

<b>Policy Document Name</b>	<b>Teacher Workloads Policy</b>
<b>Date Ratified by Board of Management</b>	August 2023
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## 1. Preamble

According to the objective data available workloads of teachers in the non-government sector vary considerably across the sector. When the data is observed over time there are patterns which are useful in providing context for the consideration of the workloads of teaching staff at this School.

It is neither possible nor desirable to regulate all aspects of a teacher's professional workload. The key requirements are often explicitly indicated within Position Descriptions or can be reasonably inferred from those Position Descriptions. To that extent, those Position Descriptions flag emphasis and priority.

These Position Descriptions are important in illuminating the distinction between the work that the School requires of a teacher and the work that a teacher may elect to undertake in performing her / his professional responsibilities.

It is appropriate for each teacher to have the opportunity to perform her / his duties and responsibilities within a reasonable timeframe. From considering the total of the tasks of the School, in allocating each teacher's workload, provision is made, as far as practicable, for a fair and equitable distribution of the School's responsibilities. Those responsibilities include education requirements, aspects related to safety and wellbeing and to the total professional response of the School.

As a guide only, the professional duties of a full-time teacher will generally be as follows:

### ***Junior School***

- Classroom teaching
- Homeroom time
- Full staff meetings
- Academic tracking / pastoral/wellbeing meetings / assemblies
- Planning meetings
- Staff / student orientation days

### ***Middle/Senior Schools***

- Classroom teaching
- Homeroom time and pastoral care/assembly periods
- Full staff meetings
- Faculty / department meetings
- Year level pastoral/welfare meetings
- Planning meetings
- Staff / student orientation days

In addition to the professional duties outlined above, the professional duties of teachers also generally include, but are not limited to:

- Yard duty
- After school detention or Homework Club duties
- Monitoring students
- Mentoring new staff
- Professional development activities
- Parent teacher interviews
- Whole School assemblies
- Whole or part school sports days or other events
- Open days
- Supervision of classes (“extras”)
- Compulsory morning prayers

Professional Expectations generally also include but are not limited to:

- Any sports sessions taken by the teacher outside normal school hours
- The time that teachers are expected to arrive and to supervise classrooms prior to commencement and on completion
- Student recess and lunch breaks
- Time spent outside normal school hours on school camps / excursions

The aim of this policy is to provide some clarification in the area of teacher workload.

## 2. Protocols

### 2.1 General

The School will, for each school year, establish a target maximum (total) teaching load based on requirements in “like” schools. For each individual teacher, the total load will reflect:

- the required teaching allocation including “extras”
- other professional duties (as outlined above)
- position(s) of responsibility
- the part time or full time nature of the teacher’s position.

This policy may be amended from year to year.

### 2.2 Understandings

#### a) *Part Time Teachers*

Part time teachers will undertake the professional duties on a pro rata basis determined in accordance with their time fraction. This may mean that the professional responsibilities will need to be tailored for individual teachers. For example, if a part time teacher manages a pastoral care group, then concessions may be made in relation to other professional duties such as yard duty, attending school assemblies, etc.

One professional duty that cannot be on a pro rata basis is parent teacher interviews. All part time teachers, irrespective of the days of the week that they work, are required to attend parent teacher interviews. As they are likely to teach fewer classes and / or fewer students, the parent teacher interviews may end earlier on some days. If a part time teacher is unable to attend the parent teacher evening scheduled, alternate arrangements will be required to meet with parents, that is suitable to the school.

Part time teachers will be required to attend “staff days” usually limited to 5 per year, even if the day is not scheduled on their normal day of attendance. If the attendance constitutes an additional day of the week over and above the normal number they will be compensated.

Part-time teachers who teach one or more classes on the afternoon of a PD or meeting are

required to stay for that afterschool event.

**b) *Covers for Absent Teachers***

Teachers will have scheduled into their personal timetables, one or more 'covers'. The number of 'covers' will reflect the total load of professional duties distributed across all staff. The School will make every effort to keep these rostered duties within the timetabled allocation. If staff are not required for a particular 'cover' in their timetable, they may be asked to perform a substitute 'cover' within that week or at another time. The overall objective is to fairly distribute the load.

Part-time teachers should be available to take extras after their first class of the day and up until their last class of the day.

Part-time teachers are expected to be on campus during these times and be available for in-lieu extras should one of their normal classes be away on an excursion.