

## **Part-Time Teaching Roles at Sutton High School**

### **How are part-time staff paid?**

Teachers who are appointed on part time contracts are recruited and salaried on a percentage of the full-time equivalent. This is sometimes expressed as a decimal.

A full-time teacher in the Senior School teaches 32 of 40 periods with 8 non-contact periods within the week. Periods are 35 minutes. A full-time teacher in the Prep School teaches 34 of 40 periods within the week.

This taught period calculation does not include any allowances you have (e.g. a person who has a teaching allocation of 20 periods, but holds an allowance for a position of responsibility that is worth 2 periods, would actually *teach* 18 periods). The non-contact time for part-time staff is worked out as 20% of your taught time. It is also rounded up. For example, a Senior School Teacher teaching 21 periods would receive 5 PPA periods. 'Blanking Periods' refer to what is left, after your teaching contact time and PPA non-contact time are removed from the 40 periods. For example, a person teaching 21 periods, with 5 PPA would have 15 'Blanking Periods'.

### **When will I know my timetable?**

Final timetabling for part-time staff is completed in the June of each year, but the number of taught periods will be known by the start of the Summer Term.

The proportion of full-time service may be varied from time to time by up to 25% of the above amount (subject to a minimum of 25% of full-time) by the Head giving at least one term's notice in writing on or before the first day of term on which you are required to attend for work, to take effect at the start of the next school term.

When creating the timetable, we start with the base-point of your contracted percentage and then consider if we need to apply a 'variation' with 25%.

Staff will always be given at least one full-term of notice for changes of hours and pay within these variations.

### **Which days of the week will I work?**

Due to the number of part-time staff and the constraints of a busy and 'flat' timetable, we cannot accept requests for specific days of the week to be non-contact days. The days of the week that you work are likely to change annually, based on the timetable for that year.

Part-time staff who are timetabled for over 60%, will be timetabled across five days of the week. Those teaching between 40% and 60% will be timetabled across four days of the week and those teaching below 40% will be timetabled across three days of the week.

### **What other responsibilities will I have?**

All staff, full-time and part-time, are expected to:

- act as Form Tutors, for the days on which they work
- run at least one co-curricular club, for one term, each year
- attend Parents' Evenings and events for the year groups they teach
- attend INSET Days, on whichever day of the week they fall

- take on duties at break and lunch-time, in accordance with the Duty Rota