

Appendix a Paying Part-time Teachers and Determining the STTW

In determining pay for part-time teachers, all schools are required to define their 'school timetabled teaching week' (STTW), in accordance with the School Teachers' Pay and Conditions Document.

The statutory definition of the STTW is "school session hours that are timetabled for teaching".

The statutory definition **includes**:

- teaching
- PPA time
- other non-contact time

The statutory definition **excludes**:

- break times
- registration
- assemblies

These inclusions and exclusions are only for the purposes of calculating a part-time teacher's pay. Part-time teachers will still be paid for time spent carrying out these excluded activities and these continue to be part of [directed time](#), although the calculation of their pay in proportion to the school STTW will not include this time.

Break times

Lunchtimes were previously excluded from the school timetabled day and continue to be excluded from the STTW.

Morning and afternoon break times are now excluded from the STTW calculation although continue to be part of a teacher's directed time.

Registration

In defining whether or not an activity under the general heading of 'registration' should be included within the STTW, schools need to consider whether or not the activity is a teaching activity. Only school session hours that are timetabled for teaching can be included in the STTW.

Formal registration – usually once or twice daily, if the school timetabled includes a formal period of registration this time must be **excluded** from the STTW.

Tutor time – some schools include in their timetable a period of tutor time which often includes planned teaching activities, eg. team-building with pupils. This may also include a brief period when a register is completed. If the majority of this tutor time is spent on teaching-related activities, this time can be **included** in the STTW, including the brief period of time when the register is completed.

Informal registration – there are other activities which include an element of registration which nevertheless may be considered to be teaching time. Examples include:

- In a secondary school, a head count or recording of attendance during a timetabled lesson.
- In a primary school, 'circle time', where the register is completed as part of a teaching and learning activity.
- In this type of scenario, all this time can be **included** in the STTW, as long as the period of time in question is focused on teaching.
- No registration – some schools do not have an actual registration process, eg. where swipe cards are used by pupils to register their attendance. Clearly in this situation there is no time spent on registration so no registration time to be excluded from the STTW.

Regardless of whether or not these activities fall within the STTW, they all continue to be part of directed time.

Assemblies

Schools are legally required to have a daily act of collective worship in their timetables. On this basis, our understanding is that the majority of schools hold daily assemblies and, assuming these are of equal length each day, the length of each school day is likely to be the same, with the assembly time excluded from the STTW. Scenarios where this is not the case are dealt with in more detail later in this document.

Assemblies may be for one class, a year group or key stage, or the whole school. The principles outlined here apply to each type of assembly, although if there are different assembly arrangements for different parts of the school this may result in the necessity for more than one STTW within a school, which will be covered in more detail later in this document.

The following activities are considered to be either part of the assembly process or part of the school's timetable that includes an assembly and are therefore **excluded** from the STTW:

- leading or delivering an assembly;
- attending an assembly and/or supervising pupils;
- remaining in the classroom or staff room outside of the assembly, preparing work etc, without pupils present (this is not considered to be 'non-contact time' as this time is not timetabled teaching time).

Where a part of the school is continuing with teaching while an assembly continues elsewhere, a separate STTW needs to be produced to cover that part of the school and that activity can therefore be **included** in that separate STTW. Likewise, where a teacher is specifically teaching pupils while other pupils are attending assembly, that teacher should be considered to be working on a separate timetable, with a separate STTW, under which this time can be **included** as teaching time in the STTW.

Regardless of whether or not these activities fall within the STTW, they all continue to be part of directed time.

Calculating a part-time teacher's pay

Step 1 - Calculate the STTW

The STTW should be calculated using the criteria outlined above. The example below shows how this can be calculated in a school which has assemblies every day of the week and therefore each working day is of equal length:

Times	Activity	Included/ excluded	Hours included in STTW
8.45 – 8.55	Registration	Excluded	-
8.55 – 9.15	Assembly	Excluded	-
9.15 – 10.30	Teaching	Included	1.25
10.30 – 10.45	Break time	Excluded	-
10.45 – 12.15	Teaching	Included	1.50
12.15 – 12.55	Lunch time	Excluded	-
12.55 – 1.00	Registration	Excluded	-
1.00 – 2.15	Teaching	Included	1.25
2.15 – 2.30	Break time	Excluded	-
2.30 – 3.30	Teaching	Included	1.00
DAILY TOTAL			5.00
WEEKLY TOTAL - STTW			25.00

It should be emphasised that this does not affect the length of the statutory school day – this calculation is only for the purposes of part-time teachers' pay.

As outlined above, the school may need to calculate more than one STTW if more than one timetable operates within the school. Examples of where this may be the case include:

- A primary school with different timetables for different key stages.
- A secondary school which has different timetables for different year groups.
- A school with an attached unit which has a separate timetable.
- A school which has a teacher who routinely teaches while an assembly is taking place (eg. SENCo).

If schools are in doubt about whether more than one STTW should be applied, EPS can provide further specific advice.

Step 2 – Calculate percentage of the STTW

This calculation needs to be made for each part-time teacher in the school, taking into account the specific days or times that the teacher works and looking at how much of their time on those days falls within time that is included in the STTW. This can then be used to calculate the percentage of a full time teacher's pay that the part-time teacher should be paid.

These examples use the example STTW calculated above.

Teacher A works mornings only

8.55 – 12.15 = 2.75 hours per day of STTW-included time

2.75 hours x 5 days = 13.75 hours per week

13.75 hours / 25 hours (STTW) = 55% of full time pay

Pay level M5 (£27,939 fte) at 55% (0.55 fte) = £15,366.45

Teacher B works Monday and Tuesday only, full days
5 hours of STTW per day = 10 hours per week
10 hours / 25 hours (STTW) = 40% of full time pay
Pay level M5 (£27,939 fte) at 40% (0.4 fte) = £11,176

In this example, because the STTW days are of equal length, Teacher B who works full days continues to be paid on the basis of 0.2 fte for each day worked.

However Teacher A who works five half days will be paid according to the actual teaching time he or she works during the STTW.

For the purposes of the STTW, some schools may have working days of unequal length, eg. where assemblies are held on certain days of the week but not others, or where there are different length assemblies, breaks or registration periods.

Example where STTW has differing length days

The school has two shorter days in the STTW:

Monday	4.00 hours
Tuesday	4.00 hours
Wednesday	4.50 hours
Thursday	4.50 hours
Friday	4.50 hours
STTW:	21.5 hours

Two teachers job share; Teacher A works on Mondays and Tuesdays, which happen to be the shorter days in the STTW, while Teacher B works on the longer days in the STTW.

Before 1 September 2008, these teachers would have been paid as follows:

Teacher A:	0.4 fte
Teacher B:	0.6 fte

After 1 September 2008:

Teacher A is paid on the basis of 2 x 4 hours = 8 hours

8 hours / 21.5 STTW = 0.37 fte

Teacher B is paid on the basis of 3 x 4.5 hours = 13.5 hours

13.5 hours / 21.5 STTW = 0.63 fte

Impact for Teacher A:

Before 1 September 2008:	0.40 fte
After 1 September 2008:	0.37 fte
If Teacher A is paid on M5 this results in potential drop in pay:	
Before:	£11,175.60
After:	£10,337.43
Potential drop:	£ 838.17

Impact for Teacher B:

Before 1 September 2008:	0.60 fte
After 1 September 2008:	0.63 fte
If Teacher B is paid on M5 this results in increase in pay:	
Before:	£16,763.40
After:	£17,601.57
Potential increase:	£ 838.17

NB. Where as a result of the changes to part-time teachers' pay a teacher will potentially experience a drop in pay, e.g. Teacher A in the example above, salary safeguarding will apply. Arrangements for safeguarding are covered in more detail in Appendix 2 to this document.

Complications

Where a school operates a two-week timetable, two calculations should be made to arrive at a consolidated pro-rata pay calculation for each part-time teacher.

Where a teacher works in more than one school it is theoretically possible for that teacher to work for five days per week but to earn slightly more than 1.00 fte, for example Teacher B in the scenario above, who already earns more than 0.6 fte for three days' work in one school. If this situation arises, there is no alternative but to paid the teacher more than 1.0 fte, but the teacher will not be able to make more than 1.0 fte's worth of pension contributions.