

# SOLIHULL METROPOLITAN BOROUGH COUNCIL

## Model Policy for Planning, Preparation and Assessment (PPA)

Version	Date	Author	Sent to	Reason
1	May 2009	Sue Billington	HRSSP Headteachers in all schools and settings	New Policy
2	17.06.09	Sue Billington	HRSSP	Reflect discussions in meeting 17.06.09
3	08.07.09	Sue Billington	HRSSP	Reflect feedback from Professional Associations and Support Staff Unions

## Model Policy for Planning, Preparation and Assessment (PPA) 2009

### 1. Context

Raising Standards and Tackling Workload: A National Agreement, signed 15 January 2003, agreed contractual changes to teachers' pay and conditions. The key aim of this Agreement is to further improve standards of teaching and learning in schools and the work/life balance of teachers.

Under the terms of the National Agreement (Phase 3), all teachers in maintained schools, who are employed under the Teachers' Pay and Conditions Document (STPCD), must be allocated a guaranteed minimum of 10 percent of their timetabled teaching time as PPA from 1 September 2005.

Guaranteed PPA time will contribute to raising standards by giving teachers time during the school day in which to engage in individual and/or collaborative professional activity. Equally the provision of this time should enable a real and corresponding reduction in teachers' workload, thereby improving work/life balance.

### 2. Background

*The third phase of the National Agreement, effective from 1.9.05, requires schools to ensure that teachers subject to STPCD receive 10% Planning, Preparation and Assessment time (PPA).*

The PPA entitlement relates to the taught timetable of each individual teacher and can only be allocated within the timetabled sessions.

The intention of the Agreement is to support the continuation of the raising standards agenda.

*"To achieve the demands of the next phase in raising standards, teachers will need to take a more differentiated approach to the needs of their pupils. And yet they are already doing too much of their planning, preparation and assessment at evenings and weekends, and in isolation from each other. While this cannot be changed overnight, the agreement marks a turning point in carving out some guaranteed PPA time during the normal school day".*

### 3. Introduction

This policy involves **all** teachers and those members of the wider workforce who support teaching and learning (i.e. specified work) who are employed by the school, and has been agreed by the Governing Body following consultation with the staff and union representatives at the school. The Governing Body will ensure that the policy is implemented.

This policy should be read alongside the School Pay Policy, which details the employment terms and conditions of all employees at the school, the School Improvement Plan and the school's policies and documentation identified below:

- Leave of Absence Policy;

- Cover for Teacher Absence Policy;
- Work/life Balance Policy;
- The School's Annual Calendar;
- 'Time for Standards: Planning, Preparation and Assessment Resource Pack';
- STPCD

#### **4. Objectives**

The Governing Body recognises the importance of developing a whole school PPA policy, to ensure that all members of teaching staff with a timetabled teaching commitment receive a minimum of 10% guaranteed planning, preparation and assessment time in accordance with their statutory entitlement.

The key objective is to further improve standards of teaching and learning in the school and the work/life balance of teachers.

This PPA time will be in addition to any time allocated for Leadership and Management responsibilities, for those teachers with additional duties beyond their timetabled teaching commitment.

In adopting this PPA policy, the governors aim to:

- Ensure that all teachers receive at least their statutory PPA entitlement;
- Maintain and improve the quality of education, by ensuring that the application of the policy reflects the School Improvement Plan;
- Ensure that the provision of PPA time does not displace teachers' other duties to evenings and weekends, as PPA time should enable a real and corresponding reduction in teachers' workloads;
- Have a staffing structure that reflects the objectives of the School Improvement Plan and recognises the remodelling agenda;
- Recruit, retain, develop and motivate staff;
- Demonstrate that they are managing the policy in a fair, responsible way;
- Make the policy available for the information of all staff.

#### **5. Principles for the provision of PPA time**

The Governing Body will ensure that the following principles are applied:

- PPA time will be given during timetabled teaching time;
- PPA time should not be used for Performance Management meetings;
- As far as possible, PPA time should not be used for regular activities, including training or other CPD requirements;
- PPA time will not be given before or after school or during breaks in the school day;
- INSET days will not be used for PPA;
- PPA time will not be given during school assembly time, unless that assembly is a lesson e.g. PSHE citizenship, with clear teaching and learning goals and outcomes, and is written into the school timetable;
- PPA time will be given in blocks of at least 30 minutes;
- It is for the teachers to determine how they use each allocation of PPA time, within the parameters of planning, preparation and assessment, although this does not preclude them from choosing to use some of the time to support collaborative activities;

- The Headteacher will retain responsibility for PPA time in respect of outcomes, impact on standards and teacher and support staff work/life balance and will report to the Governing Body ;
- The Governors will monitor and evaluate the impact of PPA time on the work/life balance of the Headteacher;
- PPA time will be written into each teacher's timetable;
- If the arranged cover for PPA is affected by unforeseen absence, alternative arrangements will be made to protect the PPA entitlement. If this is impossible, or would result in Health and Safety concerns, the time will be reallocated promptly by mutual arrangement;
- Where a teacher has not been able to take PPA time because of sickness the PPA time will be lost and will not be replaced at a later date. Whilst a teacher cannot be required to give up guaranteed PPA time where it is done voluntarily; for example, to attend a CPD event or at the request of management for processing reasons, the time will be replaced. Any such requests must be negotiated with the individual teacher;
- The Headteacher will determine if PPA is to take place on or off-site, including the appropriateness of teachers working at home.

## 6. Teachers

- All teachers, including the Headteacher with a timetabled teaching commitment, whether employed on permanent, fixed-term, temporary or part-time contracts, will be given their contractual entitlement to guaranteed PPA time within the timetabled teaching day. This entitlement can either be weekly or fortnightly (Dependent on whether the school has a weekly or fortnightly timetable and hours worked by part time staff);
- Teachers may decide where to take their PPA time (within the school) as long as the purpose of the PPA is clear. Teachers wishing to take PPA time off the school premises can only do so if this is authorised by the Headteacher;
- Teachers are responsible for ensuring that they make the most effective use of their PPA time in relation to outcomes and their individual contribution to improving standards.

## 7. Newly Qualified Teachers (NQTs)

- In addition to the 10% of time that newly qualified teachers are entitled to under the School Teachers' Pay and Conditions Document (STPCD) provisions for induction, they will also be entitled to 10% PPA time based on their remaining 90% timetable;
- The above release time is protected and allocated at appropriate intervals (*For many NQTs this will be on a weekly/fortnightly basis*);

## 8. Leadership and Management

- Teachers with leadership and management responsibilities are entitled, as far as is practicable, to a reasonable allocation of time to discharge these responsibilities in addition to the 10% of guaranteed PPA time. Some of this time may fall outside timetabled teaching time but will sit within the 1265 hours directed time.

## 9. Support Staff

- In accordance with statutory provision, and should circumstances dictate, appropriately graded support staff may be deployed to provide enrichment activities and specified work that enhance the curriculum and improve standards;
- **'Specified Work'** is quite different from **'Cover Supervision'**. The definition of 'specified work' includes the following activities:
  - a. *Planning and preparing lessons and courses for pupils;*

*b. Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;*

*c. Assessing the development, progress and attainment of pupils; and*

*d. Reporting on the development, progress and attainment of pupils.*

- Support Staff who may undertake specified work will be employed as HLTAs (Band E) and Advanced TAs (Band D).
- In order to ensure the contractual arrangements for Support Staff (i.e. pay and grading), the school will consult with Human Resources Advisers;

**Teaching Assistants will not be required to undertake any duties that are not contained in their current job profiles.**

- Support staff may undertake specified work subject to three conditions:
  - To assist or support the work of a teacher;
  - Subject to the direction and supervision of a teacher in accordance with arrangements made by the Headteacher;
  - Where the Headteacher is satisfied the support staff member has the skills, expertise and experience required to carry out the specified work (the Headteacher will have due regard to the 33 Professional Standards for HLTAs – 2007 in making determinations regarding the above);
- When delivering specified work, support staff will be subject to the school's normal supervisory arrangements and emergency procedures, as laid down in the Section 133 Regulations issued under the Education Act 2002;
- There should be consultation with employees regarding changes to job descriptions, deployment and timetabling;
- Support Staff engaged in 'specified work' will have undertaken appropriate training e.g. in classroom management, behaviour management, health and safety, equal opportunities, safeguarding and SEN etc
- Ongoing training opportunities should be considered for support staff who are delivering specified work. This might include dedicated training time, periods of observation, mentoring and monitoring. Support staff delivering specified work, as in the case of all support staff, should be included in school Continuing Professional Development (CPD) and encouraged to develop their skills and careers;
- Support staff who deliver 'specified work' will have paid time set aside to plan and prepare for their own role in lessons and liaise with their class teachers. Support Staff planning and preparation time will be within their contracted time but not necessarily within the timetabled teaching day.

**10. Instructors**

- Instructors, if used, are appointed under the terms of the STPCD and have unqualified teacher status. Staff who provide specialist instruction must have relevant qualifications and/or relevant experience;
- Instructors are contractually entitled to PPA time for the specified work they do during the timetabled day;
- Instructors should normally plan and deliver their own lessons. They should consult with teachers to ensure their work is supporting the curriculum.

### **11. Other Specialist Staff**

- The same criteria that apply to instructors also apply to other specialist staff except that other specialist staff are not employed under the terms of the STPCD, and, therefore, have no statutory entitlement to PPA time.

### **12. Enrichment activities**

- Any programme of enrichment activities should be devised so that it adds maximum benefit to the school's curriculum. There should be a clear focus on teaching and learning outcomes.
- Enrichment activities that are put in place to release PPA time for teachers must be within the timetabled teaching week (i.e. during those parts of the school timetable in which pupils are taught the core and foundation subjects or religious education).

### **13. Adults contracted to provide a service but not employed by the school**

- Where a coach is not employed by the school and is charging directly for his/her services, they will be required to carry their own indemnification (insurance) and provide proof of this to the school. This also applies to coaches from governing bodies of sport or professional sports' clubs, and companies who enter school and charge for their expertise;
- It will be for the Headteacher to determine the appropriate supervisory and working arrangements for these individuals, subject to the usual safeguards.

### **13. Policy Monitoring and Review**

This policy will be monitored and a report provided for the financial implications of the provision of PPA. This policy will be reviewed annually by the Senior Leadership Team and *Personnel and Finance Committees*, through consultation with stakeholders (*Good practice suggests this would also include parents*). The strategy for providing PPA time will be developed to ensure careful costing leading to sustainability.

### **14. Effective Date**

This policy became effective in ..... 2009, was reviewed in .....2010.