## ST RITA’S COLLEGE - 2015

Catholic Secondary Hours of Duty (excluding All Hallows School)

NOT TO EXCEED 30.5 HOURS PER WEEK (except where an existing arrangement requires a quantum of 31 hours per week)

(ONE WEEK ONLY TO BE CALCULATED) Does not apply to Principals, Deputy Principals, APA’s and APRE’s

### CONTACT TIME

- Maximum not to exceed 21hrs 30 mins per week.
- Programmed teaching time
- Programmed sporting
- Administrative/Pastoral care class and assembly time.

### CONTACT TIME

| Teaching (0.8 x 24 x49) + (0.8 x 6 x 43) AVG per length: ((4 x 6 x 49) + (1 x 6 x 43)) /30 = 47.8 mins |
| 1147.2 (teaching load) / 47.8 = 24pers per week – 48 pers per 10 day cycle |

### PREPARATION AND CORRECTION TIME

- Classroom Teachers
  20% of actual contact time excluding assembly time:
  - Part of this preparation and correction time may be used for supervision or cover periods for a yearly average of up to 10 periods per year.

| Total Teaching periods - 4days x 6periods x 49 1176 |
| 1 day x 6 periods x 43 258 |
| 1434 |

| Teaching 1147.2 |
| P&C 246.4 |
| 1393.6 |

Remaining period to be allocated as either extra P&C or supervision.

This time to be allocated as 2 x 20 min PGD in Column C – 40 mins

### OTHER DUTIES

1. Movement between classes (5x16=80)
2. Preparation and correction outside the 20% mentioned in (b), programmed in the school day – 0.4 (carried over from Column B)
3. Class/Playground/transport supervision 2x20 = 40 (40 mins from Column B)
4. Staff meetings (60x10)/40 = 15
5. Educational activities assoc. with programmed curriculum faculty – (8x60x2)/40 = 24
6. Parent/teacher consultations which form part of the school’s programmed reporting to parents (252x4)/40 = 25.2
7. Attendance at school for the required time before the commencement of classes
8. School worship
9. Supervision or cover periods outside the abovementioned.
10. Briefing (7x4)= 28
11. House Meeting (30x38)/40 = 28.5
12. Teacher Growth & Development Meetings 4 hours per term (3 x 60 x 4)/40 = 18

### MEAL BREAKS

PAID 50 minutes per week (10 minutes per day).
Where impracticable may be averaged over a one week period. Usually taken together with a 10 minutes unpaid break as morning or afternoon recess.

Lunch is an UNPAID minimum break of 30 mins. Where this cannot be achieved, through consultation, to receive a minimum continuous meal break of 20 mins per day and total period for meal breaks is no less than 150 mins. per week. Not to be averaged over a longer period.

### Calculation

\[
\text{Add A + B + C + D} = 30 \text{ hours 29 mins (Not to exceed 30.5 hours)} \quad 1828.7 \text{ mins (30.49 hours)}
\]

---

Y:\Hours of Duty\St Rita's College 2015 Hours of Duty Sent to QIEU Version 1.doc  21/11/2013
Overtime: rates as from 1 July 2012 - $21.2573/hour. Additional Hours Per Term: There shall be a quantum of three hours per term which will be required of all primary and secondary teachers for attendance at special activities for particular groups eg. year level, whole school, special interest group activities. Specific provisions apply for part time teachers who may be requested to undertake additional hours for special activities.

The hours of duty required of a teacher in both the primary and secondary areas shall be flexible over a term or semester. Such requirements will be prospective and made known to the teacher involved.

<table>
<thead>
<tr>
<th>Total Teaching periods in the timetable -</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 days x 6 periods x 49mins</td>
<td>1176</td>
</tr>
<tr>
<td>1 day x 6 periods x 43 mins</td>
<td>258</td>
</tr>
<tr>
<td></td>
<td>1434</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allocation of Periods</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching 80%</td>
<td>1147.2</td>
</tr>
<tr>
<td>P&amp;C (20% of total contact ex Assembly)</td>
<td>246.4</td>
</tr>
<tr>
<td></td>
<td>1393.6</td>
</tr>
</tbody>
</table>

Remaining period to be allocated
As either extra P&C or supervision 40.4

**The House night of 90 mins has been allocated as a special activity for Term one as part of the 3 hours per term.**