

Date: 13th May 2019

Our Ref: 190513/TIME BUDGETS/CK/TF

Dear Principal

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 Northern Ireland in relation to Pay and Conditions of service. As part of these discussions the NASUWT is seeking significant improvements to the Workload Agreement.

Through our discussions it has become clear that the current provisions in the Jordanstown Agreement (Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 (as amended in 1988)) and the current Workload Agreement (TNC 2011/8) are not being implemented as originally envisaged in the majority of schools.

The purpose of this letter is to remind schools what the current provisions are in relation to the time budgeting element of the Jordanstown and Workload Agreements.

The NASUWT fully expects that all grant-aided schools will be compliant with the existing provisions before recommending any new deal on pay and workload to our members. It is important that schools act now to ensure that time budgets which meet the existing arrangements (and potentially any new arrangements) are put in place before the end of this academic year.

The NASUWT will view failure to provide an individual time budget to our members as a breach of the Jordanstown Agreement. NASUWT members will only carry out tasks that are adequately allowed for in the time budget.

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 expect 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



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NASUWT National Official (Northern Ireland)