

Workloads in ASC Schools in Western Australia

Section	Human Resources and Workplace Relations
Number	5m
Version	2
Page	1 of 3
Approved	Chief Executive Officer
Date	August 2016
Review	August 2019

The Anglican Schools Commission is committed to fair employment practices.

Matters such as scheduled class contact time, co-curricular activities, class sizes and relief supervision have evolved with the intention of maximising student educational outcomes within available resources, and have been measured against prevailing standards in schools of a similar type.

As part of the employment relationship, all staff employed in the Schools are called upon to embody the vision, values and outlook that are espoused, *by the ASC and its Schools*.

Each School is managed locally and responds to the needs of its School community. As a consequence there will be variations between Schools.

Each School accepts its duty of care in the determination of a teacher's duties and associated workload.

It is recognised that teaching is a complex professional occupation that is continually undergoing change. Whilst it may not be possible to regulate all aspects of a teacher's workload the ASC acknowledges that the many and varied requirements of the schools have implications for its teachers and each School accepts its duty of care to the teaching staff and students in the determination and allocation of a teacher's duties and associated workload. Every care will be taken in determining a teacher's workload, to ensure that teachers shall not be required to perform an unfair or unreasonable workload.

The ASC acknowledges the increasing and changing demands placed on the teaching profession. Refer to the Anglican Schools Commission Enterprise Agreement 2012 Clause 18(2)(a). Further, there are certain other expectations of teachers working in faith-based non-government schools, where parents and carers pay tuition fees towards their children's education. Accordingly, teachers in ASC schools are remunerated at 2.5% above their counterparts in government schools.

The following practices apply in Schools of The Anglican School Commission:

1. Professional duties include: scheduled class time, supervision of students including yard duty and pastoral care periods, scheduled meetings and assemblies, reporting student progress to parents, excursions, and co-curricular activities including school camps taken by the teacher outside normal class time.
2. It is generally accepted practice that teachers may be required to be on duty for a time before classes commence and after classes finish each day. Principals may require teachers to be present for duty up to 20 minutes before and after classes each day. This clause does not apply to staff meetings.
3. The Principal can require teachers to attend whole of staff meetings outside the normal school day or normal operating hours. These meetings will be used for collaborative purposes to improve the school's performance. Whole of staff meetings may include meetings of groups of teachers working in phases of learning or learning areas.
4. The agenda, venue, frequency and timing of scheduled meetings convened under this clause typically will be scheduled in the annual calendar.
5. Staff who cannot attend a scheduled whole of staff meeting will be provided with access to agendas, minutes and tabled documents.
6. A part-time teacher will be invited to attend a staff meeting on a day the teacher would not ordinarily work. A part-time teacher must attend the first meeting of each school term.
7. In job advertisements, at the job interview, and in a subsequent letter of appointment, teachers shall be informed of the requirement to participate in co-curricular activities which take place outside normal class time. Not all co-curricular activities happen after the end of normal class time as some teachers participate in co-curricular activities at lunchtime.

The teacher's interests and skills are taken into account in determining participation in co-curricular activities. The requirement is that a full-time teacher would participate in 40 hours of co-curricular activities over the course of a School year.

Curriculum and co-curricular demands on teachers will be reasonable and all other duties will be allocated on a fair and equitable basis, and take into account their health and well-being.

In recognition of the contribution that teachers in ASC schools are expected to make, the ASC sets remuneration above Department of Education rates.

8. ASC schools set aside up to eight pupil-free days a year for professional development and/or planning and preparation.

There is a recognition that the school and teachers share responsibility for professional development by undertaking both in-service and external courses and training partly during school time and partly during the teachers' time.

9. The maximum scheduled classroom teaching load for a full time teacher shall be 0.8 of the total number of scheduled teaching periods offered by a school per week / cycle, but shall be no more than 1280 minutes per week (exclusive of pastoral care time).

0.2 of scheduled classroom teaching time is allocated for duties other than teaching.

Where DOTT is disrupted, the school where practicable will endeavour to reinstate the time lost by the teacher at another time during the school term.

It is accepted that individual Schools will provide primary and secondary teachers with equivalence where practicable of duties other than teaching time on average over the course of a teaching year. Refer EBA 20(5).

Teachers with an area of responsibility are provided with a responsibility allowance in addition to normal salary, or an additional "duties other than teaching" time allowance, or both.

10. A 1st year Graduate Teacher will be provided with the equivalent (averaged over a term) of one additional DOTT period per week. The mentor to the Graduate teacher will also receive the equivalent of an additional DOTT period per week (averaged over a term).

Heads of all major departments are to be available for School meetings for up to five working days per annum during School vacations, as determined by the Principal in consultation with the staff concerned.

Level 2 Heads of Department are to be available for School meetings for up to three working days per annum during School vacations, as determined by the Principal in consultation with the staff concerned.

11. Since its inception, the ASC has set the maximum class size at 32 students.

The Principal determines class sizes with a view to maximizing educational outcomes within budgetary constraints.

Class size maxima are:

Primary

Kindergarten:	Up to 20 students per class (if 2 adults in room) or up to 30 students per class (if 3 adults in room) 1 adult per 10 students, dependent on the classroom meeting per-student square metre requirements.
Pre-Primary:	Between 25 and 32 students
Years 1 – 6	32 students

The following staffing will apply in Kindergarten to Year 2:

Kindergarten - 1 adult per 10 students, to a maximum of 30 students per class

Pre-primary

- up to 27 students - 1 teacher and 1 fulltime teacher aide
- 28-32 students - 1 teacher and at least 1.5 FTE teacher aides

Years 1 and 2 - above 30 students - 1 teacher and 0.5FTE teacher aide

Secondary

The maximum class size for "core" subjects at Years 7 to 10 is 32 students.

Practical elective or option subjects generally have class sizes of a maximum of 24 students. Where this is not the case additional aide time is provided.

At Years 11 and 12, class sizes vary considerably in response to meeting the educational needs of students. Twenty five (25) students is generally the largest class size and many classes have fewer than 20 students, but in some instances, to meet the educational needs of students, it may be necessary to operate a class of up to 27 students.

Decisions relating to class sizes need to take into consideration the overall health and vitality of the ASC system. Therefore, class sizes are determined to a large extent by the current level of Commonwealth and State recurrent funding. Refer EBA 18(2).

The ASC will continue to review current class size maxima.

12. When a teacher is absent other teachers may be called upon to ensure that students are afforded an appropriate standard of care and supervision.

Schools make every effort to ensure relief supervisions are distributed on a fair and equitable basis over the teaching year.

- 12.1 When allocating relief, due consideration will be given to the nature of the subject/activity to be undertaken and any associated duty of care issues.

- 12.2 In the case of a planned absence, the following practices will apply:

12.2.1 Full time teachers with a less than full allocated teaching load may be required to undertake supervision up to a full teaching load; OR

12.2.2 Teachers who have lost a class (or classes) through a planned absence (excursion/camp, carnival etc.) may be required to undertake supervision up to a full teaching load; OR

12.2.3 Part-time teachers on staff who indicate a desire to increase their hours through relief teaching are allocated such extra duties where appropriate; OR

12.2.4 External relief teachers are employed.

Notes for Planned Absences:

- Where teachers have 1280 minutes per week of scheduled classroom teaching, they will not be required to undertake relief supervisions, except in exceptional circumstances.
- Adequate notice shall be given of any requirement or request to undertake relief supervisions.

- 12.3 In the case of an unplanned absence where no prior indication of the absence has been advised or where the school cannot engage a relief teacher,

(i) staff who have lost their normal scheduled classes shall be allocated an in lieu class;

(ii) full time staff with an allocated teaching load of less than 1280 minutes per week of scheduled classroom teaching may be utilized;

(iii) other teaching staff may be required to undertake a relief supervision. However, the impact on an individual's planned activities for this time shall be considered.

13. Children with Special Needs

Where children who receive funding under government special education grants are included in a mainstream class:

- (a) the teacher/s concerned will be consulted regarding the educational provisions for the student
- (b) the teacher/s concerned will be given the opportunity to undertake appropriate training and professional development in a timely manner as required.

This policy takes effect on 9th August 2016.

