

Hours of Work Policy

**Responsibility**: Principal

**Effective date**: 2/06/2023

**Next review date**: 2/06/2025

**Target audience**: Acacia Hill School staff

**Ratified by School Council**: 2/06/2023

## NT Government Employees

**Teachers**

Full-time teachers are employed for 36 hours 45 minutes per week, or 7 hours 21 minutes per day, with one hour recess+ lunch. Staff are at work by 8:00am and may leave work from 3:30pm except on Tuesdays when they may leave at 4:00pm after the staff meeting. This does not equate to the full 36 hours 45 minutes, but teachers are trusted to do work required flexibly outside of these hours.

Where a teacher will arrive later than 8:00am or needs to leave earlier than 3:30pm, they notify the principal or assistant principal.

Please avoid scheduling meetings during staff meeting (3:00-4:00pm Tuesdays).

Part-time teachers work a proportion of these hours, as per their contract.

A teacher’s day is required to include one meal break of at least 30 minutes.

**Non-contact time**

Non-contact time is provided for activities such as preparation, planning, assessment and correction necessary to perform the role of teacher. Non-contact time should not be used for things like medical appointments. It is time for teaching and learning focused activities.

Non-contact time for classroom teachers with a full time teaching load in special schools and their annexes is three hours per week (NT OCPE, Section 82). Part-time classroom teachers receive non-contact time proportional to their teaching load. However, classroom teachers employed on a part-time basis to provide non-contact time for classroom teachers are not entitled to non-contact time.

Neophyte teachers have an additional hour of non-contact time per week.

Where possible, teachers who are assigned as a mentor to a neophyte teacher are given an additional five hours non-contact time per semester to meet with the neophyte teacher.

Non-contact time should be allocated in blocks of 30 minutes or more. At Acacia, it is mostly allocated in two 1.5 hour blocks per week.

Relief teachers are not entitled to non-contact time.

Supervised eating time is considered instructional time and is not part of non-contact time.

Where non-contact time falls on a public holiday, a school is not required or expected to ‘repay’ or ‘make-up’ non-contact time. This has been confirmed with the Union. However, Acacia rotates each year which teachers have their non-contact time on a Monday, given that a lot of public holidays occur on Mondays. In addition, where possible, at Acacia, additional non-contact time is given to teachers whose non-contact time falls on a public holiday. However, this is a bonus, and happens only when it is able to occur.

**Administrative and Physical Grade Employees**

An employee will not work for more than 5 hours continuously without a meal break of at least 30 minutes unless authorised to do so by the line manager (NTPS 2021-2025 Enterprise Agreement Part 8 Division 1 57.1). The meal break does not count as part of the employee’s ordinary hours of duty (57.3).

**SESOs and 92% staff**

Under the Enterprise Agreement, AO4 92% Officers are required to work 6 hours and 15 minutes per school day (NTPS 2021-2025 Schedule 1, 7.2(b)(i). Full-time SESOs are at work from 8:00am and may leave at 3:00pm on Mondays, Wednesday, Thursdays and Fridays, and at 4:00pm after the staff meeting on Tuesdays; this includes a 30 minute recess break and a 30 minute lunch break each day with four 15 minute yard duties per week within those break times. SESOs are paid an additional 15 minutes per week and this is used from time-to-time, when, for example, they remain after school for a meeting with their teacher and a parent. 92% staff have school holidays except they have an additional day at the start of the year before teachers return.

Where a SESO will arrive later than 8:00am or needs to leave earlier than 3:00pm, they notify the principal or assistant principal.

Part-time 92% staff work a proportion of these hours, as per their contract.

Staff are to avoid scheduling meetings or appointments, if possible, during staff meeting (3:00-4:00pm Tuesdays).

**96% staff (Executive Officer, AO3 Admin Officer, AO2 Admin Officer)**

Full-time 96% staff are employed for 36 hours 45 minutes per week, or 7 hours 21 minutes per day, with one hour lunch break. Staff are at work by 8:00am and leave work at 4:21pm or earlier if they have negotiated with the principal to take a shorter lunch break. 96% staff take their recreation leave during school holidays except they have an additional day at the start of the year before teachers return.

Administration Officers are allowed, at times suitable to the agency, two 15 minute tea breaks per day. The period of such breaks is regarded as time on duty and employees are not to leave the workplace (NTPS 2021-2025 Enterprise Agreement Schedule 3, 15).

Where an Administration Officer will arrive later than 8:00am or needs to leave earlier than 3:30pm, they notify the Business Manager.

Part-time 96% staff work a proportion of these hours, as per their contract.

**100% staff (Business Manager)**

Full-time 100% staff are employed for 36 hours 45 minutes per week, or 7 hours 21 minutes per day, with one hour lunch break. Staff are at work by 8:00am and leave work at 4:21pm or earlier if they have negotiated with the principal to take a shorter lunch break. 100% staff are not eligible for school holidays and must apply for recreation leave, six weeks per year.

**Maintenance Officer**

Maintenance Officer is employed for 36 hours 45 minutes hours per week, or 7 hours 21 minutes per day with a one hour lunch break. The Maintenance Officer receives six weeks recreation leave per year, and is not eligible for school holidays.

## School Council Employees

Hours of work are stated in employment contract.

**Related documents**

AEU NT. *Guid to non-contact time.* Retrieved from https://aeunt.org.au/advice/i-want-to-understand-how-merit-selection-works/.

NT OCPE. (2022). *Nothern Territory Public Sector 2021-2024 Enterprise Agreement.* Retrieved from <https://ocpe.nt.gov.au/__data/assets/pdf_file/0004/513193/ntps-2021-2025-enterprise-agreement-v02.pdf>.

NT OCPE. (2023). *NTPS Non-Contract Principals, Teachers and Assistant Teachers’ 2021-2024 Enterprise Agreement.* Retrieved from <https://ocpe.nt.gov.au/__data/assets/pdf_file/0003/1186221/ntps-non-contract-principals-teachers-assistant-teachers2021-2024-enterprise-agreement.PDF>.

[Teacher Responsibilities Guide](https://education.nt.gov.au/careers-in-education/teacher-responsibilities-guide)