

TEACHING LOADS

1. Council notes that the current Teaching Loads policy is as follows:

A. Teaching Loads in Preschools

(i) Members of the AEU employed on a full time basis in ACT preschools shall not be required to undertake in any week teaching and supervising duties which exceed the number of hours specified in the following schedule:

Classification of Preschool Teachers	Maximum Hours of Teaching and Supervising Pupils
Level 1	21.5
Level 2	No prescribed teaching load
Level 3	No prescribed teaching load
Level 4	No prescribed teaching load

(ii) Members of the AEU employed on a part time basis in ACT preschools shall not be required to undertake on any particular day teaching and supervising duties which exceed five and a half hours.

(iii) Members of the AEU in the Level 1 classification, with the exception of teachers providing specialist services over and above the normal preschool staffing entitlements, shall not be required to undertake teaching and supervising duties in more than one preschool on a particular day.

(iv) Where members of the AEU in the Level 1 classification providing specialist services over and above the normal preschool staffing entitlement are required to undertake teaching or supervising duties in more than one preschool on a particular day, the member shall be entitled to a reduction in the maximum hours specified in sub clause (i) of half an hour.

B. Teaching Loads in Primary Schools

(i) Members of the AEU employed on a full time basis in primary schools shall not be required to undertake in any week teaching and supervising duties which exceed the number of hours specified in the following schedule (playground duty excepted):

Classification of Primary Teachers	Maximum Hours of Teaching and Supervising Pupils
Level 1	21.5
Level 2	16
Level 3	8
Level 4	No prescribed teaching load
Level 5	No prescribed teaching load

(ii) Members of the AEU employed in the Level 1 classification on a part time basis in primary schools shall not be required to undertake on any particular day teaching/supervising duties which exceed 4.3 hours.

(iii) Members may be required to perform playground duty. The time, place and duration of duty shall be determined by the principal with the concurrence of the majority of the members at the school. Where agreement cannot be reached by this procedure, the AEU representative should contact the Union office.

C. Teaching Loads in High Schools and Secondary Colleges

(i) Members of the AEU employed on a full time basis in high schools and secondary colleges shall not be required to undertake in any week teaching and supervising duties which exceed the number of hours specified in the following schedule, except where varied in sub clauses (ii)-(vi) below (playground duty excepted - see para. (ix)):

Level 1	18
Level 2	12
Level 3	8
Level 4	No prescribed teaching load
Level 5	No prescribed teaching load

- (ii) Members of the AEU employed on a full time basis in the Level 1 classification as either “girls’ supervisor” or “boys’ supervisor” shall not be required to undertake in any week teaching and supervising duties which exceed 14.7 hours.
- (iii) Members of the AEU employed at each place of work designated as either a high school or secondary college shall be entitled to apply for part time study leave. The employer shall provide time allowances for each place of work designated a high school or secondary college the number of hours for part time study leave as calculated by dividing the maximum number of teaching and supervising hours required of Level 1 teachers at the place of work involved by 10. All applications for part time study leave shall be determined by the principal.
- (iv) However, members of the AEU employed on a full time basis in the Level 1 classification and who are in their first year of employment within the teaching profession shall not be required to undertake teaching and supervising duties which exceed 14.7 hours.
- (v) Where the operation of a high school or secondary college is based upon a timetable in excess of one week, teaching loads shall be in proportion to the teaching loads described in the above schedule.
- (vi) Members of the AEU in the Level 1 classification employed on a part time basis in high schools and secondary colleges shall not be required to undertake on any particular day teaching and supervising duties which exceed 4 hours.
- (vii) Members of the AEU employed on a full time basis in the Level 1 classification at each place of work designed as either a high school or secondary college and who are required to accept responsibilities additional to their normal duties associated with teaching shall be entitled to apply for time allowances. The employer shall provide 33.3 hours for such allowances and the principal shall determine all applications.
- (viii) Members of the AEU may be required to perform playground duty. The time, place and duration of duty shall be determined by the principal with the concurrence of the majority of members at the school. Where agreement cannot be reached by this procedure, the AEU representative should contact the Union office.
- (ix) That there be no exchange of an extra teaching load or supervision in one term for a lesser load in another term.

D. Teaching Loads in Special Schools

- (i) Members of the AEU employed on a full time basis at Malkara/Cranleigh School and Hartley Street Centre shall not be required to undertake in any week teaching and supervising duties which exceed the number of hours specified in the following schedule:

Classification of Teacher	Maximum Hours of Teaching and Supervising Pupils
Level 1	21.5
Level 2	16 (14 if Deputy)
Level 4	No prescribed teaching load

- (ii) Members of the AEU employed on a full time basis at Woden School and Koomarri School will not be required to undertake in any week teaching and supervising duties which exceed the number of hours for high school teachers except as specified in the following schedule:

Classification of Primary/ Secondary Teachers	Maximum Hours of Teaching and Supervising Pupils
Level 2	12
Level 4	No prescribed teaching load

E. Teaching Loads of Teacher Librarians

(see also policy headed “Teacher Librarians’ Working Conditions Review”)

- (i) The teaching duty of primary Level 1 teacher librarians is the same as that for Level 1 classroom teachers, ie 21.5 hours per week. The following types of activities constitute teaching:

- (ii) The teaching duty of secondary Level 1 teacher librarians is the same as that for Level 1 classroom teachers, ie 18 hours per week. The following types of activities constitute teaching:
 - (a) Lessons in the library.
 - (b) Teaching directly relating to the teacher librarian's qualifications and experience. This should average out to no more than four hours full time equivalent (FTE) per week per teacher librarian.
 - (c) Scheduled library assistance before or after school.
 - (d) Teaching research groups in cooperation with other teachers (eg cooperative planning and teaching (CPT)).
 - (e) Working with students and teachers undertaking individual research or otherwise using library resources.
- (iii) Non teaching/release time is designated for such tasks as liaison with teachers, preparation and marking for lessons taught outside/inside the library, preparation for student library assignments, evaluation of units of work, school wide commitments.
- (iv) Organisation and management time for professional library duties should be allocated the following minimum times when classes/organised groups are not scheduled:
 - (a) Primary - 10 hours per week (in useable blocks) within the 21.5 hours per week.
 - (b) Secondary - a one line allowance within 18 hours a week.
- (v) Teacher librarians are to be allocated a lunch break of the same duration as other teachers. When the library is open at lunch time the duty should be shared equitably amongst all staff on the playground duty roster.
- (vi) Teacher librarians' duties shall not include relief teaching during teacher absence or internal relief to provide release time to teachers from face to face duties.
- (vii) The teaching load of Level 2 teacher librarians is the same as that for Level 2 teachers.

Note: In any cases where the situation of the teacher librarian does not adequately fit the above conditions, the teacher librarian is encouraged to contact the Union office to assist in negotiating an equitable arrangement.

2. Council further notes that:

- the current 2007-2009 Union Collective Agreement, as a result of an arbitrated decision and the vote of members, states that:

Teachers in high schools and colleges may be required to teach a maximum of 19 hours face-to-face per week averaged over the teaching year. [UCA Clause 91.2(a)]

- the issue of face-to-face teaching hours may be considered as part of the Union claim for the next Union Collective Agreement.