

Objective of this paper are to set out:

- **Distinction in the application of Rates of pay for teaching and non-teaching activities.**
- **Non-teaching activities and teaching activities.**
- **Teachers' claim for payment when working more than the contracted (agreed at the beginning of academic year or term and/or timetabled) hours in undertaking additional teaching and non-teaching activities.**

1. Ashbourne has 2 types of pay rates for teachers for 2 different set of activities (work)

- 1.1. Teaching Rate for teaching activities:** This is specified in individual teacher's contract and/or other agreements between a teacher and the Director of Studies. Teachers are paid the Teaching Rate for all teaching activities.
- 1.2. Non-teaching Rate for non-teaching activities:** Non-teaching Rate is £25 per hour and teachers are paid the Non-teaching Rate for all non-teaching activities (see section 3 below)

2. Ashbourne has 2 group of teachers**2.1 Yearly Teachers**

- 2.1.1 Yearly teachers are teachers who receive their pay in 12 equal instalments over the financial year and can be working full time or part time. The vast majority of Yearly teachers work full time.
2. Full time Yearly teachers contracted working periods in each academic year and contracted hours per teaching week are as follow:
- a. 31 teaching weeks.
 - b. 1 teaching week during Easter break (referred to as the Easter Revision week).
 - c. 4 weeks following end of summer term (summer term ends between the last week in May and 1st week of June).
 - d. 4 weeks from returning to Ashbourne on Monday of the week when A-level results are released in August to the start of the next (new) academic year in September.
 - e. A total of 40 working weeks (31+1+4+4 above) in each academic year.
 - f. Average 40 hours a week throughout the 40 weeks.
 - g. The compulsory contracted hours per day during 31 teaching weeks are 8.30 am to 6.00 pm with 1 hour lunch break with 30 teaching hours per week except for teachers with other responsibilities such as Head of Faculties etc.
3. Outside the 32 teaching weeks (31 teaching weeks plus 1 teaching week during the Easter break) the Director of Studies may offer flexibility to working hours. Holidays are as specified in the contract of Yearly Teachers.
4. Yearly teachers will not receive additional payment for any activities that take place during contracted working hours set out in 2.1.2 above.
5. In general Yearly teachers should not be claiming additional pay as all work (teaching and non-teaching) are undertaken during contracted working periods as set out in 2.1.2

6. Yearly teachers may claim for additional teaching activities undertaken outside the contracted hours at Teaching Rate. Such additional teaching activities hours must be agreed with the Director of Studies and Timetable Team in advance.
7. To add clarity and illustrate 2.1.6 above, where a Yearly teacher, who has contracted 30 teaching hours within the 40 hour week during the 32 teaching weeks, is required to teach say 33 hours in a particular week, the teacher can claim the additional 3 hours at Teaching Rate.
8. It must be stressed that 2.1.6 and 2.1.7 only happens in very exceptional circumstances. This is because Ashbourne's policy is teachers should not teach more than 30 hours a week because it is not in the interest of students and teachers as excessive teaching hours will have significant adverse effect on the quality of the teaching.
9. Outside the 32 teaching weeks (31 teaching weeks plus 1 teaching week during Easter break), Yearly teachers, who have up to contracted 30 teaching hours a week during the 32 teaching weeks, are expected to teach up to 50% of their 30 teaching hours per week which is 15 teaching hours during each of the 8 weeks (2.1.2 (c) plus 2.1.2 (d) above) without any additional payment. Similarly, a Yearly teacher with other responsibilities who has say contracted 22 teaching hours a week during the 32 teaching weeks, is expected to teach up to 50% of their 22 teaching hours which is 11 teaching hours during each week of the 8 weeks without any additional payment.
10. In 2.1.9 above, in exceptional circumstances where a teacher's teaching hours in any one week of the 8 weeks exceed the 50% of the contracted hours, the teacher could claim the additional hours at Teaching Rate. For example if a teacher has 24 contracted hours per week (either because of other responsibilities or the Yearly teacher is part-time) is required to teach for 20 hours during one of those 8 weeks, the teacher could claim 8 hours at Teaching Rate. (50% of 24 hours = 12 hours. 20 hours minus 12 hours = 8 hours)

2.2 Part-time Yearly Teachers

- 2.2.1 A part-time Yearly teacher who works 4 days a week is 0.8, who works 3 a week is 0.6, who work 2 days a week is 0.4 to the full time Yearly teacher who is denoted as 1.
- 2.2.2 Part-time Yearly teachers contracted working periods are proportionate to that of a full time Yearly teacher set out in 2.1.2. Therefore, a 0.6 part-time Yearly teacher will average 24 (0.6 of 40 working hours) working hours a week, with 18 (0.6 of 30 teaching hours) teaching hours a week in the 32 teaching weeks.
- 2.2.3 The principles set out in this paper for full time Yearly teachers apply equally to part-time Yearly teachers

2.3 Hourly Teachers

- 2.3.1 Hourly teachers are teachers paid for the number of hours that they work. The hours are usually agreed at the beginning of the academic year or beginning of a term. Their pay can vary from one month to the next. Their contracted working hours are reflected in the timetable. In addition to the hourly rate, they will be paid holiday pay of 12.1% of their hourly rate for hours they work. The total holiday payments for an academic year are paid in two equal installments July and August.
2. Hourly teachers should claim Teaching Rates when required to undertake non-teaching activities during hours allocated for teaching activities.
- 2.3.3 Hourly teachers should claim Teaching Rates for teaching activities undertaken beyond contracted (agreed) working hours. Such additional teaching activities must be agreed with the Director of Studies and the Timetable Team

3. Claim for non-teaching activities

- 3.3. Teachers may claim a maximum of 6 hours per day for undertaking non-teaching activities outside their contracted (agreed) hours.

- 3.4. Teaching Rate will be paid, instead of non-teaching rate, only where a teacher is required to undertake (outside his/her contracted hours) non-teaching activities in place of teaching activities.
- 3.3 Non-teaching activities include:
- a. Academic/skill training.
 - b. Compulsory training e.g. Child Protection, Fire Marshall, First Aid, etc.
 - c. Faculty meetings.
 - d. General staff meetings.
 - e. Peer observation – only payable if agreed with HOF
 - f. Student activities preparations e.g. Revue, school trips, etc.
 - g. Exam invigilation, moderation and marking. This is applicable for centre-moderated and/or centre-assessed coursework, practical, portfolio of work and oral examinations.
 - h. Music/Drama auditions and interviews for new student recruitment.
 - i. Scheme of work and appraisal week (see point 3.9).
 - j. Cover unplanned teacher absence (not teach).
 - k. Residential European School trips e.g. annual Ashbourne get-together trip, Art trip, Biology trip and Middle School trip.
 - l. Non-residential student activities (see point 3.7).
 - m. Educational trips (see point 3.8).
- 3.4 **Open Evening** is paid at £ 125 per event for invited teachers who attend.
- 3.5 **Parents Evening** takes place twice in the autumn and spring terms respectfully. The first parents evening per term is unpaid and the second parents evening per term is payable at £125 for the evening.
- Teachers could claim 1 hour at Non-teaching Rate for every band of up to five appointments that exceed 10 appointments in each parents evening. For example if a teacher has 23 appointments at one parents evening, the teacher could claim 3 hours at Non-teaching Rate as there are 3 bands (5 + 5 + 3) of up to five appointments in each band that exceed 10 appointments
6. **Disciplinary meetings** are unpaid.
7. **Non-residential student activities:**
This includes activities like Go-Karting, bowling, theatre shows, exhibitions, etc. For these activities, the trip leader is paid if the activities take place outside agreed working hours. As a general rule only one trip leader is required for every 12 students. Agreements about the number of trip leaders must be finalised with the Activities Coordinator.
8. **Educational trips:**
The agreement is the same as for Non-residential student activities unless for educational purposes, another teacher needs to attend. In this case the additional teacher will be paid as well. This is at the Head of Faculty's discretion, but still needs to be finalised with the Activities coordinator.

9. Scheme of work and appraisal week:

This takes place in the penultimate week of the spring term and is known as the “Inset” week. While the Inset week is within the 32 teaching weeks, no teaching takes place during the inset week. Hourly teachers can claim up to 20 hours at Non-teaching Rate less their contracted (timetabled/agreed) hours for the Inset week. Their contracted hours of the Inset week will be paid at Teaching Rate.

The above paragraph does not apply to Yearly teachers as work undertaken by Yearly teachers during the Inset week does not exceed Yearly teachers’ contracted hours of the inset week

10. Special Events – the Revue, Christmas Lunch, End of Year Award:

Ashbourne does not pay teachers for attending these events but they receive free tickets and catering services. For the Revue, due to limited venue capacity, tickets are only free for teachers who contribute and participate in the preparation of the event.

11. Travel Expenses:

The College does not pay for travel expenses unless agreed in advance with the Principal or the Director of Studies.

4. Claim for teaching activities

4.1 Teaching activities are class room teaching, tutoring of students group and participation in students clubs such as debating, chess clubs etc.

4.1 Teaching activities are specified in individual teachers’ timetables and include taught Student Clubs. These hours must be and are agreed (contracted) with the Director of Studies and Timetable Team in advance.

4.6. Hourly teachers may claim for teaching hours (outside contracted hours) at Teaching Rate that do not take place due to unexpected cancellation by the College, clashes with other compulsory activities organised by the College, students nonattendance and teachers absent due to sickness.

4.7. Hourly teachers may claim for teaching hours at Teaching Rate for rescheduled classes that take place outside contracted hours as a result of 4.6 only if they are agreed in advance with the Director of Studies.

4.8 On occasion Yearly teachers may, on an ad-hoc basis be asked to teach a class due to a planned absence (such as maternity/paternity leave) for another teacher. These classes are expected to be ‘one-off’ classes and to happen on occasion, rather than for a prolonged period of time. In general Heads of Faculty will organise for alternative arrangements to teach these classes. In the event that a Yearly Teacher is asked to teach these classes, they are not expected to claim for these hours.

5. General Information:

1. Travelling time should not be included in the hours claimed for teaching and non-teaching activities.

2. Term time is defined as the 31 teaching weeks at Ashbourne. For Yearly Teachers, term time also includes 1 week of Easter Revision, making a total of 32 weeks.