



PART-TIME TEACHING ALLOTMENTS

Preamble

The College understands the importance of part-time employment for many teachers attempts to be as flexible as possible in order to meet the individual needs of teachers. The College is committed to maintaining a part-time factor in our staff profile as this has benefits to the staff and the school.

1.0 Purpose

1.1 The purpose of this policy is to establish guidelines for negotiating allotments for part-time teachers.

2.0 Guidelines

2.1 When determining allotments for the College the special needs of part-time teachers should be considered.

3.0 Implementation

3.1 Reasonable attempts will be made to reconcile the individual needs of the part-time teacher with the need to deliver the curriculum program to students, but where it is not possible to reconcile both demands, the delivery of the curriculum to students will take precedence.

3.2 When establishing the allotments for part-time teachers into the following factors will also be taken into account:

- Number of full days off. The 2001 Victorian Government Schools "School Staffing Handbook" indicates that "Unless otherwise agreed: (i) a teacher who works 0.4 to 0.6 time fraction cannot be required to attend for duty on more than three days per week, (ii) a teacher who works 0.7 to 0.8 time fraction cannot be required to attend for duty on more than four days per week"

Teachers may choose to attend for more days than the minimum designated number of days in order to teach a particular combination of subjects of his/her choice eg. the teacher may choose to have two half days off to enable him/her to teach a VCE subject.

- Choice of days off. Consultation will occur regarding particular days off, however the curriculum requirements of the College will be the over-riding consideration. If a part-time teacher has a strong preference for a particular day of the week this may affect the subjects the teacher will be available to teach.
- Time fractions of 0.8. The day off will be the day when the part-time teacher's timetabled VCE and/or Year 10 classes are not timetabled.
- Time fractions of less than 0.8. Part-time teachers will not be able to take VCE* or Year 10 classes unless there is a willingness to teach over four days.
- Time fractions of 0.6 or less. Part-time teachers will not be able to take English and/or Maths classes unless there is a willingness to teach over four days.

3.3 Shared teaching loads:

- Shared teaching loads will be kept to a minimum
- Split classes will be minimised

3.4 Part-time teachers sharing loads will not be able to teach VCE or Year 10 classes

3.5 To assist in overcoming the problems associated with part-time attendance and communication about the wider school program, part-time teachers will where possible be timetabled at school to enable them to participate in Staff Forum and Key Learning Areas meetings.

3.6 Part-time teachers will be expected to attend Parent / Teacher days and evenings if these functions fall on a normal day off and offered time in lieu.

3.7 Part-time teachers will be expected to take a role in the wider school program so that they can satisfy the annual Performance Review standards.

3.8 The College will encourage job sharing between part time teachers as a strategy to minimise the *negative* effects of part time teachers on curriculum program delivery

*Except VET programs which are currently timetabled only on a specific day.

4.0 Evaluation

4.1 The policy will undergo cyclic minor and major evaluation

4.2 Both minor and major evaluations will follow the evaluation procedures as outlined in the College Evaluation Policy.