

Overview

The purpose of this information sheet is to outline how to calculate the scheduled class time (SCT), release time and FTE of a part-time teacher in a Primary School under the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA).

The information sheet also contains a link to the new SCT Calculator which is available to assist schools calculate SCT, release time or FTE.

What are the hours of work of Teachers? (Clauses 55.1 and 56.4)

A full-time teacher is expected to work a 38 hour week averaged over a school term, plus reasonable additional hours.

Within the 38 hour week a full-time primary school teacher will have a maximum of 22.5 hours of SCT and a minimum of 2 hours release time. The other time is made up of professional expectations.

See the below diagram illustrating the composition of a teacher's 38 hour week.



What is Scheduled Class Time (SCT)?

Clause 60.3(a) of the VCEMEA outlines what is included in SCT for teachers. For primary teachers it includes:

- Scheduled classes (whether it is a single student or group of students)
- Sport or other activity sessions which are in school hours
- All scheduled classes from the time students are required to be in attendance
- Scheduled assemblies

What are professional expectations for Primary Teachers?

Clause 60.3(b) of the VCEMEA outlines the professional expectations of a teacher which do not form part of SCT. Professional expectations in a primary school include the following:

- Sport/activity sessions outside school hours
- Staff meetings
- The time teachers are in classrooms other than times when students are required to be in attendance
- Student recess and lunch breaks
- School camps, excursions, parent teacher interviews etc.
- Yard supervision, bus duty, crossing duty etc.
- Supervision of students eating lunch
- Report writing
- Professional development
- Attendance at school functions e.g. open days, school masses, etc.

A part-time teacher shall be expected to undertake a proportional number of duties normally expected of a full-time teacher in that school, e.g. yard supervision, staff meetings etc.

What is the maximum SCT for a full-time primary teacher?

Clause 60.4 (a) outlines that a full-time primary teacher can be allocated up to 22.5 hours SCT per week. Clause 60.6 outlines that the SCT in primary schools can be averaged over a term. However, it cannot normally be more than 24 hours in any one week.

Teachers in their first year of experience can be allocated a maximum of 21 hours in accordance with clause 60.8.

Information Sheet: Primary Teachers: SCT, Release Time and FTE

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What release time are teachers entitled to?

A full time primary teacher is also entitled to a minimum of 2 hours per week of release time for preparation and correction (clause 59.2(b)).

Part-time teachers are entitled to a proportional amount of release time.

How do you calculate the time fraction (FTE) for part-time teachers?

The formula for calculating FTE of a part-time teacher is outlined below:

Formula

$$\text{FTE (rounded)*} = \frac{(\text{Teachers SCT} + \text{Teacher's release time})}{24.5}$$

* As per clause 42.2 all part-time employees are rounded up to two decimal places only.

Teachers SCT = the teachers hours of scheduled class time per week.

Teacher's release time = $(\text{Teachers SCT} \div 22.5) \times 2.0$.

SCT, Release Time and FTE Calculator

A Primary School teacher FTE, SCT and Release Time calculator has now been developed to assist schools to calculate a part-time teacher's FTE, SCT or release time. Schools are encouraged to use this resource when determining a part-time teacher's FTE, SCT or release time.

[The Primary School teacher FTE, SCT and release time calculator is available here.](#)

Other Matters

When does SCT commence at the beginning of the school day?

In accordance with clause 60.3(a)(iv) of the VCMEA, SCT begins from the time students are required to be in the classroom and not before, which is usually signalled by the school bell. Any time that the teacher spends in the

classroom before this time is considered to be the teacher fulfilling their professional expectations.

EXAMPLE 1 – SCT starts at 9 am.

Classes at a primary school do not start until 9 am, but teachers are in the classroom from 8.45 am when students are dropping their bags off.

The students can go back outside or stay in the classroom, but they are not required to be in class until 9 am.

The 15 minutes from 8.45 am until 9 am is not included in SCT because students are not required to be in the classroom.

Is the supervision of students eating lunch included in SCT?

No. SCT does not include supervising children eating their lunch in the classroom. This is part of professional expectations for 'student recess and lunch breaks'.

EXAMPLE 2 – teachers supervise students eating for 10 minutes

At a primary school, students spend the first 10 minutes of the lunch break inside eating their lunch at their desk and the teacher is required to supervise the children while they eat. This is part of the lunch break and is not included when calculating the SCT of teachers.

Are other supervisory duties, such as yard duty and bus duty, included in SCT?

No, these duties are part of meeting professional expectations and are not included in the calculation of SCT.

Release for part-time teachers - not provided in the school day

A full time teacher is entitled to a minimum of 2 hours per week of release time for preparation and correction (clause 59.2(b)). Part-time teachers are entitled to a proportional amount of release time.

In some schools, where a part-time teacher works full days in the classroom, the timetable may not facilitate access to release time during those days in which they work.

In these circumstances, schools should still pay the teacher for the release time. However, the teacher is not required to attend school on days they do not work in respect of the release time.

What happens when a school provides a part-time teacher with more than the minimum release time?

Where a school provides a part-time teacher more release time than the minimum release time the teacher is entitled to, this will increase the teacher's FTE.

For example, a school may decide that a part-time teacher who works 9 SCT hours, should receive 1 hour of paid release time. However, a teacher who is working 9 SCT hours would be entitled to a minimum release time of 0.8 hours, which is 48 minutes. 9 hours SCT plus 48 minutes of release time results in an FTE of 0.4.

In this scenario, if the school wants to provide the teacher with 1 hour of paid release time (an additional 12 minutes from their minimum entitlement of 48 minutes) the teachers FTE would increase to 0.41.

Examples of part-time primary teachers' FTE calculations

Example 1

A primary school employs a part-time teacher for 1 day. The Teacher's day is outlined below:

- 8.45am – 9am (kids dropping of bags. Bell at 9am)
- 9am – 11am (in the classroom teaching)
- 11am -11:30am (recess)
- 11:30am – 1:30pm (in the classroom teaching)
- 1:30pm – 2:30pm (lunch) 2:30pm – 3:20pm (in the classroom teaching)

The teachers SCT is 4 hours and 50 minutes. The teacher does not have release time during the day but is entitled to a portion of the 2 hours minimum release.

The release time is calculated using the formula:

Example 1

$$\text{Release time} = (\text{Teachers SCT} \div 22.5) \times 2.0$$

$$(4.83 \text{ hours} / 22.5) \times 2 = 0.43 \text{ of an hour or 26 minutes.}$$

The teachers FTE is calculated using the formula:

$$\text{FTE}^* = \frac{(\text{Teachers SCT} + \text{Teacher's release time})}{24.5}$$

$$(4.83 + 0.43) \div 24.5 = 0.22 \text{ FTE} \text{ *Rounded to 2 decimal places (rounding up)}$$

Example 2

A part- time teacher works Wednesday and Thursday. Wednesday is outlined below:

- 9am – 11am (in the classroom teaching)
- 11am -11:40am (recess)
- 11:40am – 1:30pm (in the classroom teaching)
- 1:30pm – 2:10pm (lunch)
- 2:10pm – 3:20pm (in the classroom teaching)

Thursday is the same but between 12:30pm to 1.30pm the teacher has 1 hour of release.

The teacher's FTE is calculated using the formula:

Example 2

$$\text{FTE}^* = \frac{(\text{Teachers SCT} + \text{Teacher's release time})}{24.5}$$

$$(9 + 1) \div 24.5 = 0.41 \text{ *Rounded to 2 decimal places (rounding up)}$$

Contact details

For enquiries regarding this information sheet, please contact the ER Unit on (03) 9267 0431 or email ceoir@cem.edu.au