

## **The Educational Institute of Scotland**

### **New Qualified Teachers: Non Class Contact Time**

#### **Introduction**

- 1.1 The following resolution was approved by the 2015 Annual General Meeting:

“This AGM instructs Council to investigate and report on the contractual working arrangements of newly qualified teachers and in particular on any variations imposed on newly qualified teachers with regard to contractual non class contact time.”

- 1.2 The contractual working arrangements are set out in the SNCT Handbook.
- 1.3 Information was sought from Local Association Secretaries. 12 responses were received.

#### **Working Time Arrangements for Newly Qualified Teachers**

- 2.1 The SNCT Handbook sets out the provisions for teachers who are on the Teacher Induction Scheme (TIS) in paragraph 3.8 and 9.7-9.12 Part 2 of the SNCT Handbook. (Paragraphs 9.7-9.12 are appended in Appendix 1)
- 2.2 Other teachers who are following the alternative route during probation are treated as teachers in the Handbook.
- 2.3 Paragraph 9.10 of the Handbook sets out the maximum class contact of probationer teachers on the TIS.
- 2.4 Arising from the 2011 Pay and Conditions Agreement, the working hours of teachers on the Induction Scheme increased from 15.75 hours to 18.5 hours.
- 2.5 The SNCT Joint Secretaries had dialogue with GTCS on this change and advice was issued. The GTCS advice is appended (Appendix 2).
- 2.6 This confirmed the position that those who were progressing through the Induction Scheme on a satisfactory basis could increase class contact time post Easter. Such class contact time should be agreed as part of staff development.

#### **Responses from LA Secretaries**

- 3.1 The majority of LA Secretaries did not report any Council policies or any contractual hours issues raised by NQTs. One LA Secretary reported that the probation manager in the Council was very supportive in ensuring that probationers were aware of their entitlements.
- 3.2 Concern was raised by one LA Secretary that probationer teachers are being used to cover supply shortages.

- 3.3 If those who are on the induction scheme do not report inappropriate requests from managers to work beyond contractual hours it is difficult to ascertain whether there is a significant issue.

### **Recommendations**

- 4.1 Separately, the Salaries Committee has prepared guidance for new members on contractual rights which includes explicit reference to the Teacher Induction Scheme. This will make clear to new members their contractual class contact hours.
- 4.2 This paper should be copied to LA Secretaries who should raise the issue at LNCT level to ensure that probationers on the TIS are reminded of contractual arrangements.
- 4.3 Thereafter, Local Associations should raise any perceived breaches with Councils and report these to EIS HQ.

**Teachers on the National Teacher Induction Scheme**

- 9.7 The National Teacher Induction Scheme training placement covers a school session and is subject to registration with the GTCS. Teachers on the Scheme have the same terms of conditions as teachers, except for those provided in paragraphs 9.8 to 9.12 below.
- 9.8 Teachers entering the National Teacher Induction Scheme will be placed on Point 0 of the Main Grade Scale (Appendix 2.1).
- 9.9 The National Teacher Induction Scheme will correspond with the working year for teachers and will normally consist of 195 placement days.
- 9.10 The maximum class contact time during the placement will be 18.5 hours per week.
- 9.11 To terminate the training agreement, a minimum period of four weeks notice, in writing, is required by either side.
- 9.12 For entitlement to Maternity Leave, see Section 7 (Family Leave). Depending on eligibility, there may also be entitlement to Statutory Maternity Pay or Maternity Allowance.



**JS/11/25**

14 June 2011

Dear Colleague

**Teacher Induction Scheme**

The SNCT has agreed that the class contact time of probationer teachers on the Teacher Induction Scheme will be increased from a maximum of 15.75 hours to a maximum of 18.5 hours per week. This equates to an increase to 0.82 FTE. Changes to the SNCT Handbook of Conditions of Service for teachers have been made accordingly.

You will be aware that the GTCS has raised some concerns about increasing beyond 0.8FTE and has suggested some flexibility in implementation of the new working arrangements for probationer teachers. The Joint Chairs and Joint Secretaries have considered the terms of the letter sent by Anthony Finn, Chief Executive, GTCS, to Directors of Education which is appended. The Joint Secretaries have also met with GTCS to consider the matter directly. This meeting was constructive and positive.

The SNCT, recognising that GTCS has responsibility for professional standards, accepts that there is scope for flexibility in local decision making around how class contact time might be balanced over the course of the year for probationer teachers. We would ask that local authorities take into account the GTCS request for flexibility in the implementation of the new arrangements for probationer teachers who commence deployment in August 2011.

The SNCT also advises that in the few cases where probationer teachers require additional support to achieve the Standard for Full Registration it would not be appropriate to increase the maximum class contact time at a later stage in the session.

Yours sincerely

Tom Young (Employer's Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

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To: Directors of Education in Scotland  
(ADES)

04 May 2011

Dear Colleague

### SNCT Teachers' Deal relating to the Teacher Induction Scheme (TIS)

I feel it important to bring to your attention some significant concerns which GTC Scotland (GTCS) has about that part of the SNCT teachers' deal which relates to the Teacher Induction Scheme (TIS). If agreement is reached, an allocation of 18.5 hours teaching time (0.82 FTE) to the TIS would mean that beginning teachers would have just **four** hours per week more than experienced teachers to complete all that is expected of them in the Induction Year. We believe that this allocation would make it very difficult for GTCS to endorse the completion of the Standard for Full Registration (SfR) within one school year.

We are, of course, discussing these matters very closely with Government at present and we are confident that that any final protocol agreed within SNCT will allow us to find a suitable way forward. As you will be planning your own provision for next year, however, I would suggest that, in order to avoid any potential difficulty for the next cohort of probationers, you consider very carefully your plans for the Teacher Induction Scheme within your authority area. Our considered view is:

- that there should be a firm commitment to a minimum of **one full day (or equivalent) relief from class** at the outset of the school year for all those entering the Induction Scheme in August 2011;
- that this figure (0.8 FTE) might be varied later in the session, but not normally before Easter, for capable new teachers who would benefit from further opportunities to develop their potential and to gain additional skills. This variation would however follow full discussion with the individual probationer about his/her needs and would be endorsed by the relevant manager within the local authority.
- that the teaching time expected of individual teachers about whom cause for concern has been expressed should be maintained at no more than 0.8 FTE;
- that any agreement to vary current arrangements for the SfR would apply for session 2011/2012; and
- that any current probationers teachers who are asked to undertake an extension of probation in session 2011/2012 would do so under current arrangements (ie with a teaching allocation of 0.7 FTE).

letter to directors re TIS - 4 May 2011



I regret having to bring this matter to your attention at this time. However, as you may know, we have in recent months consistently shared with both Government and with ADES officers our view that an SNCT decision to vary the agreement on the hours required for teaching on TIS would have significant implications for teacher professionalism and for the Standard for Full Registration. In private discussions, we have sought to be as flexible as possible, while keeping professionalism as our key guideline and stating that "GTC Scotland may require to be convinced that increased time allocations would allow probationers sufficient time to attain the Standard for Full Registration." Despite many pressures, we have tried to avoid making any public comment which might be unhelpful to negotiations.

In discussion with government (and ADES) colleagues, we agreed that the original suggestion of an allocation of *0.9 FTE* teaching time for probationer teachers was inappropriate, in that it put the whole integrity of the Teacher Induction Scheme at risk. However, recognising that the compelling financial circumstances facing Councils might require an increase from the current 0.7FTE provision, we agreed on the need for *appropriate* time to deliver the Teacher Induction Scheme. The proposal to grant beginning teachers just four additional hours was, however, clearly beyond any flexibility which GTC Scotland might consider to be appropriate.

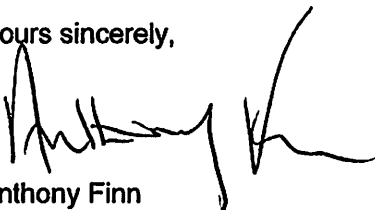
In 2001, GTCS was only convinced that the previous 2 year probation scheme could reduce to one year because of the quality of support to be offered by the new TIS. By contrast, teachers currently completing probation outwith the Induction Scheme (on the Flexible route) have a reduced level of support and require 270 days of satisfactory service to complete their probation.

Our concern in GTC Scotland is to ensure that high standards of teacher education and professionalism are maintained and improved. While we recognise the serious difficulties facing both Government and local authorities, our ultimate concern must be to ensure the quality of the teaching profession and the integrity of the TIS, a scheme highly rated across the world and, of course, deemed "world class" by OECD because of its clear focus on promoting high standards for probationers. It is important not to lose sight of how this success has been secured; and we need look no further than the Donaldson Report for a clear statement of the advantages of TIS for new teachers and, above all, for pupils. For example, in his report, Graham Donaldson asserted that "evidence and research suggests that investing time for professional development, reflection and learning with experienced teachers within the induction year is a critical factor in its success" and he then argued that savings, while needed, should not be at the expense of building much-needed quality in our future teaching force. GTC Scotland strongly supports these principles.

An allocation of four hours per week is unlikely to allow Scotland to retain an induction scheme which is viable, offering new teachers appropriate time and experiences to reflect on their strengths and to learn about and understand the key elements required of a reflective practitioner by the SfR (see Appendix).

We are, of course, keen to engage in further discussion which might resolve some of our concerns and allow us to find a suitable way forward; and I therefore look forward to further discussion on these matters. However, I did feel it appropriate to share these issues with you at present and would be happy to discuss this matter further with you.

Yours sincerely,



Anthony Finn  
Chief Executive

If calling please ask for: Fiona J Hands on Direct Dial 0131 314 6027

See attached appendix

### **Appendix: Allocation of time for the Teacher Induction Scheme**

New teachers need time and support to fulfil the expectations of the Induction Year.

The time allocation should allow opportunities for authorities to bring teachers together to share experiences and learn from them. In addition, it is clear that a beginning teacher, with all the pressures associated with induction into a new profession, requires time to:

- develop the skills of a teacher and an understanding of curriculum, assessment and pedagogy;
- have access to a range of appropriate experiences which would assist them to reflect and develop sufficient understanding of their strengths and weaknesses as a teacher, allowing time to:
  - hold regular meetings with their supporter;
  - seek advice and guidance from key colleagues;
  - meet regularly with their fellow probationers;
  - maintain a record of professional development;
  - identify and record appropriate critical incidents and evidence to use as a focus of discussion with supporters;
  - engage, where possible, in research relating to their practice and to the impact of that practice on pupil learning;
  - experience and understand the context of teaching (other schools and sectors; Additional Support Needs; policy frameworks etc);
  - gain a sufficiently detailed understanding of what is required to meet specific elements of the Standard in respect of, for example, Professional Knowledge & Understanding, Professional Skills & Abilities and Professional Values & Personal Commitment.

**Anthony Finn**

**May 2011**



Scottish Negotiating Committee for Teachers

JS/12/35

4 May 2012

Dear Colleague

### **Teacher Induction Scheme**

Following the 2011 Pay and Conditions Agreement the SNCT agreed that the class contact time of probationer teachers on the Teacher Induction Scheme was increased from a maximum of 15.75 hours to a maximum of 18.5 hours per week (equating to 0.82 FTE).

In June 2011 the SNCT issued advice (JS/11/25) appending advice from GTCS which suggested a flexible approach in implementation of the new working arrangements. The questionnaire issued by the SNCT on the Pay and Conditions Agreements confirmed that all Councils had adopted a flexible approach, balancing class contact time of probationer teachers over the course of the year.

GTCS has issued further advice to Directors of Education and this is appended. The SNCT asks local authorities to take this into account in the arrangements for probationer teachers who commence deployment in August 2012.

Yours sincerely

Tom Young (Employers' Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

### **Joint Secretaries**

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## General Teaching Council expectations in respect of the Teacher Induction Scheme (TIS)

### 1. Background

In 2011, SNCT agreed a deal on teachers' conditions which included reference to a teaching time of 0.82 FTE for probationers on the Teacher Induction Scheme (TIS). The General Teaching Council (GTCS), which is responsible for Professional Standards, subsequently agreed a pragmatic way forward which represented a flexible compromise which addressed its concerns. This GTCS position was endorsed by SNCT in June 2011 and then circulated in a joint secretaries' letter (JS/11/25).

### 2. Implications for Teachers and Local Authorities in 2011/2012

The approach outlined in JS/11/25 allowed local authorities to deploy probationer teachers incrementally across a school session. By allocating reduced teaching time from the start of a session and increasing this once teachers had gained suitable experience, employers were able to:

- provide guarantees to GTCS that the professional needs of teachers were fully addressed at the point of the session when this was most needed
- achieve across the whole school session an average deployment in line with the SNCT agreement

However, at that point, the GTCS's agreement to vary previous arrangements for teachers following the Induction Scheme applied for session 2011/2012 only.

### 3. Time allocation for probationer teachers from 2012/13: GTC Scotland guidelines

GTCS is able to confirm that the guidelines agreed in session 2011/2012 may now also apply in session 2012/2013.

Consequently, in order to ensure that probationers are given suitable support which will allow them to meet the Standard for Full Registration (SfR) within one school session (see Appendix), schools should ensure that appropriate time for teaching and for professional development is allocated to probationer teachers. In particular,

- there should be a continued commitment to a maximum of 18 hours per week class contact time (0.8 FTE) for all those entering the Induction Scheme at the start of the school year in August;
- this figure of 18 hours may be increased later in the session (but not normally before Easter) for teachers whose progress is deemed satisfactory. This variation, which will offer opportunities to gain additional experience and develop skills, should follow full discussion with the individual probationer about his/her needs. The process for approving variation would be endorsed by the relevant manager within the local authority.
- the/...

- the teaching time expected of probationers whose progress has been identified as unsatisfactory or giving cause for concern should be maintained at no more than 18 hours (0.8 FTE);
- the total allocation of teaching time across the school session should not exceed that of an average allocation of 18.5 hours (0.82 TFE) per week. (For clarity, 18.5 hours is equivalent to 0.82 of the established teacher class contact time of 22.5 hours,)
- where practicable, part of a probationer's relief time should include one full day out of class.

**Anthony Finn**  
**Chief Executive**

**30 April 2012**

**(See Appendix)**

## **APPENDIX: Allocation of time for the Teacher Induction Scheme**

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  - engage, where possible, in research relating to their practice and to the impact of that practice on pupil learning;
  - experience and understand the context of teaching (other schools and sectors; Additional Support Needs; policy frameworks etc);
  - gain a sufficiently detailed understanding of what is required to meet specific elements of the Standard in respect of, for example, Professional Knowledge & Understanding, Professional Skills & Abilities and Professional Values & Personal Commitment.

**Anthony Finn**

**Chief Executive**

**April 2012**