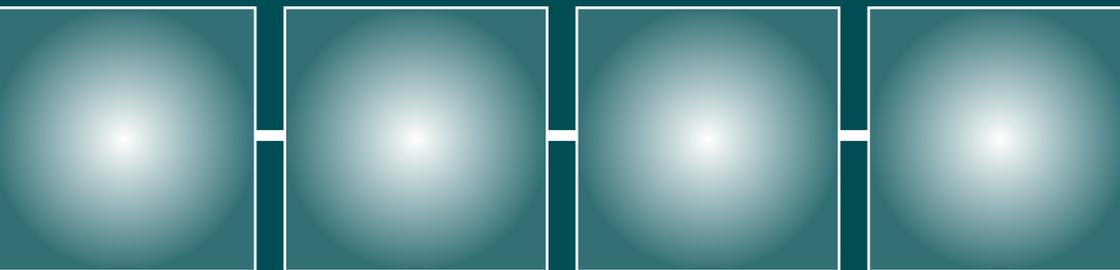


PAY



Part-time Teachers

Introduction

For many years, the pay of teachers working part time has been subjected to various formulae applied by local authorities and schools. There has been no standardised national formula. Now, after years of campaigning, on 1 September 2008 a standardised national pay formula was introduced in England and Wales.

This leaflet describes the changes to the pay arrangements. The changes are contained in the School Teachers' Pay and Conditions Document (STPCD) and apply to all part-time teachers employed on STPCD terms and conditions.

Calculating pay

The salaries of part-time teachers must be proportionate to those of teachers working full time. They are based upon the proportion of contracted hours part-time teachers work in relation to those of an equivalent full-time teacher. Put simply, teachers in part-time employment must be paid pro rata the salary they would have been paid had they been teaching full time in that post.

The starting point for calculating salary for a part-time teacher is the school's timetabled teaching week (STTW). The STTW is school sessions, excluding all breaks, registration and assemblies.

In a school that has a STTW of 25 hours, a teacher being contracted to attend for 15 hours of the STTW will be employed, in percentage terms, $15/25 \times 100 = 60\%$. The part-time teacher will, therefore, receive 60% of the full-time salary appropriate to the post they hold, in line with the pay scales in the STPCD.

The relevant body (local authority or governing body) should establish the applicable salary level for any part-time post as if it were a full-time post, including whether any additional payments, such as Teaching and Learning Responsibility (TLR) payments or special educational needs (SEN) allowances, are applicable and then apply the percentage figure. This will determine the salary of the part-time teacher and ensure that it is benchmarked against, and proportionate to, that of a full-time teacher.

With effect from 1 September 2008, all schools are required to apply this standardised formula to existing and new part-time posts to ensure teachers are being remunerated appropriately.

For the vast majority of teachers, this is likely to confirm their current salary level. For some, it may result in a higher payment. In a few cases, the calculation may result in a small reduction.

A reduction may occur if, for example in previous years, the part-time teacher has worked afternoon sessions that have been deemed to have been half days, but in fact were shorter in length than the morning session.

In order to protect teachers in this position, mandatory salary safeguarding arrangements have been agreed.

Salary safeguarding

To determine safeguarding, the following calculation should be applied.

1. The starting point is the pay that the teacher would have received on 1 September 2008 had no changes to the part-time arrangement occurred but without taking account of any pay progression. This is called 'the original salary'.
2. The percentage of the school's timetabled teaching week applicable to the teacher should then be determined.
3. The teacher's pay should be calculated on this basis, without taking account of any pay progression. This is the new salary.
4. The difference, if any, between the original salary and the new salary should then be calculated. If there is a difference, this amount will be the safeguarded sum.
5. If the new salary is less than the total of the original salary plus the safeguarded sum, the safeguarded sum is paid in addition.
6. Any pay progression is then applied on the basis of the new salary. If this salary exceeds the total of the original salary and the safeguarded sum, then safeguarding is lost. If it does not, then the safeguarded sum will be paid, in addition, until

31 August 2011 or until a change in circumstances occurs as specified in the STPCD (paragraph 49.6).

Any allowances to which the teacher is entitled on a pro rata basis are increased if the teacher's salary percentage increases. They should not be decreased if the salary percentage decreases solely as a result of this recalculation, until 31 August 2011 when safeguarding resulting from this change will end.

A teacher entitled to be paid a safeguarded sum must be notified, in writing, within one month of the determination.

Pay Calculator

For part-time teachers who wish to calculate their own salary, a calculator has been developed and can be found on the Department for Children, Schools and Families' TeacherNet website at www.teachernet.gov.uk/management/payandperformance/pay/.

Pensions

Since January 2007, all new appointees to part-time teaching posts are automatically entered into the teachers' pension scheme, unless they choose to opt out.

It is possible for a part-time teacher working in more than one school on separate part-time contracts, to be contracted to work for hours that when combined, are more than 100% of a full-time equivalent teacher. As a result, they will earn more than 100% of a full-time teachers' salary. For pension purposes, service will only provide for full-time equivalent pension benefits.

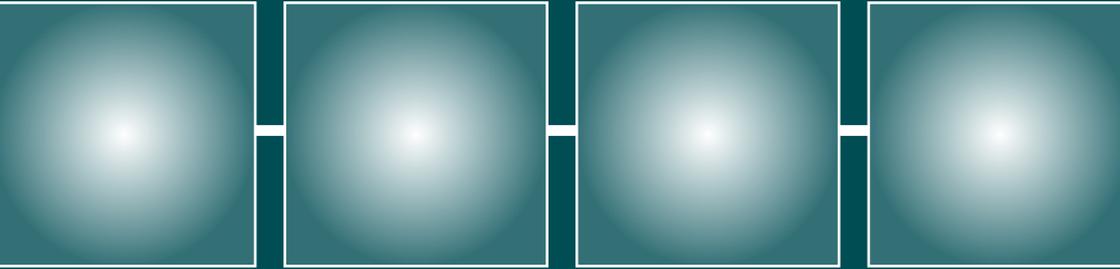
ADVICE, HELP AND SUPPORT

Contact your:

- NASUWT Local Secretary;
- National Executive Member;
- Regional Centre or the Wales National Centre.

Contact details are:

- on the NASUWT website www.teachersunion.org.uk;
- in the NASUWT diary;
- available by phoning 0121 453 6150.



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