



## Workforce Plan 2019

Presented to the Consultative Committee of McClelland College 5/11/18

To the Staff at McClelland College

The following is an outline of the curriculum, staffing and industrial planning for 2019.

These issues have been fully discussed in the Consultation Committee over the past few months. As principal, I am presenting the decisions regarding the Long term Planning as required in the VGSA 2017, clause 12 (5)(c) and based on the knowledge I have to date.

Clause 12(5) (a) For the purposes of this clause:

**“long-term planning”** means:

- development of workforce plans
- the planning and organisation of the program of instruction in the school
- organisation of teacher work including the face to face teaching requirements
- organisation of education support class work, including time in lieu
- organisation of work of teachers in their first twelve months of teaching
- organisation of classes including class sizes. In determining class sizes, staff or the union at the school may provide the principal, as the Employer’s representative, with alternatives and, following consultation, staff or the union at the school may request that the principal provide reasons in circumstances where the principal, as the Employer’s representative, determines class sizes in excess of the planning guidance set out in clause 25(3)
- the structure of selection and other panels for the purpose of making recommendations to the principal

Please note that the following document is based on a full time load. It is assumed that duties will be pro-rata for part-time staff as appropriate.

**1. Curriculum  
Hours of Attendance**

<b>YEAR LEVEL</b>	<b>Curriculum Program</b>	<b>PERIODS</b>
Year 7-12	McClelland Academy Program (including Personal Futures - one semester for Year 10)	2 periods per week
Year 7 & 8	English	4 periods per week
	Mathematics	4 periods per week
	Japanese	2 periods per week
	Digital Technologies, Humanities, Science, Phys Ed, Art and Technology, Drama and Music	2 periods per week each
Year 9	English	3 periods per week
	Maths	3 periods per week
	Humanities	3 periods per week
	Science/Phys Ed	3 periods per week for one semester
Year 9/10	2 Electives for Year 9, 3 electives for Year 10 but 1 of these electives for Year 10 generally is a VCE subject	3 periods each per week
FL@M	Flexible program aimed at students at educational risk of disengagement	18 periods per week
VCAL (3 levels)	Literacy (2PW), Numeracy (3PW), Work Related Skills (2PW) and Personal Development (2PW)	9 periods per week
Foundation VCAL	All Foundation VCAL students undertake onsite VET Small Business or SES	3 periods per week
Year 10	English, Maths, Science  Year 10 students may complete one or more VCE subjects	3 periods per week each
Year 11	6 subjects based on student choice and achievement. Year 11 students may complete a year 12 subject depending on timetabling and other constraints	3 periods per subject per week
Year 12	5 subjects based on student choice and achievement It is assumed that the "spare periods" will be used to organise VET/Distance Ed subjects or for study.	3 periods per subject per week

For 2019, a day will again consist of 4 periods each of 75 minutes.

Period	Time
1	8:50 – 10:05
2	10:05– 11:20
Recess	11:20 – 11:50
3	11:50 – 1:05
Lunch	1:05 – 1:55
4	1:55 – 3:10
5*	3.15 – 4.30

**\* only applies in special circumstances and by prior arrangement**

**Teachers:** The first pupil instruction session begins at 8:50; therefore a teacher is on duty at 8:30 (twenty minutes prior to the first pupil instruction session). This means that the day finishes 7 hours later (35 hours) but, on Tuesdays there is a staff meeting that commences at 3:30 and concludes at 5pm. There will also be two meetings twice per term which will conclude at 4:30pm. These will be for professional learning to support teaching staff or for specific purposes as per college or DET needs. This takes the number of hours worked to under 37. (If there are no meetings on that week then it is expected that this time will still be worked as preparation and correction time). The 38<sup>th</sup> hour is undertaken after prior consultation and mutual agreement as to the time, date and type of duties to be undertaken. The Consultative Committee and Daily Organiser will provide advice on the most suitable dates.

**Education Support (ES):** An education support class employee (EFT 1.0) will be in attendance for a minimum of 7.6 hours daily between 6:30 a.m. and 6 p.m. from Monday to Friday to a maximum of 38 hours.

## 2. Allotments

- At McClelland College a **full allotment** consists of 1200 minutes (16 by 75 minutes). Extras will be distributed as equitably as possible.

Any teacher who is significantly underallotted may be given a timetabled duty such as team teaching or program support. Where this is not appropriate the duties will be as negotiated by the consultative committee and sub-branch.

- Class sizes** will be planned on 25 as per the VGSA, however this is not a class size cap and therefore this number can increase if new enrolments exceed exits after the planning phase. It is expected that when classes are to exceed 25 students that individual teachers will be consulted and Daily Organiser and Timetabler kept informed to ensure most appropriate resourcing.

At this stage, due to student numbers, there is a considerable list of Units 1-4 combined classes running. This list includes:

- Media
- Technology Wood
- Systems Engineering
- Music
- Specialist Maths

- Studio Art
- Visual Communication and Design
- Japanese
- Theatre Studies

Where possible, **first year out teachers** will teach one period less per week, thus reducing their face to face time by 75 minutes. We therefore provide 15 minutes more support than the reduction

required in the VGSA of one hour per week. If this is not possible then the first year out teacher will not be rostered for yard duty and other compensation may also be negotiated.

- **Periods in lieu/replacement classes**

Periods in lieu are managed equitably and transparently by the Daily Organisers. They must be agreed to by a member of the Principal Team and documented.

Replacement classes may be issued as needed when a teacher loses a class due to excursion or other event. The total replacement will not exceed the 20 hours per week VGSA face to face rule. For End Of Year Unit 3-4 replacement classes please see below.

*For teachers of Unit 3-4 classes, replacement classes following the end of year scheduled classes will be allocated on the basis of up to 80% of the timetabled allotment. Teachers will receive replacement classes after their final scheduled class. However, replacement classes will be discontinued for the five school days immediately preceding the subject exam. For teachers of combined units 1-4 classes supportive arrangements of this nature should be negotiated with the Daily Organiser. This will enable students to organise their study program and access teacher support at the most appropriate time. Replacements are to be allocated equitably on a pro-rata basis according to the number of classes lost. This process will be managed by the Daily Organiser.*

*At the commencement of Headstart, these arrangements become null and void.*

*This will include coverage for those staff with Year 11 students in their class and allow these staff to support their Year 12 students. Lessons and yard duties will be adjusted to ensure part time staff all have equitable allotments based on their time fraction.*

### **3. Teacher Workload (VGSA 2017 Section 22)**

(8) (a) From the commencement of the 2018 school year, a teacher with face-to-face teaching scheduled at the maximum (as set out in clause 22(4(b))) will be provided with 30 hours of time to undertake the work directly related to the teaching and learning program of their class(es) (such as face-to-face teaching, planning, preparation, assessment of student learning, collaboration, professional development, and peer observation including feedback and reflection) with the remaining 8 hours available for other activities (such as yard duty, meetings, other duties and lunch).

(b) Both the 30 hours and the 8 hours will be adjusted according to the proportion of face-to-face teaching in accordance with the following formula: (actual face-to-face ÷ maximum face-to-face) x 30 hours

(9) In addition to face-to-face teaching and the requirements set out in clause 22(8), teachers may be required to undertake a range of other duties consistent with their classification level and salary range. In the distribution of other duties, the following factors are to be taken into account:

- (a) as far as practicable, the equitable distribution of other duties within the school; Victorian Government Schools Agreement 2017 Page | 24
- (b) the relative importance of the various duties to be undertaken;
- (c) the time required to perform the duty;
- (d) the range and frequency of tasks to be performed;
- (e) the classification, salary range, qualifications, training and experience of the teacher; and
- (f) the preparation and correction requirements

- **Meetings** (as discussed and agreed to by the CC)

Tuesday 3:30 to 5:00pm staff meeting, every week. **This is half an hour less than the VGSA**

Two weeks per term will have a one hour meeting (until 4:30pm) for special purposes. In those weeks the CDT meeting will finish half an hour early, concluding at 4:30pm instead of 5pm.

- **ES Time Off In Lieu (TOIL) and required work during holiday periods**

For ES staff, it will be assumed that TOIL is granted for time worked outside of normal hours for (egs: the support given at Student Progress evenings, Hands on Learning Nights, Homestay visits, etc). Individual documentation will still be required and TOIL will be deemed approved only after agreement with the Business Manager or Principal as per our TOIL Policy.

Approval must be granted *prior* to the hours being worked by the Business Manager or Principal. There may be exceptions (eg emergency situation with international student etc) where TOIL may be granted after the fact.

The Business Manager and ES Office Admin staff may be required to work in the office administration area for up to 6 days before ES Staff resume. This will be discussed with the ES staff as to who will attend. The days will be paid (as per VGSA 2017) or taken as TOIL by mutual agreement .

In line with their employment mode the Network Administrator and Property Manager will be in attendance in the weeks prior to the start of term as agreed. They are also expected to attend one week of each school holidays throughout the year.

- **Teacher Time In Lieu (TOIL) for Student Progress Meetings and Open Night**

As has been our current practice in recent years, we will have two Student Progress Meeting sessions in 2019. On the Student Progress Meeting day, the DET expectation is that we still teach 300 minutes of regular classes with TOIL provided to staff through the reduction of meeting times. In 2019 we will once again run with the whole teaching staff attendance at Open Night.

- **Leave**

The McClelland College Leave Policy was reviewed by the Consultative Committee in Term 4 2017 and will be reviewed by the end of 2019. This was reviewed due to the introduction of the Professional Practice Days and other changes such as Family Violence Leave provision.

- **Positions of Responsibilities/Special Payment**

After feedback from Consultative Committee members we have removed Special Payments for the interstate and overseas tours. Most positions have been filled except we have a number of Range 2 Classroom Teacher requiring additional roles to reflect their experience. Negotiations with affected individual teachers to determine appropriate roles to utilise staff expertise will commence shortly.

- **Yard Duty**

Although there is no cap on yard duty time we will endeavour to keep the existing arrangements of 50 min lunch duty (or one 30 min recess and 20 min before/after school duties). Yard duty will be shared equitably across the teaching staff and will be given in such a way that it ensures all teachers will have at least a 30 minute lunch break at some stage in the day.

ES cannot be responsible for a yard duty area. They can be rostered to support a teacher in the yard if this is considered part of their normal duties. We will continue our practice of ES doing Yard Duty supervision outside the student toilets to assist students in feeling safe.

- **Lunch**

All teaching staff will have at least 30 minutes free from assigned duties.

On the days that teachers are not on lunch time yard duty (or extra yard duty) it is agreed that they may have the whole period free of assigned duties.

Recess is paid time for all teaching staff and thus can be expected to perform organisational duties.

ES staff have a minimum of 30 minute unpaid lunch break as per the VGSA and cannot work more than five hours without a break. Where appropriate ES staff will have the opportunity to restructure their working hours from a 45 minute break to a 30 minute break where it does not impact on school outcomes or needs.

### **PROFESSIONAL PRACTICE DAYS**

(12) (a) From the commencement of the 2018 school year each teacher is entitled to one day per term (four days per year) release from their scheduled duties, including teaching, to focus on the improved delivery of high quality teaching and learning. These days are in addition to existing pupil free days and pro-rata for a teacher employed part-time.

(b) The work undertaken on these days will be consistent with Departmental and school priorities and selected from the following areas: planning, preparation, assessment of student learning, collaboration, curriculum development, relevant professional development and peer observation including feedback and reflection.

(c) The timing and focus of each day for each teacher will be nominated by the teacher and be agreed in consultation with the principal.

(d) Where the timing and/or focus are not agreed the timing will be determined by the principal and the focus of the day will be determined by the teacher and will be consistent with the focus areas set out in sub clause 12(b).

(e) This sub clause (12) will cease to operate or have any effect from 18 April 2021.

**Please refer to the *McClelland College Professional Practice Days Implementation Policy***

### **Other considerations and changes based on student needs, staff feedback and equity funding:**

- The Hands on Learning Program continues to run Tuesday, Thursday and Friday to allow all students to access the MAP.
- The Literacy Intervention Program is currently being reviewed and therefore the three ES staff (ongoing) currently attached to this program may be redeployed to other areas of the school or utilised with a new intervention program.
- An English Language Centre/Program has continued to be resourced as the International Student Program remains stable (we currently have 40 students). For this reason flexibly resourcing the program continues to be a priority. This year we increased the staffing in this program to introduce VCE Chinese First Language and increase the EAL support.
- Due to Integration student numbers and funding there will be a need to further employ Integration Aide staff. Once all Yr 7 students have arrived and enrolments confirmed early next year the staffing for Integration Aides can be finalised.
- We will continue to fund a full time AFL trainee for 2019 to support the sports and camps programs, including the sports MAPs.

### **4. Workforce Plan**

Clause 12 (5)(a) “**workforce plan**” means a document setting out the projected staffing needs of a school having regard to factors such as the education program of the school, predicted enrolment

increase or decrease, the mix of ongoing and fixed term teaching and non-teaching staff, predicted staff absences due to leave or other reasons and any predicted departures of existing staff.

The following is the Workforce plan for 2019. The Workforce Plan is based on the program of the school, allotments, etc.

<b>Enrolment</b>	1030 students (including Outreach and International students)
<b>Teachers</b>	62.4 Effective Full Time (EFT)
<b>Education Support (ES)</b>	33.2 EFT (a number of positions are through Equity Funding)
<b>Integration students</b>	24 students currently funded.
<b>International Students</b>	40
<b>Leadership Profile</b>	Principal, Business Manager, 3.4 AP positions (includes a .4 temporary resumption during a Family Leave period), 10 LT positions (includes 3 new externally appointed) plus 3 Learning Specialists as per VGSA 2017 funding.

### **Leave**

At this stage, there is a large number of staff taking short and long term or family leave which will be covered mostly by short term contracts. One Leading Teacher who had been granted 12 months leave without pay (LWOP) for 2018 has resigned. One other teacher on LWOP for 2018 is scheduled to return in 2019.

Two teachers currently on Family Leave have indicated they will return in 2019 (one at .4 and one at .8).

### **Retirements/Resignations**

Two part time teaching staff have indicated they will be retiring during 2019 however both will finish teaching at the end of the 2018 calendar year. One instrumental teacher is transferring

One Learning Specialist has indicated they will be resigning in January 2019. We are awaiting the School Review report to help determine how best to address this vacancy.

We are currently restructuring office roles (one ES Office Staff member has been transferred to Food Technology support) to better support the needs of the college. This will require a new position to be advertised to fill the vacancy. Any staff involved in any possible changes have been consulted with.

### **Staff Transfer**

We have one substantive Leading Teacher currently on secondment as an Acting Assistant Principal at another school. We have back filled the teaching component and the leadership position.

### **Excess Staff**

We have managed to adjust the timetable to avoid an excess by changing teaching loads as we had a curriculum imbalance. We are confident with an increase in enrolment and continued financial vigilance, sound people management and timetabling, we hope to avoid any excess staffing situations in the future.

### **Principal's note**

I would like to thank the members of the Leadership Team and the Consultation Committee who have represented staff, for their patience and input as we navigate our way through a very tight timeline and numerous staffing changes and challenges. This planning and implementation relies on

us as a whole staff, particularly with the implementation of the Professional Practice Days for all teachers. As we all know the details of the planning phase will continue until we actually begin 2019. It is especially positive to note that our projected student numbers for 2019 (provided the Year 7 enrolments hold firm) should tip over 1000 for the first time since 2007.

The other positive news is that this year 11 staff (7 Teaching and 4 ES) members were made ongoing which provides teachers and education support staff with more job and financial security.

Any unforeseen situations or changes will be discussed with the Consultation Committee and presented to staff via their CC reps or presented by the principal via the staff newsletter or at a staff meeting.

If such an issue arises during the term break that requires an immediate response, I will make every effort to contact the AEU, teacher and ES reps for advice prior to a decision being made.

Amadeo Ferra

Principal

November 2017