



Addendum to Part-time work

ATL's guide to your rights and responsibilities

Recent changes recommended by the School Teachers' Review Body amend the following sections of this publication with effect from 1 September 2008. These changes are designed to ensure that part-time teachers in England and Wales are treated as favourably as full-time teachers.

Page 7 Can I be directed to attend all staff meetings and on INSET days?

Full-time teachers can be required to work under the direction of the headteacher for up to 1,265 hours per year. As a part-time teacher you can only be directed to work for a percentage of these 1,265 hours. All of your directed time must fall on days when you are normally contracted to work.

Your headteacher should provide you with a breakdown of how your directed time will be used throughout the year. Your directed time may include elements for:

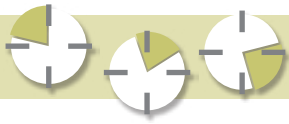
- teaching;
- planning, preparation and assessment time;
- non contact time;
- registration;
- assemblies;
- breaks (except lunch time which is excluded from directed time);
- INSET training days or sessions;
- staff meetings;
- parents' evenings.

If you undertake any of the above duties then they must be accounted for in your proportion of directed time. The list is not exhaustive and should include any other activity which your headteacher directs you to attend.

If you are contracted to work on a day when a staff meeting or INSET training day falls then you can be required to attend as long as you have sufficient directed time to enable you to do so.

If the staff meeting or INSET training day falls on a day when you are not normally contracted to work then you may attend with the agreement of your headteacher. You should be paid for your attendance.

You can check the proportion of directed time you can be expected to work by using the calculator at: www.teachernet.gov.uk/pay.



Page 12 How is my salary calculated as a part-time employee?

Teachers

As a part-time teacher you must be paid a proportion of the full-time equivalent salary for your post. To determine this proportion you should compare the School's Timetabled Teaching Week with the time that you are required in school. The School's Timetabled Teaching Week is the total time available for lessons to be delivered excluding registration, assemblies and breaks.

You can check your part-time salary by using the calculator at:

www.teachernet.gov.uk/pay. This calculator will also give you the hourly rate applicable if you are required to attend on days you do not normally work for training days or meetings.

This method of calculating the pay for all part-time teachers in maintained schools in England and Wales was implemented with effect from 1 September 2008. You should have received a statement from your headteacher detailing how this change has affected your part-time salary.

If as a result of these changes your part-time salary has been decreased you will be entitled to safeguarding for up to three years.

In the independent sector, the principle that should apply is that members should receive salary calculated on a pro-rata basis.

Further advice

Further details on these changes can be found on ATL's website at: **www.atl.org.uk** and also: **www.teachernet.gov.uk/pay**.

Should you wish to discuss your particular circumstances please contact:

- Your branch secretary (contact details available from: **www.atl.org.uk**);
- ATL's London office on **020 7931 6441**;
- ATL's Cardiff office on **029 2046 5000**.