

Date: 13th May 2019

Our Ref: 190513/TIME BUDGETS/CK/TF

Dear NASUWT school rep

Time budgets and teacher workload

As you will be aware the NASUWT is currently engaged in negotiations with the education employers and the Department of Education in relation to Pay and Conditions of service.

Detail of these talks has been leaked to the media by another party to the discussions but the NASUWT is continuing to participate in good faith in these negotiations.

The NASUWT will be scheduling a series of briefings for our members on the pay and workload negotiations to begin immediately after next week's pay negotiation. At these briefings the NASUWT will provide information to members on the current state of play in the talks and there will be an opportunity to discuss the issues under consideration.

One of the most important aspects of the negotiations to date has been around workload and how it is managed in schools. The NASUWT has written to all schools today making it clear that all grant-aided schools must be compliant with the existing provisions regardless of any new deal on pay and workload.

At the briefings for members the NASUWT will explain how time budgets should work in schools and the consequences of time budgets not being in place. Put simply failure to provide individual time budgets to our members will be viewed as a breach of the Jordanstown Agreement. If an activity/duty is not adequately allowed for in a time budget then members will not be carrying this out.

The current contractual position

Appendix 3 of TNC 2011/8 states that the Principal is responsible for determining a time budget for each member of the teaching staff, giving due regard to the individual responsibilities of each teacher.

The Principal should seek to agree with each teacher the range of activities/duties which that teacher will undertake and the amount of time which that teacher will spend on each of these. **The time budget should be distributed prior to the commencement of the teaching year.**

For the avoidance of doubt this **includes those duties associated with Teaching Allowances and Special Educational Needs Allowance Duties** (See 3.1.d TNC 2011/8 Appendix 3).

Once the activities and duties are agreed for the year they cannot be then amended except in exceptional circumstances and with mutual consent.

The Jordanstown Agreement lists all of the professional duties which a teacher may be asked to carry out. It is important to remember that not every teacher needs to carry out all of the duties listed when drawing up a time budget. In addition, teachers can be asked to carry out reasonable particular duties. Again these must be in the time budget.

To help schools develop time budgets which take account of all duties the NASUWT has developed a template time budget which lists all of the professional duties from the Jordanstown Agreement and leaves space for other reasonable particular duties and duties associated with being a post-holder. The template can be downloaded from our website at www.nasuwt.org.uk/timebudgetni

The NASUWT expects that schools will allocate a minimum of 10% of directed time towards Professional duty 1(a) Planning and preparing.

If you need any clarification on this please contact the NASUWT Northern Ireland Centre.

Yours sincerely



Justin McCamphill
NASUWT National Official (Northern Ireland)

