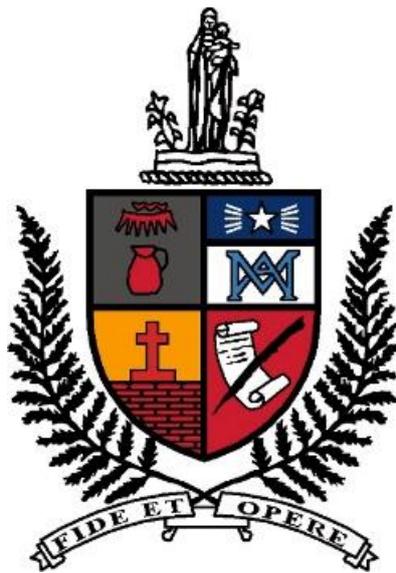


St Bede's College



TIMETABLE POLICY



TIMETABLE POLICY

A timetable policy is a requirement under the Secondary Teachers' Collective Agreement (STCA). Timetabling is a complex process of balancing curriculum opportunities for students with the teaching and other resources available. The aim is to offer our students a broad and balanced range of subjects at all appropriate levels and to offer staff appropriate entitlements and recognition.

The Rector has overall responsibility for the timetable and delegates duties, as appropriate, to the Timetabler and Deputy Rector – Teaching and Learning. All staff are consulted over the timetable and provided with the draft timetable before it is finalised.

Our timetable policy allows the school to:

- Meet the requirements of the Secondary Teachers' Collective Agreement (STCA)
- Meet the pastoral and curriculum needs of students
- Assist teachers to manage the demands of preparing their classes and assessing students
- Free teachers to participate in the extra-curricular activities of the school
- Recognise the pastoral, curricular and administration responsibilities of teachers

To achieve the goals of our policy, we:

- Implement appropriate maximum timetabled classroom teaching times and allow for non-contact time for teachers (and a process for managing changes in various circumstances)
- Organise relief cover as necessary
- Produce information for student subject choices in Term 3
- Review timetabling in Term 3 for the next year
- Set maximum class sizes and cap student numbers as necessary
- Investigate the viability of new subjects via the Head of Faculty Committee, considering:
 - resources available
 - the effect on the school's staffing entitlement
 - student interest and demand
 - relevance to the curriculum and school charter and to the school's aims, objectives, directions and targets.

These principles give direction to the curriculum at St Bede's College. They and the school's curriculum are based on the premise **that the individual student is at the centre of all teaching and learning.**

Teacher Entitlements

Each full-time teacher will have:

- A minimum non-contact allowance of 5 periods per week, or the equivalent of 5 hours.
- The maximum total weekly contact time a teacher can be timetabled for is 20 hours. Typically made up of 20 periods and Mana Tāne time.
- Every endeavour is made to have teachers teaching within their subject area



Each full-time beginning teacher will have (where possible):

- A minimum allowance of 5 periods per week for advice and guidance and 5 periods non-contact time for a year one teacher (15 periods of contact time)
- A minimum allowance of 2.5 periods per week for advice and guidance and 5 periods per week non-contact time for a year two teacher (17.5 periods of contact time)

Each part time teacher will have (where possible):

- The minimum timetabled non-contact time of part time teachers is:

FTTE	Paid Hours per week	Minimum timetabled non-contact hours per week
0.89	22.25	3.0
0.87 – 0.88	21.75	2.5
0.85 – 0.86	21.25	2.0
0.83 – 0.84	20.75	1.5
0.75 – 0.82	18.75	1.0
0.72 – 0.74	18.00	0.5
Below 0.72	Below 18	No entitlement

- For all part-time teachers employed for 12 hours or more per week (0.48 FTTE to 0.89 FTTE) the school will endeavour to provide non-contact time that is proportional to that of a full-time teacher
- The placement of each part-time teacher's timetabled non-contact periods within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual's timetabled contact hours. The teacher is required to be available in the school during their timetabled non-contact time

Each unit holder will have (where possible):

- A minimum allowance of 1 period per week for each of the first three permanent units held where a teacher is required to carry out specific management and/or additional responsibilities

Each Head of Year will have (where possible):

- A minimum non-contact allowance of 5 periods per week plus a minimum administration allowance of 5 periods per week
- Hold two fixed-term management units and one fixed-term MMA.
- Heads of Year fixed term roles are for a three-year period.



Each Head of Faculty will have (where possible):

- A minimum non-contact allowance of 5 periods per week plus a minimum administration allowance of 4 periods per week
- Hold three permanent Management Units and a permanent MMA
- Who is responsible for year 1 or year 2 beginning teachers shall be allocated the equivalent of 1 period non-teaching time per week for each teacher who generates a beginning teacher time allowance for the purposes of directly providing curriculum-specific advice, guidance and support to that teacher

Ministry Team (where possible):

- Ministry Team members will receive an administration allowance of 1 period per week

Specialist Classroom Teacher:

- The teacher designated as a Specialist Classroom Teacher shall receive an additional 4 periods non-contact time allowance per week

Overseas Teacher Allowance

- The Rector is to ensure that discussion occurs with any overseas teacher whose employment generates the overseas teacher time allowance, on how the allowance may be utilised to assist in providing professional advice and guidance to the teacher

Management Units (MUs) and Middle Management Allowances (MMAs)

- Annually a list of allocations is available to all teaching staff
- Any available units or allowances are advertised to all teaching staff
- The College has a MU and MMA Committee chaired by the Deputy Rector – Teaching and Learning, that meets annually to ensure allocations align with the PPTA Collective Agreement
- The Rector determines the allocation of MUs and MMAs after consultation with the MU and MMA Committee

Mana Tāne Time and Assembly Time

Mana Tāne time is considered part of the timetabled day and contact time on the Monday and Friday sessions where instruction, guidance and coaching of student occurs.

At St Bede's College, full-time equivalent teachers are generally 75 minutes short of their 20 hours contact time each week. This is due to 15 periods being 55 minutes in duration. 60 minutes of this time is allocated to Mana Tāne time, as contact time. The other 15 minutes of contact time allows for any timetable anomalies that occur due to 55 minute periods such as entitled non-contact hour allocations being shortened.

Mana Tāne time on Tuesdays (10minutes) and Wednesdays (10minutes) is administration time.

Assemblies fall within Mane Tāne time, or other contact time where required.



Please Note:

- Non-contact time may be a combination of differing periods of time that total no less than the equivalent of the allowances as indicated above.

Variations to Entitlements

Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when:

- All reasonable options have been investigated and no alternative to a reduction in entitlement can be found
- The request is made on an individual basis
- There is a sudden emergency that requires supervision of a class, 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, after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches at a higher level of contact than their minimum non-contact indicates
- Teachers holding more than the minimum non-contacts have first been asked to forgo one or more of those additional non-contacts.

Where by virtue of demonstrated timetable or other constraints the allocation of non-contact hours for any teacher cannot be implemented, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their entitlement (providing this does not prevent another teacher receiving their entitlement without agreement). If it is subsequently agreed that there is a genuine reason why it is impossible to provide the entitlement within the timetable, then the Rector and teacher may mutually agree to compensate the teacher with:

- An equivalent increase in the allocation of time at another point in the school year
- An equivalent increase in the allocation in the following school year
- an equivalent reduction in non-teaching or supervisory duties outside the timetabled teaching periods (Form time, supervision, etc.)
- Some combination of the above, or as otherwise agreed between the College and the individual teacher

Where by virtue of genuine and demonstrated temporary constraints, the allocation cannot be met within any week, then the Rector and teacher may, on each occasion, mutually agree to compensate the teacher with:

- An equivalent temporary allocation at another point in the school year
- An equivalent temporary reduction in non-teaching or supervisory duties outside the teaching timetable
- Relief cover for that teacher later in the year
- Some combination of the above

It is expected that before asking for agreement to reduce an individual's non-contact allowance the College will have considered the alternatives, including:



- Increasing the hours of part-time staff
- Hiring additional full or part-time staff from the operations grant
- Using day-relief teachers
- Timetable adjustments

This process where possible should be completed prior to the end of the school year prior.

Relief Practice

Emergency relief is covered in the following order of priority:

- Teachers under their allotted allocation
- Head of Faculty in the same subject area, especially HOF's who are not form tutors, faculty/subject teachers
- House Tutors/ part-time teachers/DP
- At time (by negotiation), teachers who are given leave for special reasons may be called upon at some other time

All relief conducted by our own staff is recorded to monitor staff usage. Fairness is the key.

Classes

For an option class to run the recommended number is twelve. If a class falls below these limits the options are to:

- Combine two levels
- Offer correspondence (if possible)
- Cancel the option
- Students reselect after advice and guidance

Some allowances can be made to ensure a balanced curriculum. The Deputy Rector – Teaching and Learning, in consultation with the HOF Committee, will make the final decision on subject viability and class size.

Teachers should only be asked to exceed an average class size of twenty-six or less when:

- All reasonable options have been investigated and no alternative to an increase in the average class size can be found after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of average class size than twenty-six
- The request is made on an individual basis and a blanket request for agreement to average class sizes of over twenty-six shall indicate a need to review timetable structures and operation

Where by virtue of demonstrated timetable or other constraints, the allocation of learning groups would generate an average of greater than twenty-six students for an individual teacher, the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the average to be achieved. If it is subsequently agreed that there is genuine reason why it is not possible to provide an average class size of no more than



twenty-six within the timetable, then the Rector and the teacher may mutually agree to compensation with:

- an increase in the allocation of time for non-contact teaching duties; or an increase in the allocation of time for non-contact teaching duties in the following school year; or
- an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- a period of relief cover for the teacher later in that school year; or
- some combination of the above or, if none of the above are possible then;
- payment of a fixed-term unit or a Board-funded responsibility payment for a period which generates an amount equivalent to that given by the following formula:

*(Average class size-26) *timetabled teaching hours per week/26*annual base scale salary/40* number of weeks the average class size exceeds 26)*

Rooming

Rooms will be allocated by Senior Management. Where possible, faculties will be accommodated in suites in consultation with HOF's and staff concerned.

Guiding Principles

The over-arching principals in allocating teaching/learning spaces are as follows:

- Specialist rooms such as science laboratories take priority when grouping faculties
- Faculty workrooms are critical to the delivery of learning and these should be located close to faculty teaching rooms
- Wherever possible faculties will be located in the same block or in close proximity
- Workrooms should encourage collegiality by being open-plan and easily accessed
- HOFs should have access to a closed area for privacy and storage of confidential materials
- Storage areas for equipment and learning resources should be located close to faculty teaching rooms and to faculty workrooms
- Priority will be given to any initiatives that align with the College's Strategic Objectives and Annual Plan

School Procedures that relate to this Policy

NAME OF PROCEDURE	AUTHOR	DATE	FACULTY OR DEPARTMENT
Curriculum Policy	BOT	February 2017	BOT

DATE APPROVED:	January 2020	RESPONSIBILITY:	Deputy Rector Teaching & Learning
REVIEW PERIOD:	Annually	DATE LAST REVIEWED:	November 2020