with the Principal.

Step Two

- b. The Principal briefs the staff, during staff meeting, on the timetable information, these may include such matters as likely class sizes, available staff, changes in classes taught and/or philosophy. Feedback is sought from the staff on any proposed changes.

Step Three

- c. The Principal and relevant staff meet to discuss the feedback received from the staff.

Step Four

- d. The Principal makes the decision and then communicates that decision to the staff.

Timeframe

1. It is suggested that this Timetable Change Protocol commences in October each year.
2. This Change Protocol does not replace or influence the CAPNA process.

Allocation of Units and Allowances

1. Management Units and Allowances are distributed to provide co-ordination and leadership for the administrative, pastoral and developmental needs of:
 - a. Subject areas
 - b. The College as a whole
2. They may acknowledge additional responsibilities, special initiatives or perceived needs in curricular or co-curricular activities.
3. Units and Allowances may be Permanent Tenure positions or Fixed Term positions in proportions as stated in the Collective Agreement.
4. The principles determining the allocation of Management Units and Allowances will include:
 - a. The needs of students
 - b. The administrative needs of the school

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- c. Department size (students and staff)
 - d. Degree of responsibility
 - e. Recruitment and retention issues
5. All Management Units and Allowances to which the College is entitled will be allocated. Where roll fluctuation is anticipated, the Principal, with advice from Senior Staff will allocate these as Fixed Term.
 6. A Permanent Management Unit or Allowance represents a payment to a person for carrying out an identifiable task. If this task ceases, then duties will be:
 - a. Re-negotiated by agreement in such a way as to ensure that the tasks assigned are commensurate with the level of responsibility.
 7. Fixed Term Management Units and Allowances will provide flexibility in allocating responsibility and an opportunity for basic scale teachers to be recognised for the particular contributions they are able to make to the College. These units are distributed on an annual basis.
 8. Whenever an additional unit or allowance becomes available for distribution, all staff will be given an opportunity to make a submission to the Senior Management Team on the area to which the Management Unit or Allowance should be allocated and whether it should be a Permanent Tenure or Fixed Term.
 - a) Administration Management Units and Allowances will be based on an analysis of tasks and specific needs of the College.
 - b) Each Management Unit and Allowance position will be accompanied by a job description which identifies the scope and responsibilities of that position.
 - c) Fixed Term Management Units and Allowances may be made available for short term tasks (e.g. from one term to two years) depending on the task. At the end of the stated period of time, any extension of time must be negotiated through the Principal.
 - d) All Fixed Term Management Units and Allowances will be advertised appropriately and can be applied for by all teachers.
 - e) A Fixed Term Management Unit or Allowance may be used for whole College tasks or within Departments.
 - f) Time allowances will not generally be provided with Fixed Term Units other than Deaning.
 - g) Management Allowances carry no time allowance.
 - h) Allocation of Fixed Term Management Units and Allowances will be made in consultation with the teaching staff party to the collective.

Duties Outside the Timetabled Classroom School Hours

These will be determined in consultation between the Principal and individual staff members, bearing in mind the constraints of the STCA or IEAs. These duties may be but are not limited to:

- a. Meetings and Professional Development.

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- b. Tutor Group duties.
- c. Before school, interval, lunchtime and after school supervision.
- d. Assembly
- e. SSR

Class Sizes

1. In principle, classes should be as small as possible as stated in 5.9.2 below:
 It is expected that 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.
2. Where it is proposed to exceed the recommended class size, the TIC, and/or HOD and class teacher(s) will be consulted. If this cannot be done refer to Genuine Reasons in Part 2 of this policy.
3. Wherever possible, taught classes will be provided rather than the alternative delivery of the curriculum. Provision of taught small classes is dependent on availability of sufficient staffing without adversely affecting the delivery and breadth of the curriculum. HODs and TICs will be consulted in this regard.
4. Wherever possible, triple-level classes will be avoided. Any exceptions will be consulted with affected staff.

Monitoring and Recording the Use of Teacher Non-Contact Time

1. Teacher non-contact time used for internal relief will be recorded on a spreadsheet by the person responsible for teacher relief. Information will be made available upon request to the Principal and PPTA Chairperson.
2. Compensation for loss non-contact time through internal relief will be negotiated with the Principal by the end of each term. Refer to Part 2

Allocation of Non-Contact Time to Teachers Delivering Lessons Online

Where possible, extra non-contact time, up to three hours non-contact per online teacher will be allocated as negotiated with the Principal.

Process

Establishment of the Timetabling Review Committee

1. The Committee will consist of BOT Staff Rep, PPTA Branch Chair and up to two other permanent teaching staff.
2. The election of the Timetable Review Committee will be held each June. The primary role is to review the timetable policy, any recommendations are submitted in writing to BOT Self Review Sub Committee.

Arbitration Process

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	<ol style="list-style-type: none"> 1. This is required in the event of the need to negotiate compromise with staff members. 2. Staff claims will be directed to the Principal for consideration.
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ADOPTION OF POLICY

The Adoption of Northern Southland College **Timetable Policy** was minuted during the Board Meeting held on _____(Date)

Signed: _____

BOT Chair

Principal

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