



HIGHVIEW COLLEGE STAFF DIRECTED HOURS POLICY (TEACHERS)

Person Responsible – The Director of Administration

(Reviewed in even years)

Rationale

Highview College is committed to supporting staff and ensuring a fair workplace.

Aims

The purpose of this policy is to be transparent in relation to equity and fairness of teaching loads.

Implementation

A teacher's workload is varied and consists of many things, including but not limited to face-to-face teaching, attendance at assemblies, briefings, meetings, yard duties, tutorials, camps, excursions, as well as marking and planning.

A full-time teacher's hours of work are 38 hours per week, averaged over a 12-month period. Accordingly, the hours a teacher is required to work during term weeks may vary depending on the calendar and events of the College in any given week. Given that there will be some non-term weeks where a teacher is not required to perform many duties, there may be other term weeks where a teacher is required to work more than 38 hours.

As a guide only, it is anticipated that regular directed duties will ordinarily not exceed 26 hours per week for a full-time teacher. It is also anticipated that a full-time teacher will work at least a further 12 hours per week of non-directed duties at their own discretion to manage his/her professional responsibilities. There would be some weeks in the College's calendar where it would be necessary for a teacher to work additional hours to accommodate school events.

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Generally a full time teacher's teaching load will not exceed 20 hours per week.

DIRECTED WEEKLY DUTIES	FULL TIME + DELTA MENTOR	FULL TIME ACADEMIC TEACHER
Academic Lessons DELTA / Whole Living	Academic 16 hours 30 minutes or 22X45min lessons + DELTA 5X10 min Home Group 4X35min DELTA lessons 190 minutes 3 hours 10 mins	Academic Load 18 hours 45minutes or 26X45min lessons 1 Home Group cover 10 mins
Proposed general classroom contact	19 hours 40 mins	19 hours 40 mins
An allowance of 20% is provided on 20 hours contact time (including DELTA)	240 minutes 4 hours	240 minutes 4 hours
Under-allotted 'Teaching' Duties	20 minutes	20 minutes
Total	20 hours	

Generally 'other' directed duties for a full time teacher will not exceed six hours per week

Other Directed Duties for all Teachers	
Assembly	35 minutes
Briefing	20 minutes
Staff Meeting	75 minutes
'Other' Meeting	75 minutes (not every week)
Yard Duty 3X25minutes	75 minutes
Cover 1X45 minutes	45 minutes
Student Tutorial	25 minutes
Under-allotted Duties	10 minutes
Total	6 hours
Total 'Directed' hours per week	30 hours
Non Directed hours	8 hours
Total	38 hours per week

Where a teacher's teaching load exceeds 20 hours, other duties will be reduced accordingly.

It is worth noting that the Highview EBA describes '*teachers' hours being averaged over a 12-month period*'. This accommodates additional duties routinely undertaken by teachers, such as: Information Evenings, Socials, Presentation Evenings, Tours, Parent Teacher Student Meetings, early starts and/or late returns from excursions, rehearsals, lunchtime practices, meetings with students, resource hunting on weekends, attendance at external functions, etc.

At Highview College a teacher's contribution to camps and Extra-curricular involvement are an expectation of employment.

PART TIME TEACHERS

Part time staff will have their non-teaching duties reduced according to their schedules. The Director of Administration will confirm these variations in consultation with each part time member of the teaching staff.

PRE-REGISTERED TEACHERS

Teachers completing their registration will have a minimum of a one-lesson allowance in their first year.

COMPOSITE CLASSES

Composite classes with more than 12 students and more than four students in each year level will receive a one-lesson allowance per composite class.

Policy developed by Melinda Scash – 2016
Updated by Melinda Scash – 2017
Updated by Start Mandersloot – 2018
Due for Review – March 2020