



A brighter future for Nottingham children

Education Improvement Board

Frequently Asked Questions- The Fair Workload Charter

Q: What is the Fair Workload Charter (FWC)?

A: The first of its kind, the Fair Workload Charter has been launched by [Nottingham City Education Improvement Board \(EIB\)](#) to reduce pressure on Teachers in the City, in response to a growing shortage of teachers. This has attracted National interest, and was discussed as a local solution to a national issue at the 19 October 2016 Parliamentary Education Select Committee Teacher Supply Inquiry.

If you see a School with the Fair Workload Logo, that School has signed up to the Charter. This means that anyone working at that school can expect:

- a fair and reasonable workload
- high-quality training and professional development opportunities that meet the needs of individual members of staff
- a pay and rewards package at least that of the national agreement for teachers, and the Local Authority pay scale for support staff.

The Fair Workload Charter sets out what teachers and other staff can expect from the schools that sign up to participate. This includes adopting schemes such as, for example, the 'five-minute lesson plan' model and the marking policy clarifying what will and won't be marked. Schools should also ensure teachers get access to training schemes and that Teaching Assistants are supported to progress to Qualified Teacher Status where they choose to do so.

Q: If my school joins up, what will happen?

A: You are agreeing to the principals of the Charter, and will be expected to honour the pledges as much as possible.

You will then receive the 'Kitemark' which you can use to promote your vacancies and your school ethos on your letterhead, school website and advertisements.

As we have a Nottingham City Account with Eteach, any vacancies that are advertised on there will automatically have the logo added to your school banner, and a link through to the EIB page, explaining to applicants what the presence of the logo means and containing a copy of the charter.

See example of Westglade Primary School eteach careers site via link below:

<https://www.eteach.com/microsite/contentpage.aspx?empno=20851&pagetype=-10>

and a Screenshot of how it looks to applicants.



Q: How will adherence to the principles of the Charter be monitored?

A: We will assume that the Charter is being adhered to, unless a complaint is made to the EIB Fair Workload Sub-Group to the contrary.

Q: What is the Time Budget?

A: Schools are required by the STPCD to produce an annual directed time budget, and give these to teachers at the start of every academic year. This should be standard practice. There is a very handy directed time calculator on the right hand side of this NUT page: <https://www.teachers.org.uk/pay-pensions-conditions/workload>

Adopting the Fair Workload Charter means heads will also provide a generic time budget setting out the expected hours per week staff will be expected to work beyond directed time to implement the school's policies. Adopting the Fair Workload Charter means policies must be realistically deliverable within up to 2 hours a day (3

hours a day for those with leadership responsibilities) or 10 hours a week (15 hours a week). Schools should then monitor actual workloads against their time budgets.

Q: Do I have to carry out a Workload Impact Assessment for new practices or policies?

A: This is not a new idea; it is best practice that any significant change to working practices or introductions of new initiatives should be subject to a Workload Impact Assessment.

Q: What about residential trips/enrichment activities?

A: Current practice will remain and is unaffected by the Charter- i.e. This will remain a non-contractual voluntary arrangement.

There is no obligation within STPCD for teachers to go on residential trips or carry out extra-curricular groups, but many wish to. If a teacher chooses/wishes to carry out enrichment activities this will only ever be encouraged and does not have any bearing on the 2/3 hour element within the Charter - the Fair Workload Committee in no way wishes for such activities to be negatively affected.

Support staff will also remain on their current contracts, and are paid according to their employers' contract for the time they spend on such activities.

Q: We would like to join but can we get more information?

A: Of course! We are very willing to discuss the Charter over the phone, email or come and discuss with your Governing Body.

Q: Do I have to use the 5 minute lesson plan?

A: No. This is an example of the type of tool you may choose to adopt, not a stipulation of the Charter. You may choose whatever schemes of work you see fit; this was just an example (from the DfE guidance for reducing planning time) of the type of model you may consider whilst thinking of ways to reduce onerous workload.

Q: Is there any marking Best Practice Guidance available?

A: In March 2016 the Government Published a Report of the Independent Teacher Workload Review Group- Eliminating Unnecessary Workload around Marking. We recommend that this is used to influence your school marking policy.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/511256/Eliminating-unnecessary-workload-around-marking.pdf

Q: Is there any Best Practice available around planning and resources?

A: In March 2016 the Government published a report by an independent review group about eliminating unnecessary workload for teachers regarding lesson planning, including principles and recommendations. We recommend that this is used to inform your policies.

<https://www.gov.uk/government/publications/reducing-teacher-workload-planning-and-resources-group-report>

Q: Is there any Best Practice available around Data Management?

A: In March 2016 the Government published a report by an independent review group about eliminating unnecessary workload for teachers when managing data, including principles and recommendations. We recommend that this is used to inform your policies.

<https://www.gov.uk/government/publications/reducing-teacher-workload-data-management-review-group-report>

Q: Can the Charter be flexible, for example, there is huge pressure around assessment times, can more time be expected from staff at these times?

A: During unusually busy or demanding times, individual heads may agree small local or temporary variations with their staff and trade union representatives as long as all are in agreement, and the broad principles of the Charter are adhered to.

Q: How will an adjudication process work?

A: We have produced an adjudication process for use, in the unlikely event that a member of staff feels a school is not adhering to the principles of the Charter and the matter cannot be resolved internally. This is available to you alongside the Charter.

The adjudication process is based on the principles of the ACAS Code of Practice on Disciplinary and Grievance Procedures. This is not intended to replace the statutory grievance procedure, and would only ever be used as a very last resort. It is anticipated that all issues could be resolved informally.

Q: I'd like to join but can't meet all of the criteria- will the accrediting body be flexible?

A: No; the Charter is the Charter. There is nothing within the Charter that is not best practice.