



Notting Hill Preparatory School

4.8 Policy for Part-Time Workers (EYFS & KS1-3)

Reviewer responsible: **Bursar**
Reviewed by: **NB**

Date of last review: **05/21**
Date of next review: **09/21**

POLICY FOR PART TIME WORKERS

This policy applies to teaching and office staff employed by the school where it has been agreed that they will work fewer hours per week than their full-time counterparts. Although working part time, such workers are expected to show the same commitment and support to the school as full-time employees.

This policy will apply to anyone working less than the contracted hours of 7.50am - 4.15pm during term time. The proportion worked will be based on these hours, for example 0.6 will apply to someone working 3 days, or the equivalent there of.

Flexibility over hours worked

A part-time employee should be prepared to work any days during the week as required by the timetable or other school work commitments, if needs be. If a part-time employee has certain preferences over the days or times they work, the school will try to accommodate such requests, but it may not always be possible for the smooth running of the school. The timetable will also change from one academic year to another and therefore the days a part-time teacher is required to work may vary from one academic year to the next.

Non-contact time, duties, staff meetings and clubs

Part-time teachers are entitled to the same proportion of contact and non-contact time as full-time teachers. Non-contact time includes early morning time, i.e 7.50 - 8.10am, break time and lunch. Part-time teachers will also be expected to carry out proportionately the same number of duties as full-time teachers.

Part-time teachers will be expected to be responsible for proportionately the same number of clubs as full-time teachers. Where a part-time staff is either:

- Responsible for the upbringing of a child aged under 17 or a child entitled to Disability Living Allowance aged under 18 or
- Expected to be caring for either their spouse, civil partner, a relative or someone living at the same address and that person needs care,

and is unable to regularly stay after 4.15pm their club may be held at lunch break. If this is not possible this should be discussed with the Head.

Part-time teachers should attend morning staff meetings on the mornings they are working. Every effort should be made to attend weekly staff meetings but if these fall on a non-working day, they may be missed with agreement of the Head. In such cases the teacher must ensure he/she finds out what was discussed and any actions or changes that impact on him/her.

Commitments considered essential to the performance of the employment contract

Inset days are part of the necessary continuing professional development of all teachers and attendance by all teachers is required. No additional pay will be made for attendance of such courses. Part-time teachers are expected to attend all inset days, on whichever day of the week they fall, because it is part of their professional development, but they may take another non-contact working day off, at the start or end of term, if the inset is on what would normally be a non-working day. Any change in working days, for inset or any other reason, must in the first instance be agreed with the Department Head and then agreed by a member of the SMT or the Head. A leave of absence form should be completed indicating that the usual day to work is being swapped with a non-working day.

Part-time teachers are required to attend all relevant parent/staff meetings. Subject teachers for the older classes will need to be available to see all parents of the children they teach. The school will aim to keep such additional days to a minimum but they are considered necessary for the proper running of the school. Class teachers will need to be available on sufficient days to see all parents of their class.

Training

Training is offered on the same basis for full and part-time staff, i.e. no reduction will be made for part-time staff but, as for all staff, it will remain at the discretion of the Head of Upper or Lower School or Head. If a part-time employee requests to go on a training course on a non-working day, the school will pay the costs associated with the course but it will not be considered an additional working day.

Pay for additional days worked

Where a part-time teacher is required to work an additional day, e.g. to go on a school trip or cover for an absent colleague, an extra day's pay will be added to their monthly salary. The additional day's pay will be calculated on the basis of 1/213th of their annual salary. At the discretion of the Head of Department and a member of SMT or the Head, an additional day worked may be exchanged for a normal working day but on such occasions a leave of absence request form should be completed in the HR portal.

Travel costs on non-working days

The cost of travelling to and from the place of work (including transport costs, parking and congestion charge) to carry out necessary employment duties is not refunded for any staff unless they are required to stay later than 9pm. This also applies when part-time teachers come in on a non-working day to perform essential duties of their employment. If such costs were reimbursed, they would be a taxable benefit to the recipient.

Sick pay and compassionate leave

To the extent that these refer to a number of days, the same would apply to a part-time worker reduced pro rata to the numbers of day per week worked.

Effect on management points and other allowances

Part-time employees will receive the relevant pro rated NHP allowance. Points which reflect a post or responsibility will be paid pro rata unless it is considered that the responsibility for which it is being paid is being carried out in full by the employee when it will be paid in full.

Promotion

Promotion to a higher grade, where time is a factor, will require the full-time equivalent to be worked before promotion may take place. Where a teacher is also working part-time at another school, this will be taken into account. For mature teachers, previous experience might also be taken into account when determining the timing of promotions. This is at the discretion of the Head and the Governors.