



POLICIES

Leschenault Catholic Primary School

Topic:	TEACHER WORKLOADS		
Policy No:	2-C10		
Policy Area:	Stewardship		
Updated:	2017	Date of Review:	2019

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 at Leschenault Catholic Primary School leadership team, teachers, administrators and staff are called to embody the vision, values and outlook of the authentic Catholic school (Mandate paragraph 92, 96-100, 142-147)

Principles

- At Leschenault Catholic Primary School care is taken to ensure, when determining a teacher's workload, that teachers shall not be required to perform an unfair or unreasonable workload
- Within LCPS, a duty of care towards the students must be exercised at all times. At LCPS 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.
- 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 responsibilities, and also the personal and professional responsibilities of the teacher.
- It is recognised that it is neither possible nor indeed desirable to regulate all aspects of a professional teacher's workload.
- Professional duties that can and should be limited include:
 - scheduled class time
 - supervision of students, including yard duty and pastoral care
 - scheduled meetings
 - school camps and excursions
 - co-curricular activities, including sport sessions taken by the teacher outside normal school time.

Procedures

- 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 20 minutes before and/or after classes each day.

- Scheduled Class Time

The minimum hours of instruction the school must provide to students is 320 minutes per day. The teachers workload requirement is 330 minutes per day (*inclusive of morning tea but exclusive of lunch*). See attached school timetable

The minimum Duties other than Teaching time (DOTT time) for a full time Primary teacher shall be 240 minutes per week. With the agreement that the principal and 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) 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.

LCPS Timetable					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 10:55					
Recess 10:55 – 11:10					
11:10 – 12:20					
Lunch 12:20 – 12:40					
12:40 – 1:40					
Lunch 1:40 – 2:00					
2:00 – 3:00					

Co-Curricular Activities

Teachers are expected to participate in reasonable co-curricular activities dependent upon the requirements of the 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.

Class Sizes

The Principal shall determine class sizes within the following parameters

Kindergarten – Year 3	30 students per class
Year 4 – 6	32 students per class

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