



# **The John Fisher School**

## **Workload Policy for Teaching Staff**

**Responsible:** Governors' Resources Committee

**Review Date:** November 2022

*Nurturing young Catholic gentlemen  
Aspiring for Academic, Cultural & Sporting Excellence*

## **1. Introduction**

The John Fisher School is committed to the fair, reasonable and equitable allocation, and distribution of work. Whilst recognising that staff must have scope to manage their own time, the school must also ensure that the allocation of work is informed by and supports its strategic priorities.

## **2. Purpose**

The purpose of this document is to ensure that there is: a) fair, reasonable and equitable distribution of work among all academic staff; b) an appropriate balance of key activities assigned to staff which reflect and support the aims and objectives of the school and their career development needs and aspirations; c) no significant and/or protracted over or under-allocation of duties; d) a transparent process for consulting with and informing staff of individually allocated work; e) an appropriate balance of activities to ensure excellence in teaching, student support and optimum efficiency in staff deployment.

## **3. For full-time teachers:**

- you may be directed to work for a maximum of 1,265 hours per year, spread over up to 195 days when you must be available for work (including five non-pupil days)
- your directed time should be allocated reasonably throughout the school year
- you must work “such additional hours as may be necessary to discharge effectively your professional duties”, but such additional hours must be reasonable.
- ‘workload impact assessing’ of initiatives should take place. Key questions which should be considered include what is the scope of tasks? How long might they take? Are deadlines reasonable/workable (is enough time allocated to meet deadlines)? There should be a maximum of 10 per week outside of Directed Time to undertake professional tasks (a maximum but not an obligation).

## **4. Support**

Teachers can have appropriate support so that they can focus on teaching and learning. Some administrative and clerical tasks which are considered a reasonable request can be carried out by support staff.

## **5. Planning**

- planning is the professional responsibility of all individual teachers, who must plan by taking into account the particular needs of their class or groups.
- plans should be ‘fit for purpose’. They should be useful to individual teachers and reflect what they need to support the learning of particular classes and students. Teachers will not be directed to submit plans.
- plans should be kept to a minimum length. They can be set out in the form of bullet points or notes, including how learning objectives will be achieved. This is entirely a matter of professional judgement.

- plans are working documents and it is the content rather than the presentation which is important.
- with the exception of some children with specific needs, lesson plans for individual pupils are not necessary. Differentiation or personalised learning approaches for individuals or groups of pupils do not require individualised planning. This can be highlighted in teachers' main planning documents.
- planning should be perceived by teachers to be useful to them in achieving learning objectives. There should be no requirement for teachers to prepare them in retrospect.

## **6. Marking**

- marking is a professional activity which should be undertaken by teachers in accordance with their knowledge and expertise. Marking should be consistent and supportive of learning. It can be undertaken by the teacher alone or with the involvement of pupils. Regular marking informs teacher planning and assessment.
- teachers will be able to exercise their professional autonomy as to the frequency and type of marking that is appropriate, but it must be in line with the school's assessment policy.
- 'Book looks', in which the marking inside a book is checked will take place as part of review days and by Subject Leaders as and when necessary.

All teachers will have a guaranteed minimum of 10% timetabled planning, preparation and assessment (PPA) time marked on their timetable.

## **7. Meetings**

Meetings will be held one evening per week during a term, with a maximum of one evening in any week. Meetings can be closed once all items have been covered. Teaching staff members will not have to teach in the afternoon of the school's Open Evening and they will have a later start the following day. There is a professional expectation that those with responsibility attend certain events if they are related to their area of leadership e.g. at Expectation Evenings with parents/carers.

## **8. Parents' evenings**

Parents' evenings will be staggered. During the week of a parents' evening, there will be no other meetings planned.

## **9. Classroom observations**

Teachers will not be subject to lesson observations until this is directly linked to capability concerns and individuals would not be subject to more than three classroom observations per year, for all purposes. The total time occupied by such observations will not exceed three hours per year.

## **10. Appraisal**

Newly qualified teachers will not be subject to appraisal.

Drop-ins and learning walks will not be used for the purposes of appraisal. They should be for other clearly defined purposes and consulted upon in advance with teachers.

### **11. Duties**

Teaching staff will be on one break time duty weekly for no more than 20 minutes. Any duty before or after school will not exceed 20 minutes, will not start or end after the official start/finish times (as agreed as part of the directed time calendar) and will be agreed to by the individual/s.

### **12. Cover**

Please refer separately to the agreed cover protocol in Appendix 1.

### **13. Professional Development**

Teaching staff will be provided with additional continuing professional development training on a Friday afternoon once per fortnight.

### **14. Wellbeing Support**

The John Fisher School subscribes to 'Workplace Options', staff members can seek support from the school's wellbeing group and staff have free access to the 'Headspace' App. There will be a range of activities for staff members to get involved in for example, the staff choir, sports activities to include free use of the school gym, dog walking, painting, end of term staff social events, staff reflection group etc.

## **APPENDIX 1**

### **Cover Protocol**

#### **Context**

All teachers working in schools that comply with the School Teachers' Pay and Conditions Document (STPCD) for England and Wales should only be expected to 'rarely cover' due to unforeseeable circumstances.

Both professional associations have ongoing action regarding cover and have instructed members not to cover lessons.

#### **Known absence**

Staff will not be expected to cover for known absence.

School Trips should build in cover costs to the budget or coordinate voluntary cover from other staff.

The cost of short-term supply may be taken into account when deciding whether a CPD request is approved and in agreeing other educational activities that requires staff to be covered.

If the school is notified before 7.30am then short-term supply cover will be booked.

#### **Emergency cover**

Unforeseen circumstances are those which could not have been reasonably predicted.

Staff may be asked to cover in an emergency or in exceptional circumstances. This includes when the school is notified of a staff absence after 7.30am, when staff are late due to travel difficulties and have contacted the school after 7.30am or when a member of staff has to be covered after the start of the school day (due to being taken ill for example) or a supply teacher does not arrive or is late.

#### **Morning registration**

Morning registration is used as one of the two daily sessions for attendance and it is therefore important that it is covered effectively. If it is a known absence then morning registration may still be covered by the Director of Learning or the SLT link for the Year Group concerned (particularly if it is collective worship or a team meeting).

#### **Allocation of staff to cover in unforeseeable circumstances**

Please note that if staff are needed to cover in an emergency then this will be done in a fair and equitable manner:

1. If the notification is before 7.30 am – short term supply cover is booked.
2. If the notification is after 7.30 am then teaching staff may be used. In these circumstances the member of staff who is available for the lesson concerned who has done the least amount of cover in the year to date will be used.