

Part Time Staff-Shared Teaching

Responsibility Part-Time staff in a shared classroom or specialist subject

Due for Review November, 2023



Purpose	Provide clear arrangements and expectations for part time staff who are sharing the responsibilities of teaching a class, or specialists program.
Aims	<ul style="list-style-type: none"> ▪ Ensure that responsibilities are fairly divided between staff according to their time fraction ▪ Provide an educational program in line with the Whole School Learning Plan ▪ Acknowledge the impact that flexible work arrangements has on colleagues, families and students and work together to address them proactively.
Implementation	<p>Communication</p> <ul style="list-style-type: none"> ▪ It is the responsibility of part time staff to check the Folly, emails, BFPS Calendar, COMPASS and minutes of meetings to ensure they are up to date with the day to day organisation of the school. The Lead Learner is to be the first point of contact for information regarding school organisational matters. ▪ It is the responsibility of the teacher to follow up any issues that are reported to them. If they are not in attendance the next day, the issue must be communicated to the other teacher to ensure follow up is completed in a timely manner. It is a recommended practice that the author of an email will Cc their teaching partner into the communication. ▪ At the commencement of the year teaching partners must identify, and document how they will provide a sequenced and cohesive curriculum program for their students and share responsibilities for planning and monitoring in line with the Whole school Learning Plan and PLC planners. Teachers must also establish and document key classroom routines for the benefit of students and families. ▪ Email signature blocks must indicate days of work <p>Professional Practice Time (PPT)</p> <ul style="list-style-type: none"> ▪ Part time staff will have PPT or duties pro rata of their time fraction, unless otherwise negotiated with the Leadership Team.

Time Fraction	Non-Face to Face Time			Yard Duty
	VGSA Entitlement	School will provide	Above VGSA	
0.2	42 mins	1 session (55 mins)	+13	Optional- 1 sessions (45 mins)
0.4	84 mins Which option is allocated will be decided by the school based on operational needs	2 sessions (110 mins)	+26	1 sessions (45 mins)
		1 sessions (55 mins)	+0	0 sessions
0.6	126 mins Which option is allocated will be decided by the school based on operational needs	2 sessions (110 mins)	+0	0 sessions
		3 sessions (165 mins)	+39	1 sessions (45 mins)
0.8	168 mins	3 sessions (165 mins)	+0	No yard duty- supervision of eating time only
		4 sessions (220 mins)	+52	2 sessions (90 mins)
1.0	210 mins	4 sessions (220 mins)	+10	2 sessions (90 mins)

Yard duty

- Part time staff will be required to undertake Yard Duty pro rata of their time fraction. Unless otherwise negotiated with the Leadership Team.

Professional Practice Days (PPD)- 1 day per semester in 2023, 1 day per year in 2024

- Part time staff will be allocated Professional Practice day time pro rata of their time fraction. Unless otherwise negotiated with the Leadership Team.

Time Fraction	School will provide
0.2	1 session (55 mins)
0.4	2 sessions (110 mins)
0.6	3 sessions (165 mins)
0.8	4 sessions (220 mins)
1.0	5 sessions (275 mins)

** please note- on the day of your PPT, you will not be required to supervise during eating times. 0.8 and 1.0 time fraction will also not be required to do yard duty if it falls on that day.

** If the PPD day is classified as a student-free day, other duties will be assigned accordingly to ensure equity and fairness of PPT release

Professional Documentation

- One planner will be prepared, reflecting the learning sequence for that class each week. This can be completed in an online platform such as a Google Doc and needs to be completed, saved, and uploaded by the start of each week.
- For specialists subjects, one planner will be prepared reflecting the learning sequence for the classes taught each week
- ILPs, and Behaviour Management Plans will be developed collaboratively to ensure each teacher has an understanding of the goals and processes in support of the individual student.
- Ongoing evaluation and assessment records, including Portfolios and Accelerus database needs to be maintained by both teachers in accordance with their time fractions and agreed allocation of responsibilities.
- Positive communications to parents will be fairly divided between staff according to their time fraction. These will be recorded in a shared document (e.g. Google Doc, communication diary) ensuring equity to every child.

Professional Development Plans (PDPs)

- PDP goals will be allocated pro rata according to their time fraction in line with the following: 0.2 = 0 goal, 0.4 = 1 goal, 0.6 = 2 goals, 0.8 = 3 goals, 1.0 = 4 goals.

Professional Development Curriculum Days

- Part time staff will attend Curriculum Days if they are employed at the school on the day a Curriculum Day is scheduled. Part time staff not employed on a Curriculum Day may attend in an unpaid capacity. If a part-time staff member is specifically requested to attend a Curriculum Day PD on their non-teaching day they can be paid CRT rates to attend.

Professional Development Opportunities

- Part time staff are welcome to attend free PD offered during after school hours and on days they are not in attendance in an unpaid capacity.
- Part time staff will access PD as per the normal school processes. If a part time staff member is requested by the school to attend a PD on their nonteaching day they can be paid CRT rates to attend.

Meet the Teacher, Three Way Conferences and Student Support Group meetings

- Whoever is in attendance on the day of interviews will conduct the interviews. It is optional for the other teacher to attend in an unpaid capacity.
- Part time staff have the option of negotiating with their teaching partner their attendance at parent interview meetings, pro rata of their time fraction. They will not be paid extra to attend.
- Both teachers are not expected to conduct these interviews together.
- In a shared class where the distribution of days is 0.8 and 0.2, and the meetings do not occur on the day of the teacher working in the 0.8 capacity, this teacher can either work an extra day paid at CRT rates through local payroll or reschedule their classes meetings to another day in the same week. This must be organised a term in advance.

Staff meetings and after school meetings

- Part time staff at school on scheduled meeting days will attend pro rata according to their time fraction with PLC meetings being given priority over staff meetings.

	<ul style="list-style-type: none"> ▪ Part time staff not in attendance at meetings need to follow up on minutes and/or consult with the leader that facilitated the meeting, ensuring they are up to date with the day to day organisations of the school. <p>Report Writing</p> <ul style="list-style-type: none"> ▪ Part time staff will consult with their teaching partner at the beginning of each semester regarding their input and responsibilities for the writing of Student Reports. Responsibilities should be allocated pro rata according to their time fraction. This must be an agreed division of responsibilities. Leadership will support this negotiation if requested. ▪ Part time staff who are not employed on a Report Writing Day may attend the day, paid at CRT rates, pro-rata according to their time fraction. For example a staff member who is employed at a 0.6 time fraction can attend the Report Writing Day for 0.6 of the whole day and be paid accordingly. <p>Excursions and Camps</p> <ul style="list-style-type: none"> ▪ Part time staff will attend an excursion if they are employed at the school on the day the excursion is scheduled. The teaching partner has the option to attend. This will be in an unpaid capacity, unless they are officially requested by leadership to attend to provide supervision of students. ▪ As for all staff, attendance at camps is optional. Attendance at camps will be negotiated between teaching partners with preference given to the teacher with the majority time fraction. Days may be swapped within the same fortnight to ensure there is coverage for the entire period of the camp. The teaching partner has the option to attend, however this will be in an unpaid capacity. <p>First Day of Term 1</p> <ul style="list-style-type: none"> ▪ Part time staff in attendance will teach on the First Day of each school year. The teaching partner has the option to attend in an unpaid capacity. <p>Leave</p> <ul style="list-style-type: none"> ▪ Part time staff will be approached to work as a CRT when their teaching partner is absent for a short term period. <p>Days of Attendance</p> <ul style="list-style-type: none"> • Teacher partners teaching 0.6 will work Monday, Tuesday and Wednesday • Teaching partners teaching 0.4 will work Thursday and Friday • The days will assist timetabling to ensure equity in non-face to face allocations and yard duty supervision <p>Year Levels Allocated</p> <ul style="list-style-type: none"> • A shared grade situation will only be placed in Grades 3-6, with a preference for 4-6 as a priority • One shared grade will be allocated per year level in Grades 3-6 only with an exception for Learning Specialist release (1 day)
Monitoring the impact	<p>The flexible work arrangements will be reviewed to assess its success and impacts on:</p> <ul style="list-style-type: none"> ▪ Teaching and learning ▪ Students needs ▪ Parents' views

- Managerial responsibilities
- Team work
- Workplace effectiveness
- Personal performance

A review will be conducted annually to address any concerns that may arise, or to reflect any changes in circumstances.

Feedback will be sought from employees working in flexible arrangements regarding their perceptions relation to expectations and needs. Feedback from other members of the school community in relation to the progress of flexible work options will also help to inform any adjustments that need to be made.

Related Documents

- *Part Time Employment – Teaching Service*
<http://www.education.vic.gov.au/hrweb/workm/Pages/ptimeTS.aspx>
- *Human Resources - Flexible Work in Victorian Government Schools*
<http://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-in-Victorian-Government-Schools.pdf>
- *Tips for Building Quality Partnerships*
<https://www.jobsshared.com.au/jobseeker-tips/>