

GUIDELINES FOR SECONDARY SCHOOL PART-TIME TEACHERS

1. Attend Conferences, Curriculum Week Sessions, Socials etc. as required but not on a paid basis beyond normal part-time salary.

Teachers will be paid for Camp days beyond their normal full-time equivalent (FTE) load.

2. Because part-timers can influence the nature of the timetable, the school has developed the following guidelines:

The number of days at school during the week in general will be according to the following pattern:¹

0.3 FTE over 2 or 3 days

0.4 FTE over 3 days

0.5 FTE over 3 or 4 days

0.6 FTE over 4 days

0.7 FTE over 4 or 5 days

0.8 FTE over 5 days

0.9 FTE over 5 days

3. It is to be noted that for part-time staff the hours worked may vary from year to year eg due to changes in timetable allocation requirements for that year.
4. Arrival and leaving times at school are subject to negotiation with the Director of Secondary Administration. Efforts will be made to give staff early starts or late finishes where they have already met their preparation lesson requirements, however, this cannot be guaranteed due to the constraints of the timetable.
5. Time at school includes a pro-rata number of preparation lessons.
6. 'Extras' as required will be given on a pro-rata basis.
7. Part-timers may be asked to be members of a Pastoral Care Team on a pro rata basis, including, for example, attendance at Home Class.

Mr W Rusin
Principal
15 March 2017

¹ Dispensation may be given to those teachers who teach outside the main timetable to have a reduced number of days.