

Perth & Kinross

Local Agreements : *Deployment of Secondary Staff [1997]*

**PERTH AND KINROSS COUNCIL
EDUCATION DEPARTMENT
GUIDELINES ON THE DEPLOYMENT OF TEACHING STAFF IN SECONDARY
SCHOOLS
INTRODUCTION**

Teaching staff in a secondary school are its most valuable asset. A major challenge to Head Teachers is to ensure that the staff are deployed in such a way that the school delivers, for all of its pupils, a broadly based, coherent and progressive curriculum while ensuring, at the same time, that the school is able to address the range of priorities contained within the whole school and departmental development plans. The Head Teacher must also ensure that the school is administered efficiently on a day-to-day basis.

In responding to this challenge, schools will differ in their approach though it is likely that there will be many similarities. It is up to each school to find its own solutions. The guidelines in this paper are intended to provide additional assistance to help schools find the best approach.

BACKGROUND

National guidelines on the curriculum exist in a variety of forms but principally in the SCCC Guidelines. Regional Guidelines on curriculum and assessment (Secondary Schools) were revised and issued in March, 1994

GUIDELINES ON THE DEPLOYMENT OF TEACHING STAFF

1. Staffing is to be provided for schools in line with the Perth & Kinross Staffing Standard. Head Teachers will continue to discuss with Heads of Service how the staff complement for that school is to be sub-divided in terms of Specialist subjects. Such a discussion will normally be curriculum driven as far as is practically possible.

2. In designing and delivering a curriculum appropriate for the full range of pupils in that school, and to ensure that the school is managed effectively, the Authority would with account to be taken of the following advice regarding the deployment of teaching staff:

(i) Practical Class Size- Science, Art, Technical Subjects, Business Studies and Home Economics are laid down in the Schools (Scotland) Code as practical subjects with maximum class sizes of 20. In a whole range of subjects from Physical Education and Music to Computer Studies, English and Mathematics, there have been claims in recent years to have these subjects resourced as 'practical' either at all or certain stages. Head Teachers should be aware that the maximum class size of 20 refers only to the subjects mentioned above and can

only be extended to others as the staff complement allows.

(ii) Departmental Meetings- It is a highly desirable management practice to arrange for them to be held during the timetabled week but Head Teachers should recognise that time allocated for this purpose does not constitute additional minimum non-contact time. If department meetings are considered essential, the curriculum should be designed and delivered in such a way as to ensure that additional non-class contact time is available for this purpose.

(iii) Minimum non-contact time

a. The allocation of minimum non-contact time for each basic grade teacher is 240 minutes per week,

b. Senior Management Team

Head Teachers will normally be non-teaching,

Depute Head Teachers will normally undertake a limited amount of timetabled class teaching but that is at the discretion of the Head Teacher.

Assistant Head Teachers will normally have a non-teaching allocation of 800 minutes per week exclusive of timetabled classes.

This recommended allocation of minimum non teaching time for Senior Management Team should be considered as a global amount of management time for the S.M.T. as a whole. Accordingly, from year to year, individual members of the S.M.T. may teach more timetabled classes than others depending on the tasks allocated to them by the Head Teacher and the exigencies of the timetable.

c. Principal Teachers/Assistant Principal Teachers (Subject)

The following formula should be used to allocate non teaching time for P.Ts and A.P.Ts (Subject)

For a one teacher department, the minimum non contact time will be 240 + 40 mins. For each additional member of staff, an additional 40 mins. should be made available for management purposes.

The management time for the department, in excess of the 240 mins. minimum for each teacher, should be considered as a global amount for both the P.T. and A.P.T.(s) if in post. The Head Teacher should decide on how this amount should be sub divided between them. In calculating the total non-contact time allocated to a department, account should be taken of the minutes given over to daily registration of pupils and whether the PT. and for A.P.T. act as first line Guidance teachers at such times.

d. Senior Teachers will normally receive a minimum of 240+40 mins. More may be provided depending upon the tasks agreed for the postholder for that particular session.

e. Promoted Guidance Staff

The Authority would regard as a norm that 40mins. be allocated to the team for each 15 pupils on the school roll. This calculation will produce a total time for the entire guidance

team to perform its specialist guidance functions, and is in addition to the statutory 240 minutes, for preparation and correction available to each member of the team.

In allocating this global time to individual members of the team, account should be taken of the following:

(i) Principal Teachers (Guidance) will normally have additional responsibilities. It is logical that either they should have an increased share of the total guidance time or the Size of their 'caseload' of pupils should be proportionately reduced and some pupils redistributed.

(ii) In schools which have a rolling horizontal system, guidance staff often have a reduced caseload' when they move through S5/6. It is logical that during these years, they should either have a proportionately smaller share of the school's guidance time or undertake additional guidance tasks.

(iii) The time set aside each day or week for registration of pupils will normally be part of this additional non teaching time for promoted guidance staff.

(iv) It would not be appropriate to include, within the time given over to specialist guidance activities, timetabled SE/PSE classes. Such time is part of the guidance teacher's teaching load.

f. The guidelines set out above refer to units of 40 minutes in some cases. This does not mean that the Authority wishes all schools to use 40 minutes as a model period length. Schools should choose a timetabling system which best suits their needs but which would also produce amounts of non teaching time identical or very close to those set out in this paper.

CK/LMc
November, 1997