



It's

About

Time

2023 - 2025

TOOLKIT

**ASTCA Part Four Hours of Work
(Appendix 4)**

4.2 Maximum Timetabled Classroom Teaching Time

4.2.1 The non-contact time allocations for full time teachers teaching across years 7-13 and the maximum timetabled classroom teaching time, are an acknowledgement of the importance to quality education of the duties other than classroom teaching (such as those referred to in clause 4.1.1(a to d) above) which teachers are required to undertake while schools are open for instruction. The parties are committed to the monitoring of the operation of these provisions
Note: For the purposes of clauses 4.2.3 and 4.2.4 of this agreement, predominantly shall mean 80% or more of the teacher’s weekly timetabled classroom teaching time.

4.2.2 Each employer must have a policy on timetabling, developed in consultation with its teaching staff. This policy shall incorporate:

(a) the implementation and administration of the maximum timetabled classroom teaching provisions of clause 4.2.3 to clause 4.2.5 below;

(b) reference to other matters including class sizes and hours of duty outside of timetabled hours which impact on timetabling practices;

(c) a process to provide for circumstances where, for genuine reason during timetabling or at short notice, the maximum timetabled classroom teaching time described in clause 4.2.3 are exceeded.

4.2.3 Teachers predominantly teaching year 7-13 classes

The following provisions, which are subject to clause 4.2.2, apply to teachers who are timetabled to teach 80% or more of their teaching time in year 7-13 classes.

(a) A full-time teacher’s maximum timetabled classroom teaching time shall be 20 hours per week, which may be a combination of differing periods of time but may total no more than 20 hours.

(b) No part-time teacher shall be timetabled to teach more than the maximum timetabled classroom teaching time limits specified in clause 4.2.3(a) above as appropriate.

(c) **Until the start of the 2025 school year**, the maximum timetabled classroom teaching for a part-time teacher employed 0.72 FTTE or more is outlined in the table below:

FTTE	Maximum Timetabled Classroom Teaching Time
0.89	19.50 hours per week
0.83-0.88	19.25 hours per week
0.80-0.82	19.00 hours per week
0.77-0.79	18.50 hours per week
0.74-0.76	18.00 hours per week
0.72-0.723	17.75 hours per week
Below 0.72	Actual hours

(d) **From start of the 2025 school year** a part-time teacher's maximum timetabled classroom teaching time may be a combination of differing periods of time but must be proportionate to that of a full-time teacher, based on their FTTE. The balance of their timetabled week shall be non-class contact time.

Examples:

A teacher who is employed in a 0.75 FTTE position will be timetabled for no more than 15 hours classroom teaching time i.e. three-quarters of the maximum classroom teaching time of a full-time teacher. The balance of their timetabled week shall be non-class contact time.

A teacher who is employed in a 0.5 FTTE position will be timetabled for no more than 10 hours classroom teaching time i.e. half the maximum classroom teaching time of a full-time teacher. The balance of their timetabled week shall be non-class contact time.

(e) The maximum timetabled classroom teaching time of teachers who hold permanent units shall be reduced by the following

- (i) one hour per week for holders of one permanent unit;
- (ii) two hours per week for holders of two permanent units; and
- (iii) three hours per week for holders of three or more permanent

The employer may continue to provide for less timetabled classroom teaching time for senior management positions in accordance with school policies.

Transitional Arrangements for part-time teachers of years 7 – 13

(f) Part-time teachers who predominantly teach years 7 – 13, who are employed at the end of the 2024 school year and who continue to be employed in the same school on 28 January 2025 will have their FTTE as at 27 January 2025 increased by 11 per cent and their maximum timetabled classroom teaching hours will be based on that increased FTTE. The balance of their timetabled week will be non-class contact time.

From 28 January 2025 part-time teachers who predominantly teach years 7 – 13 will not receive the 11 per cent salary loading.

