

MERE SCHOOL

Policy for Planning, Preparation and Assessment Time (PPA)

Introduction

All teachers (including the headteacher if s/he has a timetabled teaching commitment), whether employed on permanent, fixed term, temporary or part-time contracts, have a contractual entitlement to guaranteed PPA time within the timetabled teaching day. The purpose of this guaranteed time is to relieve some of the existing workload pressures on teachers and to raise standards by providing some time for planning, preparation and assessment within the timetabled teaching day.

Legal requirements and good practice

All of the PPA strategies chosen by the school reflect the aims and principles as set out in the National Agreement. The key aims for our school in implementing PPA is to maintain standards of teaching and learning and improve the work/life balance of our teachers.

Our strategy for providing PPA time was developed in consultation with the whole staff and approved by the Governing Body. It has been agreed that only teaching and learning activities that maintain or enrich the school curriculum should be timetabled for our pupils while teachers have their PPA time. Similarly the provision of PPA time must not shift teachers' other duties to evenings and weekends other than what could be appropriately included within the 1265 annual hours of 'directed time'. PPA time should provide a genuine reduction in teachers' workloads; this impact will be closely monitored through performance management reviews.

The following generic principles have been agreed:

- Full consultation has taken place with staff and governors.
- All administrative and clerical tasks have been removed from timetabled teaching time and delegated to other staff.
- A costed strategy for PPA time has been chosen that is sustainable.
- Training issues for all relevant staff have been taken into account in deciding on the appropriate strategy.
- PPA time is to be provided in blocks of not less than 30 minutes.
- Only the minimum 10% time will be formally guaranteed for PPA.
- Our PPA strategy forms part of the School Improvement Plan.
- We have an effective communication system for all staff to contribute to the review and development of the PPA strategy.
- Regular reviews with all staff affected will ensure that we offer continuity of teaching and learning for pupils over the school year.
- PPA time will not be reduced or re-allocated for cover or any other activities unless there is an agreed emergency within our school.
- Appropriate liability insurance cover is available for all staff involved in providing PPA time.
- Any enrichment activities used to release teachers for PPA time will add benefit to the existing school curriculum with a clear focus on teaching and learning outcomes.
- Staff absence will not adversely impact on another teacher's PPA time.

Teachers:

- All teachers receive a minimum of 10% PPA time either on a weekly or fortnightly timetabled basis at this school (including the headteacher if they have a regular timetabled teaching commitment).
- Teachers with leadership and/or management responsibilities require specified non-contact time to undertake these duties. Depending on the nature of the responsibilities to be undertaken, some of this time may fall outside timetabled teaching time so long as it remains within 1265 hours.
- The PPA time for part time teachers who are entitled to less than half an hour per fortnight will be rolled forward, as appropriate.
- The no detriment clause within the Agreement will be honoured to ensure that no teacher receives less guaranteed PPA time than during the previous year.
- The use of existing non-contact time has been reviewed and where administrative tasks or pastoral duties have been transferred to other staff or outside the teaching day the quantity of teaching time may potentially increase.
- Teachers will determine the tasks to be undertaken within PPA time in a professional manner and may be asked to assist in evaluating the impact of this time.
- Teachers at this school may choose to use their PPA time to engage in collaborative activities.
- Teachers must undertake their PPA time within the school, e.g. staffroom, classroom, and may only be off site only with the prior permission of the headteacher.
- Staff working at home must have been authorised to do this by the headteacher and have paid due regard to the Council's Home Working Policy and School Health and Safety Policy. All appropriate risk assessments have been completed and suitable liability insurance cover is in place.
- Teachers are required to support the staff engaged in providing their PPA time, e.g. by providing relevant documentation and information.
- Teachers have agreed to support and supervise support staff engaged in 'specified work' where this strategy provides PPA time.

Support Staff:

Where it has been determined by the Headteacher and governors that one or more of the school support staff have the necessary training and skills to support the release of teachers for PPA time, they can undertake 'specified work' subject to three conditions:

- to assist or support the work of the teacher.
 - under the supervision and direction of a teacher in accordance with the arrangements made by the headteacher.
 - where the headteacher is satisfied the support staff member has the skills, expertise and experience required to carry out specified work.
 - when delivering 'specified work' support staff may call on the school's normal supervisory arrangements and emergency procedures:
- Support staff engaged in 'specified work' will be paid on the appropriate LEA banding.
 - Following consultation, the relevant LEA job descriptions have been adopted for existing members of support staff where appropriate.
 - Support staff have received appropriate training e.g. behaviour training.

- If necessary, support staff who deliver 'specified work' will also benefit from paid dedicated time to enable them to plan and prepare for their own role in lessons and liaise with class teachers. This time may not always be within the teaching day.
- Teachers will plan the 'specified work' for support staff.

'Specified work' is quite different from 'cover supervision' and includes the following four activities:

1. planning and preparing lessons and courses for pupils;
2. delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
3. assessing the development, progress and attainment of pupils; and
4. reporting on the development, progress and attainment of pupils.

PPA Strategy

- We may use the following adults to release teachers for PPA time, e.g. teaching assistants, teachers, coaches, specialist instructors, others.
- If timetabled PPA time is affected by unforeseen absence, where it is reasonably practicable alternative arrangements will be made to protect an individual's PPA entitlement.
- All staff entitled to PPA time will be provided with a timetable on a minimum of a termly basis.
- PPA time will be given in blocks of not less than 30 minutes.
- The headteacher together with the chair of governors will ensure that data is used effectively to judge any impact of the introduction of PPA time on standards throughout the transition and post set up period. Outcomes will be discussed with the SLT and governors will receive regular termly updates.

Monitoring and evaluation

The headteacher will monitor and evaluate the impact of PPA time on teacher and support staff work/life balance.

The Governors will monitor and evaluate the impact of PPA time on the work/life balance of the headteacher.

These two tasks will be carried out through 1:1 meetings, staff meetings, during performance management, and through a voluntary questionnaire/timesheet completed by staff before and post PPA implementation.

The following documents are available in school and provide additional guidance.

- Time for Standards Planning, Preparation and Assessment Resource Pack.
- School Workforce Reform PPA/FMiS notes from 1 day conference.
- School Cover Policy.
- School Work/life Balance Policy.
- Health and Safety Policy.
- Working at Home Policy.
- Risk Assessments policy.
- HLTA standards.

Further information is also available at:

www.teachernet.org
www.remodelling.org

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