

Murtoa College

PART TIME TEACHERS



Rationale:

- Murtoa College values the contribution of all staff and recognises that it has a duty of care to treat all staff in an equitable way.
- The college will make every endeavour to maintain a communication structure that ensures that all staff are kept well informed.
- While the first priority of the school is to meet the needs of students, every effort will be made to schedule the duties of part-time staff in a way that meets their individual requirements.

Aims:

1. It is expected that all staff will participate in the total school program, including meetings, extra-curricular activities, sporting activities, curriculum development, professional development and social activities.
2. Part-time teachers will have access to responsibility positions within the school.
3. The total workload of part-time teachers will be calculated as a fraction of a standard 38 hour week.

Implementation:

4. Part time teachers will be expected to be on duty for an agreed minimum number of days as specified below.
5. Part-time teachers will be timetabled on duty for the number of teaching periods per week according to the time fraction for which they are employed, rounded up to the nearest whole number, as specified below.

Time Fraction	Hours employed	Days on duty	Full time 22 periods (Secondary)	Full time 23 periods (Secondary)	Full time 24 periods (Secondary)	Periods on duty (Primary)
0.2	7.6	3	4.4	4.6	4.8	5
0.3	11.4	3	6.6	6.9	7.2	7.5
0.4	15.2	3	8.8	9.2	9.6	10.8
0.5	19.0	4	11	11.5	12	13.5
0.6	22.8	4	13.2	13.8	14.4	16.2
0.7	26.6	4	15.4	16.1	16.8	18.9
0.8	30.4	4	17.6	18.4	19.2	21.6
0.9	34.2	5	19.8	20.7	21.6	24.3
1.0	38.0	5	22	23	24	27
Yard duty			Full time 45 m Pro rata	Full time 22.5 m Pro rata	No yard duty	Full time 45 m Pro rata
Extras			Full time 1 per fortnight	None	None	None

6. Within the framework above, the distribution of timetabled teaching classes and allocated duties shall be as agreed between the part-time teacher and the principal.
7. The teaching load and other duties allotted to part-time teachers shall be in accordance with relevant awards and agreements.
8. Part-time teachers are expected to attend all meetings scheduled within or immediately adjacent to the period during which they are rostered on duty.
9. Part-time teachers are expected to be available to be on duty for school events, such as sport days, during the times they are rostered on duty.
10. Part-time teachers are expected to attend parent-teacher interviews each term.
11. If part-time staff choose to conduct excursions, attend professional development activities or engage in other professional activities during times when they are not rostered on duty they may do so with the full protection of employees of DET, provided that such activities are notified in the usual manner. In these circumstances there may be no extra payment or time in lieu granted. Requests for payment or time in lieu are to be directed to the Principal.
12. If the principal requests a part-time teacher to be involved in professional activities outside the normal times of duty, sufficient notice will be given to allow the teacher to make suitable arrangements and payment for the extra time at CRT rates will be made. If it is not possible for the teacher to make appropriate arrangements to accommodate the request, the request may be refused without penalty.
13. If, due to factors outside their control, a part-time teacher is unable to carry out their designated duties within the rostered time on duty, they may lodge a request to the principal to be employed on a CRT basis for extra time. Such a request will be considered on the basis that all staff are employed for more time than the timetabled classes during the week and it is a teacher's responsibility to manage their time appropriately.

Evaluation:

This policy was last ratified by School Council in...

June 2017