



ASPIRATIONS

WORKING TIME POLICY

Version control	
Aspirations Working Time Policy 2019-09-01	Update to align with revised job titles and changed governance arrangements.
AAT Working Time Policy 2019-06-01	Provisional review undertaken. No changes other than to logo.
AAT Working Time Policy 2016-09-01	This Policy has been subject to consultation with the recognised trade unions but has not been jointly agreed. Despite the absence of joint agreement about the Policy, The Trust has decided to implement the Policy with effect from 1 September 2016. Earlier version control details are shown on "consultation version 2016-04-05" available from the Trust's Director of HR.

Date of next review:	September 2021	Owner:	Director of HR and Compliance
Type of policy:	Network	Approving Body:	Board

1. Introduction

- 1.1 The Aspirations Academies Trust (Aspirations / the Trust) working time provisions for teaching staff are significantly based on those set out in the School Teachers' Pay and Conditions Document (STPCD) as current at the implementation date of this Policy.
- 1.2 The Trust's working time provisions for operational staff are derived from the national agreement on pay and conditions for local government (the "Green Book") as current at the implementation date of this Policy. Furthermore, for academies based in London, the Trust's working time provisions account for the regional variation to the national agreement made by the Greater London Provincial Council as current at the implementation date of this Policy.
- 1.3 The Trust shall review the Working Time Policy at the relevant time to consider any update to working time provisions published in the STPCD or agreed by the NJC for Local Government Services / GLPC.

2. Purpose

- 2.1 The purpose of this Working Time Policy is to provide a framework in relation to the working time of employees and the calculation of the full time equivalent rate (FTE) applicable in respect of those employed other than on a full time basis..
- 2.2 The Trust has a separate Pay Policy to which the Working Time Policy is relevant, particularly in the context of calculating the appropriate pro rata salary payable to part time employees.

3. Scope

- 3.1 This policy applies to all employees (teaching and operational staff) employed on Aspirations pay and conditions. Note is drawn to differences that apply in educational establishments other than standard primary or secondary academies (as at the implementation date of this Policy this refers particularly to the Space Studios in Banbury and West London and Tech City College). Aspirations may establish different working time arrangements for future establishments it may open which are significantly different to its existing establishments.
- 3.2 Where members of staff are still subject to TUPE protected terms and conditions, contractual working time arrangements continue and reference should be made, as applicable, to the STPCD, the Green Book, and any other local arrangements in place, as specified by employees' contracts.

4. Equal Opportunities

- 4.1 This Working Time Policy must always be applied fairly and in accordance with employment law and the Trust's Equal Opportunities Policy. The Trust will make arrangements within its governance framework for the periodic monitoring of application of the Policy.

5. Responsibilities

- 5.1 The Trust's Board is responsible for maintaining fair, consistent and objective policy and procedures for matters relating to working time. Accordingly it shall arrange for the Working Time Policy to be reviewed periodically consulting as appropriate, including with unions in accordance with the Trust's Trade Union Recognition Agreement.

5.3 Within each Academy, the Principal has overall responsibility for the internal organisation, control and management of the Working Time Policy.

6.1 Teachers

6.1.1 The professional responsibilities of all teachers, including principals and other members of the senior leadership team, preclude the determination of prescribed hours of duty. Accordingly, teachers will be required to attend for duty or otherwise be available for direction subject to the reasonable direction of the Principal.

6.1.2 Aspirations is mindful of the limits to directed time as set out in the STPCD. Overall teaching loads in Aspirations academies should not be higher than in schools of a similar character that continue to apply the full provisions of directed time as set out in the STPCD. Planning and preparation time will be allocated in order to lessen the work of this nature having to be carried out outside directed time. However, teachers will be expected to be reasonably available to attend meetings with parents and other normal academy activities where these cannot be contained within the academy day.

6.1.3 In primary and secondary establishments other than studio schools, the normal extent of the working year in which work may be directed will be 195 days. Currently this comprises 190 days teaching and 5 days for planning and professional development. In studio schools and sixth form colleges, the extent of the normal working year will be 205 days. Currently this comprises 200 days teaching and 5 days for planning and professional development. The provisions set out in this paragraph are subject to 6.1.4 and apply specifically for teaching staff paid on the main scale, upper pay spine and unqualified teacher scale, other than those who hold a TLR. Other staff, including those paid on the leadership spine and those who hold a TLR, may be given directed work on additional days. As well as undertaking work as directed at particularly identified times ("directed time"), all teaching staff will undertake such additional work as is necessary for them to fulfil their professional duties.

6.1.4 From time to time teachers for whom the working year as described in 6.1.3 applies may be asked to attend outside of the standard 195 or 205 days for out of school learning activities (e.g. intervention classes or summer schools) or other work (e.g. Saturday detentions). Exceptionally, where arrangements for such work cannot be covered by agreement, a teacher may be required to attend. A similar approach shall be taken in respect of teachers for whom the description of the working year in 6.1.3 does not apply where the nature of the activity is outside the normal scope of their role/responsibilities. Where applicable, provisions are made for payment in respect of such activities in 12.1 of the Pay Policy.

6.1.5 Occasional cover duties will be required although every effort will be made to limit this need with reference to the provisions within the STPCD. In this regard, principals will develop, in consultation with staff and local trade union representatives, a strategy for planned and unplanned cover.

6.1.6 Pro rata arrangements apply as appropriate (e.g. for salary and holiday entitlement) for staff who work a proportion of the full time working week and/or work less than on a year round basis. Consideration of any pro rata entitlement will be undertaken in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. Generally the principle that will apply is for the relevant proportion to be determined by reference to the proportion of the school week that the Principal deems the teacher to be normally employed as a school teacher (breaks between school sessions being excluded).

6.1.7 Other than in the particular circumstances where there is a legal requirement to the contrary, teaching staff will take holiday time that is due to them outside the periods

of the school term (i.e. outside the 195 days or 205 days as set out in paragraph 6.1.3). In acknowledgement that a teachers' professional work is not limited to the days on which their work may be directed, it is recognised that the periods outside term time are not exclusively periods of holiday for teaching staff. However, appropriate provision will be given for teachers to have no less holiday than that to which they are legally entitled. The holiday year for all teaching staff will be on the basis of a 1 September to 31 August cycle.

- 6.1.8 Working time provisions for teaching staff reflecting those set out in this policy are set out in the contractual framework documents for teaching staff (one document applies to "standard" academies and the other applies to studio schools). The relevant contractual framework document is issued as an appendix to the contract of employment of teaching staff.

6.2 Operational staff

- 6.2.1 The basis for full time working in respect of operational staff is a working week of 37 hours (36 for London establishments, reflecting the agreement made by the Greater London Provincial Council) and a year round pattern of working, i.e. 52.1429 weeks, subject to time taken off in accordance with holiday entitlement. Pro rata arrangements apply as appropriate (e.g. for salary and annual leave entitlement) for staff who work a proportion of the full time working week and/or work less than on a year round basis. Consideration of any pro rata entitlement will be undertaken in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.
- 6.2.2 Annual leave entitlement for employees with less than 5 years' service with the Trust is 24 days per year and for those with more than 5 years' service the leave entitlement is 29 days per year. In addition, paid time off is provided in respect of those bank and public holidays normally observed in England and Wales. Annual leave must be approved by line management in advance. The holiday year for all operational staff will be on the basis of a 1 September to 31 August cycle. Where an employee is in service for only part of a holiday year they shall be entitled in that period to only part of the entitlement they would have had for a full year of service. The calculation will be made with reference to the proportion of the year they were in service.