



CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA

Topic:	Teacher Workloads
Policy No:	2-C10
Policy Area:	Stewardship
Standing Committee:	School Personnel Committee
Originally Released:	1999
Date for Review:	2015

1. Rationale

The Catholic Church has demonstrated a commitment to fair employment relationships over many years, beginning with the Encyclical of Pope Leo XIII in 1891 entitled 'Rerum Novarum'. Pope John Paul II has published two encyclicals on this subject, 'Laborem Exercens' in 1981 and 'Centesimus Annus' in 1991.

Within the employment relationship, administrators, principals and teachers are called to embody the vision, values and outlook of the authentic Catholic school (Mandate paragraph 92, 96-100, 142-147).¹

2. Definitions

Nil

3. Scope

This policy applies to all Catholic schools in Western Australia.

4. Principles

- 4.1 In determining a teacher's workload, care must be taken to ensure teachers shall not be required to perform an unfair or unreasonable workload (Mandate paragraph 98, 14).²
- 4.2 Within all schools, a duty of care towards the students must be exercised at all times. In Catholic schools, the duty of care extends to the provision of pastoral care of students which is exercised by all members of the school community and is an underpinning cultural determinant of Catholic schools.
- 4.3 In respect to teachers, the school also has a duty of care in the determination of the teacher's workload which has as its purpose a fair and equitable distribution of the school's professional, educational and pastoral care responsibilities. This should be determined having regard to these outcomes and the personal, professional and family responsibilities of the teacher.
- 4.4 It is recognised that it is neither possible nor indeed desirable to regulate all aspects of a professional teacher's workload.

4.5 Professional duties that can and should be limited include:

- scheduled class time
- supervision of students, including yard duty and pastoral care periods
- scheduled meetings
- school camps and excursions
- co-curricular activities, including sport sessions taken by the teacher outside normal school time.

5. Procedures

5.1 Hours of Duty

Teachers are required to be on duty each day before classes commence. Principals may require teachers to be on duty at least 15 minutes before and/or after classes each day.

5.2 Scheduled Class Time

5.2.1 Primary

The minimum hours of instruction shall be 25 hours and 50 minutes during each week in which the school is open and at least 4 hours and 10 minutes each day in which the school is open for instruction.

The minimum Duties other than Teaching time (DOTT time) for a full time Primary teacher shall be 240 minutes per week from 2011. With the agreement of the principal, teachers may elect to take less DOTT time per week (provided it is not less than 200 minutes per week) and 'bank' the remaining time (ie up to 30 minutes in 2010) to be taken cumulatively later but must be taken by the end of the Semester in which it is banked. This agreement shall be in writing in each year where the agreement exists. Where DOTT time is disrupted due to teacher absence, the impact on an individual's planned activities for this time shall be considered.

Note: This change from the previous wording will not lead to an increase in any school's current scheduled class time. The maximum teaching week will remain 27.5 hours per week of scheduled class time, inclusive of morning tea but exclusive of lunch.

5.2.2 Secondary

The maximum scheduled classroom teaching load for a full time teacher shall be 0.8 of the total number of scheduled teaching periods offered by a school per week / cycle, but shall be no more than 1280 minutes per week (21 hours 20 minutes). Scheduled classroom teaching time shall be exclusive of the first 75 minutes per week of homeroom (however so called).

5.3 Co-Curricular Activities

Teachers are expected to participate in reasonable co-curricular activities dependent upon the requirements of the individual school and its mission statement. As such, principals may require all teachers to accept a share of those tasks that go beyond actual class teaching.

5.4 Class Sizes

The principal shall determine class sizes within the following parameters.

5.4.1 Primary

Kindergarten – Year 3	30 students per class
Years 4-7	32 students per class

Composite PP/1	26 students per class
Composite 2-7	30 students per class

Note: 1. MAG classes are not regarded as composite classes.
2. Existing classes in excess of these maxima will be eliminated by attrition.

5.4.2 Secondary

Years 8-10	Form Classes	32 students
	Other Classes	32 students per class recommended with a maximum of 35 students per class
Years 11-12	Form Classes	An average of 25 students per form class with a maximum of 28 students in any one class
	Other Classes	28 students per class recommended with a maximum of 31 students per class
	Practical	maximum of 24 students per class

Note: In situations where an individual class size above the class maxima is required, the principal and the teacher shall hold discussions with a view to reaching an accommodation. Such discussions may include compensation such as additional DOTT or reduced duties (eg yard/bus supervision).

5.4.3 Where a school wishes to vary the above, the principal shall first obtain the approval of the Director of Catholic Education.

5.5 Secondary Relief Supervisions

5.5.1 Where normal timetables are disrupted due to teacher absences, other teaching staff may be called upon to ensure students are afforded an appropriate standard of care.

5.5.2 In the case of a planned absence:

- initially, staff who have lost their normal scheduled classes shall be allocated an in lieu class
- full time staff with an allocated teaching load of less than 1280 minutes per week of scheduled classroom teaching may be utilised
- part time staff may be offered paid supervisions
- external relief teachers will be employed

Notes for planned absences:

- In lieu of the process above, staff members may make arrangements that are approved by the principal (or delegate) to have their classes covered by mutual agreement with colleagues.
- Where teachers have 1280 minutes per week of scheduled classroom teaching, they cannot be required to undertake relief supervisions.
- Adequate notice shall be given of any requirement or request to undertake relief supervisions.

5.5.3 In an unplanned absence where no prior indication of the absence has been advised or where the school cannot engage a relief teacher:

- initially, staff who have lost their normal scheduled classes shall be allocated an in lieu class

- full time staff with an allocated teaching load of less than 1280 minutes per week of scheduled classroom teaching may be utilised
- other teaching staff may be required to undertake a relief supervision. However, the impact on an individual's planned activities for this time shall be considered
- schools are to determine relief supervisions on an equitable basis

5.6 Children with Special Needs

Where children who receive funding under government special education grants are included in a mainstream class:

- 5.6.1 The teacher/s concerned shall be consulted regarding the educational provisions for the student.
- 5.6.2 The teacher/s concerned shall be given the opportunity to undertake appropriate training.
- 5.6.3 Mainstream primary (K-7) classroom teachers who have responsibility for a student with a disability funded through the Commonwealth Special Education Recurrent Grants program and who are required to develop and implement Individual Education Programs (IEPs) for a student across all learning areas shall be given an additional 15 minutes DOTT time per student per week. This additional DOTT may be banked.

6. References

¹Bishops Mandate for the Catholic Education Commission of Western Australia 2009 – 2015

7. Related Documents

Encyclical of Pope Leo XIII 'Rerum Novarum' 1891

Encyclical of Pope John Paul II 'Laborem Exercens' 1981 and 'Centesimus Annus' 1991

8. Review History

Year of Review:	Reviewed by:	Amendments/Review
1999	SPC	Originally Released
2000	SPC	Reviewed
2004	SPC	Reviewed
2005	SPC	Reviewed
2006	SPC	Reviewed
2009	SPC	Reviewed
2010	SPC	Reviewed
2010	CEOWA	Reformatted

9. Next Review

Year:	CEOWA Standing Committee Responsible
2015	School Personnel Committee