

PART TIME TEACHERS' PAY AND CONDITIONS

NEU Guidance for members in England and Wales

This document provides an introduction to the pay and conditions arrangements of part time teachers.

What we say

When you read through this document you may have questions about what happens in your particular school or workplace and there may be collective issues that affect other members. In most circumstances, you should initially discuss the matter with your workplace rep, as they will know whether similar concerns have been raised by other members. If you do not have a rep at the moment, it would be a good idea to get members together to elect one. Further advice on this is available at:

<https://neu.org.uk/becoming-a-rep>

Although you may sometimes feel that you are the only person affected by or concerned about a particular issue, in reality this is seldom the case. Any difficulties you may experience are likely to be linked to wider conditions at your workplace and as a member of the NEU you have the advantage of being able to act collectively with your colleagues. This should give you the confidence of knowing that you have the weight of the Union behind you.

NB – This document refers to the School Teachers' Pay and Conditions Document (STPCD). Teachers employed in local authority maintained schools are statutorily covered by the provisions of the STPCD. Many academies and academy chains also employ teaching staff according to terms of the STPCD, but they are not obliged to do so (except in the case of teachers whose STPCD rights are protected by TUPE legislation following the school's transfer to academy contracts). Members working in academies should check with their NEU rep or should refer to their contracts in cases of doubt.

How is part time teachers' pay calculated?

The following guidance applies to part time teachers employed under the School Teachers' Pay and Conditions Document (STPCD). Teachers employed on part time contracts in many academies and independent schools may find that their employment arrangements are different (and often inferior) to those referred to in this document. The STPCD model for calculating pay and working time for part time teachers is a fair one. Where the STPCD does not apply, teachers are advised to negotiate with the employer with the aim of agreeing a part time teaching policy resembling that set out in the STPCD.

Part time teachers employed under the terms of the School Teachers' Pay and Conditions Document are entitled to be paid on a pro rata basis of the pay rate they would receive if employed full-time in the same post (including basic pay scale point and any additional payments and allowances). The teacher's pay scale point should be calculated according to the STPCD provisions and school pay policy on the same basis as for all teachers.

How does the pro rata principle work in practice?

The pay rate is calculated according to the amount the part time teacher would receive if employed full-time in the same post. The percentage of the full-time pay rate must be calculated on the basis of the “school’s timetabled teaching week” (STTW) – its total weekly teaching hours – and the proportion of those hours which the teacher is deemed to work. If the school operates a timetable cycle longer than a week, the calculation should cover the whole cycle. If different timetables are operated for different parts of the school, separate calculations should be made.

Three steps are involved:

Step 1 is to calculate the “school’s timetabled teaching week” (STTW). This is made up of all session hours timetabled for teaching during the week, but excluding registration periods and assemblies, mid-session breaks and lunch breaks. The STTW is used to determine the pay rate for all part time teachers at the school.

Step 2 is to calculate the individual part time teacher’s total teaching time per week. This will include all actual class contact hours. It should also include the entitlement to PPA time, either at the minimum statutory level of 10% of teaching time or any higher level of non-contact time provided under school policy. It should also include any “leadership and management time” (additional non-contact time allocated during school sessions for additional responsibilities undertaken by the teacher).

Step 3 is to divide that figure by the STTW figure. The resulting figure is the percentage of the full time pay rate which the individual part time teacher must be paid.

How is part time teachers’ working time calculated?

Part time teachers’ directed time is calculated in much the same way as their pay – by comparing the hours they have worked with the STTW. For example, a part time teacher who works 15 teaching hours in a STTW of 25 hours will be entitled to be paid 60% of the appropriate full time pay rate. That part time teacher would therefore be expected to be available for work for a maximum of 755.1 hours of directed time (60% of the 1265 hours of ‘directed time’ which a full time teacher is contractually required to work annually). Of this, there would be a maximum of 585 hours of teaching time (15 hours for 39 weeks of term time) and a maximum of 170.1 hours (755.1 hours - 585 hours) for directed time for non-teaching duties.

What about part time leadership group and leading practitioner teachers?

The above provisions on working time do not apply to part time leadership group teachers and leading practitioner teachers, as they are not covered by the STPCD working time provisions for classroom teachers. The STPCD advises only that the workload of part time leadership group teachers and leading practitioner teachers should be reasonable and that they should be treated fairly in comparison with their full-time equivalents.

What happens when my school wants me to work extra hours?

Part time teachers cannot be directed to work or attend non-pupil days on days when they do not normally work. They may, however, agree to attend staff/departmental meetings, parents/open evenings and INSET days and other non-pupil days on such days by mutual agreement with the

head teacher. Indeed, with regard to INSET days it would be expected that most teachers would welcome any opportunities for useful CPD and should be offered the chance to take part. Where they do agree to work on days when they do not normally work, this cannot by definition be included in directed time. The STPCD therefore includes a provision for additional payment for this working time. The formula for this payment provides, in effect, for part time teachers to receive 1/1265 of the appropriate full time pay rate for each hour of additional working time.

Can I be directed to work outside school sessions on a day when I normally work?

Yes, provided that the direction is “reasonable”. The STPCD provides that part time teachers may be required to undertake work that is within their allocation of directed time beyond that specified in the school’s timetabled teaching week, allocated reasonably on any day or part of any day on which they are required to work. (STPCD 2020 paragraph 84). Situations may, for example, be encountered where teachers who only work the morning session are asked to undertake non-teaching duties after the end of the afternoon session such as attending a meeting. Such directions must, however, be reasonable according to the circumstances.

Am I entitled to PPA time as a part time teacher?

Yes. All teachers, including part time teachers, are statutorily entitled to PPA time at a minimum level of 10% of timetabled teaching time. In some schools, teachers have traditionally received a higher percentage of non-contact time and the STPCD provides that this should not be reduced as a result of the introduction of the right to a minimum 10% PPA time. Part time teachers in such schools should receive a similar percentage of non-contact time as their full time colleagues.

Is it possible to hold a TLR as a part time teacher?

Yes. Part time teachers may carry out part or all of the responsibility attaching to a TLR post. Where they fulfil part of the responsibility, they should receive an appropriate proportion of additional non-contact time as part of their working time so that the pay provisions provide them with an appropriate proportion of the TLR payment. Where part time teachers carry out the whole responsibility attaching to a TLR post, additional non-contact time can be allocated in order to increase this contractual working time to the level necessary to ensure they receive the full value of the TLR payment.

My timetable scatters my lessons throughout the week with gaps between – is this allowed?

Yes - but it is not good practice. Section 3 of the STPCD advises at para 86 that schools should seek to avoid such patterns of timetabling which create unpaid “trapped time” and which also effectively prevent such teachers from taking other employment.

I feel I am being discriminated against because I am a part time teacher. What can I do?

Section 3 of the STPCD advises that schools’ arrangements for deployment of part time teachers should avoid any treatment which might constitute unlawful discrimination (*STPCD Section 3 statutory guidance para. 79*). The NEU will seek to ensure that part time and full time teachers are treated fairly and consistently. It is vital that all contractual arrangements entered into fully comply with the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended) and the Equality Act 2010. See below for sources of further advice and support.

Where should I go for further advice and support?

If further advice is needed, contact your NEU workplace rep in the first instance. If there is no NEU rep in your workplace, or the peripatetic nature of your employment makes contact with a workplace rep difficult, contact the NEU AdviceLine, or the NEU Wales office instead. Their details may be found at <https://neu.org.uk/contact-us>.

Further Resources

Further NEU guidance on school teachers' pay generally can be found at <https://neu.org.uk/help-and-advice/pay>. Pay advice for teachers working in Sixth Form Colleges or employed as Soulbury Officers is also available at the same link.

The 2020 School Teachers' Pay & Conditions Document is available at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

The School Teachers' Pay and Conditions (Wales) Document 2020 is available at <https://gov.wales/school-teachers-pay-and-conditions-wales-document-2020>

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