

PART-TIME TEACHERS' PAY AND WORKING TIME
Guidance on the statutory provisions of the School Teachers' Pay and
Conditions Document (STPCD) 2008

Version 2
7 January 2009

INTRODUCTION

Context

1. In its Sixteenth Report, the School Teachers' Review Body agreed with consultees that there should be a single, national method specified in the STPCD ("the Document") for calculating part-time teachers' pro rata salaries and specifying working time and made a number of recommendations to this effect. The underlying principle behind their recommendations was the desire to ensure that the pay and working time of part-time teachers were calculated on a consistent basis and that part-time teachers were treated equitably vis-à-vis their part-time and full-time colleagues: in short, a national formula that is universally applied.
2. Both the amendment to the Document, which creates the statutory requirement, and the accompanying guidance seek to give effect to this principle as well as ensuring that provisions in the STPCD are fully compliant with employment law. Links to the relevant documents are provided at the end of this section.
3. The conditions of employment for part-time teachers mirror those of full-time teachers (see also paragraph 75 of the Document). The calculation below is to be used as the **benchmark** to determine a part-time teacher's pay and working time against a full-time teacher's pay and working time within the same establishment. This does not determine the mix of teaching, PPA and non-contact time each part-time teacher does. So it will be possible for two part-time teachers at the same school to be on a 50% contract, but to each have different amounts of teaching time, PPA and non-contact time.
4. Throughout this guidance the term teacher refers to all teachers other than those paid on the leadership spine or to those paid as Advanced Skills Teachers. Guidance on conditions of service for these staff is provided in Section 3 of the Document (paragraph 165).
5. Dealing with the conditions of service issues which may arise as a result of employing a teacher on a part-time basis will be made much more straightforward if the school, or schools, in which the part-time teacher is employed, have a clear established calendar of dates for directed activities for teachers such as parental consultation events and after school business meetings, and have a clear time budget for the deployment of directed time for all teachers.

6. It is essential for schools to ensure that what the school expects of an individual teacher and what a teacher expects of the school with regard to all aspects of the contract are clearly set out and understood by them both.

7. School timetabling needs may change from time to time and this may impact on the contracts of part-time teachers. Before any such changes take place, the school must consult in good time with any teacher or teachers who may be affected.

Relevant bodies should also be aware of the requirements of:

The Working Time Regulations 1998

<http://www.opsi.gov.uk/si/si1998/19981833.htm>

The Part Time Worker (Prevention of Less Favourable Treatment)

Regulations 2000 - <http://www.opsi.gov.uk/si/si2000/20001551.htm>

The Sex Discrimination Acts 1975 and 1986;

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1975/cukpga_19750065_en_1

http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1986/cukpga_19860059_en_1

The Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002

<http://www.opsi.gov.uk/si/si2002/20023236.htm>

The ACAS Guide to Flexible Working -

<http://www.acas.gov.uk/index.aspx?articleid=803>

PAY

The school's timetabled teaching week (STTW)

8. The timetabled teaching week refers to school session hours that are timetabled for teaching, **including** PPA time and other non-contact time but **excluding** break times, registration and assemblies. The school's timetabled teaching week of a full-time classroom teacher is to be used as the basis for calculating the pro-rata percentage of the school's timetabled teaching week for which a part-time teacher is employed at the same school. This percentage is used to determine the pro-rata salary of a full-time equivalent teacher's salary, to which the part-time teacher is entitled¹. The percentage remains the same whether the school operates a weekly, fortnightly or any other timetable cycle.

Use of the STTW as a benchmark is aimed at minimising potential unfairness, and on the assumption that activities such as registration and assemblies are short activities that last up to 20 minutes each. Where such activities are significantly longer, head teachers should use their discretion as to whether they constitute teaching and learning activities which should be included in the STTW calculation for both full and part-time teachers. When exercising this discretion head teachers should also be aware of the requirement to avoid a disproportionate impact on a part-time teacher and to treat part-time teachers equitably with other part-time teachers.

Example 1

If the school day, excluding registration and assembly, runs from 9.00am to 12.15pm and again from 1.15pm to 3.30pm with one 15 minute break in the morning session and one 15 minute break in the afternoon session the school's timetabled teaching week would be calculated as:-

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	3 hours	+	2 hours	x	5 days	=	25 hours	100%

The relevant body should establish the school's timetabled teaching week for each part-time teacher as a percentage of a full-time classroom teacher's school's time-tabled teaching week using the same calculation as above.

¹ This is purely a means of establishing pro-rata pay and working time, it does not mean that the teacher is not required to attend assemblies and registration etc within their overall directed time. The pro-rata pay includes pay for all these elements.

If a part-time teacher were employed for mornings only working 9.00am to 12.15pm every day their percentage of the timetabled teaching week would be calculated as:-

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	3 hours	+	2 hours	x	5 days	=	25 hours	100%
Part-time	3 hours	+		x	5 days	=	15 hours	60%

Example 2

In the case where the school day, excluding registration and assembly, runs from 9.00am to 12.00pm and again from 1.00pm to 3.30pm with one 15 minute break in the morning session and one 15 minute break in the afternoon session the school's timetabled teaching week would be calculated as:-

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	2.75 hours	+	2.25 hours	x	5 days	=	25 hours	100%

If a part-time teacher were employed for mornings only working 9.00am to 12.00pm every day their percentage of the school's timetabled teaching week would be calculated as:-

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	2.75 hours	+	2.25 hours	x	5 days	=	25 hours	100%
Part-time	2.75 hours	+		x	5 days	=	13.75 hours	55%

Example 3

The school day, excluding registration and assembly, runs from 9.00am to 12.00pm and again from 1.00pm to 4.00pm with one 15 minute break in the morning session and one 15 minute break in the afternoon session. The school's timetabled teaching week would be calculated as:-

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	2.75 hours	+	2.75 hours	x	5 days	=	27.5 hours	100%

If a part-time teacher were employed for afternoons only working 1.00pm to 4.00pm every day their percentage of the timetabled working week would be calculated as:

	Morning Session (less breaks, registration, assembly)	+	Afternoon Session (less breaks, registration, assembly)	x	No of days in timetable (i.e. 5 or 10 days)	=	School's Timetabled teaching week (STTW)	% of Full Time STTW
Full-time	2.75 hours	+	2.75 hours	x	5 days	=	27.5 hours	100%
Part-time		+	2.75 hours	x	5 days	=	13.75 hours	50%

Teachers working in more than one school or in a school with varying timetabled teaching weeks

9. For teachers who work part-time in more than one school/workplace, it is particularly important for schools and teachers to pay greater attention to early notice, forward planning and cooperation, in the interests of avoiding problems with clashing timetables.

10. Also, in some schools there may be different school timetabled teaching weeks for different parts of the school, for example where a school incorporates a primary, secondary and special school taking pupils to the age of 19, each phase having a different school timetabled teaching week. In

these circumstances, the school will have to make sure that the part-time teacher's pay and working time is related to the appropriate school timetabled teaching week. If a teacher works in different parts of a school with differing school timetabled teaching week, two (or more) calculations will have to be made to arrive at a consolidated pro rata salary for the teacher.

An example calculation follows for a part-time teacher who works at a school with three different STTWs.

Example of a school with a two-weekly timetable covering Early Years, Key Stage 1 and Key Stage 2.

Part-time teachers' Early Years (EY) hours

EY week 1 = 2.00 hrs out of an EY STTW of 27hrs 30 mins

EY week 2 = 2.00 hrs out of an EY STTW of 27hrs 30 mins

Total worked = 4.00 hrs

The STTW comprises week 1 of 27 hrs 30 mins + week 2 of 27 hrs 30 mins = 55hrs.

Percentage worked of the EY STTW is $\frac{4}{55} = 7.27\%$

Part-time teachers' Key stage 1 (KS1) hours

KS1 week 1 = 6.67 hrs (6 hrs 40 mins) out of a KS1 STTW of 22hrs 20 mins

KS1 week 2 = 2.00 hrs out of a KS1 STTW of 22hrs 20 mins

Total worked = 8.67 hrs (8 hrs 40 mins)

The STTW comprises week 1 of 22 hrs 20 mins + week 2 of 22 hrs 20 mins = 44 hrs 40 mins (= 44.67).

Percentage worked of the KS1 STTW is $\frac{08.67}{44.67} = 19.41\%$

Part-time teachers' Key stage (KS2) hours

KS2 week 1 = 2.25 hrs (2 hrs 15 mins) out of a KS2 STTW of 23 hrs 45 mins

KS2 week 2 = 5.67 hrs (5 hrs 40 mins) out of a KS2 STTW of 23 hrs 45 mins

Total worked = 7.92 hrs (7 hrs 55 mins)

The STTW comprises week 1 of 23 hrs 45 mins + week 2 of 23 hrs 45 mins = 47 hrs 30 mins (=47.5).

Percentage worked of the KS2 STTW is $\frac{07.92}{47.50} = 16.67\%$

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Therefore the total percentage STTW for the part-time teacher is:
7.27% + 19.41% + 16.67% = 43.35%

The pro-rata calculation of directed time = $43.35\% \times 1265 = 548.37$ hours (see paragraphs 19 and 20 of this note for explanations of directed time).

If the teacher is on M4 (England & Wales excluding the London area) the full-time salary is £25,898 so the pro-rata part-time salary is $\text{£}25,898 \times 43.35\% = \text{£}11,226.78$.

Centrally employed or unattached teachers

For unattached teachers, the “school’s timetabled teaching week” should be a full time teacher within the same central service in the local authority. Where there are no full-time teacher comparators in the service, the local authority should make an assessment of what the STTW for a full-time teacher in a comparable service would be and use this as the benchmark against which the part-time teacher’s hours are measured.

Where a part-time teacher’s hours fluctuate across a particular cycle, this variation should be averaged over an appropriate time period to arrive at salary and working time calculations.

Where an unattached teacher works across a geographical area, rather than on one site, the time taken to travel between the different sites within this area should be included in the STTW for that service. Pursuant to paragraph 77.12 of the Document, the time taken travelling to and from home and the teacher’s base at the start and end of the day should not be included. If there is no base then it will be necessary to identify a nominal one for this purpose.

Part-time teacher pay calculators

11. Pay calculators are available to help schools calculate the salaries of part-time teachers (as well as their directed time hours (see paragraphs 19 and 20) as shown below. The diagram uses examples of a classroom teacher on M6 working 15 hours per week and a teacher in a leadership/AST post on L15 working 14 hours 10 minutes per week, both in schools with a 25 hour timetabled teaching week. The calculator uses Excel software, and can be found at the following link –

www.teachernet.gov.uk/docbank/index.cfm?id=12828

The calculator can also be used to work out additional payment for any time that the teacher may agree to work which is additional to their directed time. (See the following example).

Example

$1265 \times 60\% = 759$ hours directed time and paid pro-rata to full time salary.

Part - time hourly rate (where 'S'= full-time annual salary) =

$$\frac{S}{759} \times \frac{759}{1265} = \frac{S}{1265}$$

If the teacher works an additional 5 hours, to calculate pay on the same pro rata basis:

$$\text{Additional pay} = \frac{5 \times S}{1265}$$

Salary calculators for part-time classroom/excellent/unqualified teachers and AST/leadership group teachers

Salary calculator for part-time classroom, excellent and unqualified teachers

The part-time (PT) classroom, excellent and unqualified teacher salary calculator generates the PT salary on the basis of a PT post's proportion of the school's timetabled teaching week (TTW) for an FT post. It also generates the breakdown of 'directed time' hours for the PT post.

Enter; > the full-time (FT) salary for the post concerned;
> the actual number of PT teaching hours per timetabled teaching week (TTW);
> the normal teaching hours per timetabled teaching week for FT teachers at the school.

Salary calculator for part-time classroom, excellent and unqualified teacher			Breakdown of 'directed time' (1265) for a 60.0% part-time teacher	
FT salary:	PT TTW hours per week:	FT TTW hours per week:	60.00% of FT	£18,088.80 PT salary
Enter > £30,148	> 15	> 25		
(where necessary use conversion table to enter minutes as decimal)			Rate for additional hours/ mins	
			Hrs > 3,000 £71.50	
			(where necessary use conversion table to enter minutes as decimal)	

Conversion table	
5 mins =	0.083
10 mins =	0.167
15 mins =	0.25
20 mins =	0.333
25 mins =	0.417
30 mins =	0.5
35 mins =	0.583
40 mins =	0.667
45 mins =	0.75
50 mins =	0.833
55 mins =	0.917

Salary calculator for part-time AST/leadership group teacher

The part-time AST/leadership group salary calculator generates the PT salary in a similar way to the calculator for classroom teachers above, by using the school's timetabled teaching week as the basis for measuring the weekly working hours (whether teaching or non-teaching) for the PT post within that timetable.

Enter; > the full-time (FT) salary for the post concerned;
> the weekly timetabled hours for the PT post; and
> and the full-time timetabled teaching week for the school.

Salary calculator for part-time (PT) AST or leadership group teacher			Rate for additional hours/ mins:	
FT salary:	PT TTW hours per week:	FT TTW hours per week:	56.67% of FT	£28,643.97 PT salary
Enter > £50,547	> 14.167	> 25		
(where necessary use conversion table to enter minutes as decimal)			Rate for additional hours/ mins:	
			Hrs > 2,000 £79.92	
			(where necessary use conversion table to enter minutes as decimal)	

AST and leadership teachers may be required to work additional (non-standard) hours, but these should be broadly in proportion to additional hours worked by FT AST/leadership group teachers at the school, having regard to the percentage of FT generated by the calculator.

Part-time safeguarding - Part-time teachers in post on 31 August 2008 and remaining in the same post/service from 1 September 2008.

12. If as a result of changing to the new arrangements for calculating pay and working time, a part-time teacher will receive a lower salary, safeguarding arrangements need to be applied in accordance with paragraph 49.4 of the

STPCD. To ensure that such part-time teachers receive their 1 September uplift, the following sequence of calculations takes place with effect from 1 September 2008. The school would:

- a. calculate the pay that the teacher would have received on 1 September 2008, had no changes to the part-time arrangements occurred, but without taking account of any progression (**'the original salary'**);
- b. calculate the percentage of the school's timetabled teaching week applicable to the teacher (see paragraph 49.1.1);
- c. recalculate the teacher's pay on this basis, without taking account of any progression (**'the new salary'**);
- d. calculate the safeguarded sum – which is the difference, if any, between the original salary and the new salary;
- e.
 - i) Where there is **no** progression if the new salary is less than the original salary, pay the safeguarded sum in addition to the new salary;
 - ii) Where there **is** progression, take the new full time salary following progression and calculate the part-time salary using the percentage specified in (b) above. This is the **'revised new salary'** from 01/09/2008. If the 'revised new salary' exceeds the original salary, then safeguarding is lost. If it does not, then the safeguarded sum is paid in addition to the revised new salary.

NOTE: The wording in (e) above replaces that in (e) and (f) of a previous version of this additional guidance, and that is also contained in paragraph 142 of the statutory guidance (section 3 of the STPCD) which was incorrect. The relevant provisions of Section 2 of the 2008 STPCD will be amended via a pay order in the near future.

If the teacher in receipt of a safeguarded sum is placed on a higher point on the main scale or upper scale (including achieving Threshold) during the safeguarded period, if the total increase due to movement on the main scale or upper scale since safeguarding began equals or exceeds the safeguarded sum, safeguarding ceases.

Below are three worked examples to illustrate the case of a teacher whose part time salary has been reduced from 50% to 46% as a result of this recalculation.

Example 1: teacher who remains on M6 in 2008 but progresses to U1 in 2009

Scenario	Part-time teacher who remains on M6. Subject to recalculation of salary resulting in a reduction in pay.
31 August 2008	Teacher is on M6 (E+W) (50% Contract) £29,427 (f/t) so 50% = £14,714.
1 September 2008 uplift applied	1 September salary uplifted to £30,148 (f/t) so 50% = £15,074. (This is the “original salary”.)
Recalculation applied and safeguarded sum determined	1 September salary is recalculated to 46% = £13,868 (This is the “new salary”.) Safeguarding = £15,074 - £13,868 = £1,206 (This is the “safeguarded sum”.)
Revised 1 September 2008 salary	Salary from 1 September 2008 is £13,868 + £1,206 (safeguarding) = £15,074. (No progression in this example until 2009)
1 September 2009 * teacher progresses to U1	Salary £33,411 (f/t) so 46% = £15,369. (The “revised new salary”.) The revised new salary is higher than the original salary as at 1 September 2008 (£15,074) therefore safeguarding ceases.

Figures rounded up to the nearest £

* Assumes 2.3% increase in 2009

Example 2 : effect of recalculation on a teacher placed on M2 with subsequent progression

Scenario	Part-time (50% contract) teacher on M2 subject to recalculation of salary resulting in a reduction of pay.
31 August 2008	Teacher is on M2 (E+W) £21,726 (f/t) so 50% = £10,863.
1 September 2008 uplift applied	1 September salary uplifted to £22,259 (f/t) so 50% = £11,130 (50%) (This is the "original salary".)
Recalculation applied and safeguarded sum determined	1 September salary is recalculated to 46% = £10,240. (This is the "new salary".) Safeguarding = £11,130 - £10,240 = £890. (This is the "safeguarded sum".)
1 September 2008. Teacher progresses to M3	M3 = £24,048 (f/t) so 46% = £11,063. (The "revised new salary".) As this is not equal or more than the original (uplifted) salary safeguarding continues. Teacher would receive £11,063 + £890 = £11,953. (Progression is taking place in this example moving from M2 to M3)
1 September 2009 * Teacher progresses to M4.	M4 = £26,494 (f/t) so 46% = £12,188. This value is now higher than the original salary of £11,130 therefore safeguarding ceases.

Figures rounded up to the nearest £

* assumes 2.3% increase in 2009.

Example 3: teacher who moved to U1 in September 2007 and progresses to U2 in 2009

Scenario	Part-time teacher who remains on U1. Subject to re-calculation of salary resulting in a reduction in pay.
31 August 2008	Teacher is on U1 (E&W) (50% Contract) £31,878 (f/t) so 50% = £15,939
1 September 2008 uplift applied	1 September salary uplifted to £32,660 (f/t) so 50% = £16,330 (This is the "original salary".)
Recalculation applied and safeguarded sum determined	1 September salary is recalculated to 46% = £15,024 (This is the "new salary".) Safeguarding = £16,330 - £15,024 = £1,306. (This is the "safeguarded sum".)
Revised September salary	Salary from 1 September 2008 is £15,024 + £1,306 (safeguarding) = £16,330. (No progression in this example until September 2009)
September 2009 * teacher progresses to U2	Salary £34,649 so 46% = £15,939 the "revised new salary" The revised new salary is not equal or higher than the original salary as at 1 September 2008 (£16,330) therefore safeguarding continues £15,939 + £1,306 = £17,245
September 2010 *	Teacher remains on U2 £35,446 so 46% = £16,306 Because the teacher has remained on U2 and the revised new salary does not equal or exceed the original salary of £16,330 the safeguarding continues. The teacher therefore receives £16,306 + £1,306 = £17,612.
September 2011	Three year safeguarding ends 31 August 2011.

Figures rounded to the nearest £

* Assumes 2.3% increase in 2009 and 2010

Allowances

13. Any allowances to which the teacher is entitled on a pro rata basis would increase if the teacher's salary percentage increased, but should not be decreased if the salary percentage decreased solely as a result of this recalculation, until 31 August 2011. We believe that bringing in specific safeguarding arrangements for allowances would be excessively complex for what are likely to be relatively small sums.

Existing safeguarding

14. Any existing safeguarded sums to which the teacher is entitled would increase if the teacher's salary percentage increased, but would not be decreased if the salary percentage decreases, solely as a result of this recalculation.

Teachers whose contracted hours changed on 1 September 2008 (not as a result of the recalculation)

15. The 'original salary' in 12 a. above would be calculated as set out but using the new 'hours' percentage. After this, the remaining stages would apply as set out.

New appointments from 1 September 2008

16. It is possible that the implementation of the new arrangements for calculating pro rata pay from 1 September 2008 may mean that an offer previously made under the 2007 School Teachers' Pay and Conditions Document to a teacher appointed to a new post from that date will need to be revised.

17. This may result in the teacher receiving a lower than expected salary. For example, a teacher contracted to work 5 afternoons that was originally offered a contract on a 50% basis leading to a proposed salary of £20,000 might find that under the new calculation their contract is designated as 45%, with a salary figure of £18,000.

18. In cases where the revised calculation produces a lower salary than that which was expected, the head and the teacher should meet to discuss what might be done to address this difficulty, including consideration of the teacher's acceptance of a lower salary or the addition of more working time, with a view to reaching an agreement on the contractual basis of the teacher's employment. In any event, the statutory provisions of the STPCD must prevail.

CONDITIONS

Directed time

19. The calculations in paragraphs 8 and 10 provide the maximum proportion of time within which a part-time teacher may be required to carry out duties under the reasonable direction of the head teacher. In addition a part-time teacher is subject to the provision set out in paragraph 77.13 of the 2008 STPCD which requires teachers to work such reasonable additional hours as may be needed to enable him or her to discharge duties effectively.

20. It is therefore very important both for the school and the part-time teacher that a clear understanding, expressed in writing, is achieved at the time of appointment of such a teacher or at the point of any change, as to the deployment of directed time for the teacher in the context of the school to which they have been appointed. The school's needs in respect of a part-time teacher's directed time, defined through the calculation referred to above, should be organised in such a way at the start of each year, so that its requirements in respect of all:

1. teaching time;
2. PPA time;
3. management and leadership time where applicable;
4. registration, break duty and assemblies
5. other timetabled non-contact time;
6. pastoral duties;
7. other duties requiring the skills, experience and qualifications of a qualified teacher;
8. attendance at business meetings during session times;
9. attendance at out of session time business meetings;
10. attendance at parental consultation meetings;
11. attendance at a proportion of non-pupil days;

are accommodated within the available time.

Non-Pupil Days

21. Schools may, where appropriate, consider introducing some variation in the days of the week selected for non-pupil days to promote better matching of non-pupil days with the days on which part-time teachers work, in the interests of encouraging wider attendance and enabling part-time teachers to benefit from the CPD or collaborative work arranged for these days.

22. Agreement should be reached, by the start of the school year, between the school and the part-time teacher as to which non-pupil days in each year's calendar will be attended.

Managing part-time teachers' non-teaching duties

23. Schools should take steps, by managing the forward planning of calendars and time budgets considerately, to avoid or minimise situations where part-time teachers have non-working time between two periods of directed time in any given day. Such situations can occur where a teacher is working during a morning session, is not working during the afternoon, but is required to attend a business meeting or parental consultation meeting in the early evening.

Job Share

24. In a job sharing arrangement each individual is contracted on a part-time basis. Job sharing is simply a description of how that individual will work in co-operation with another or others. Where teachers are employed to work part-time within a job share arrangement, it should be determined at the outset how the responsibility for ensuring that the duties and requirements of the post will be fulfilled, as would have been the case if the post were occupied by a single teacher. It should be established at the point of employment, and clarified in the contract, which teacher will be available for direction for activities and duties which fall outside the timetabled teaching week.

25. Schools will need to be clear about the allocation of directed time for each job share partner with regard to matters such as

- Parents' Evenings
- In-service training and non-pupil days

26. Schools may find it helpful to explore whether those engaged in a job share would be willing to cover for their partner in the event of absence or whether the school would need to make its normal arrangements for cover in such circumstances. Any such agreement must be voluntary.

PENSIONS

27. Since 1st January 2007 all new teachers, irrespective of whether part or full time, are automatically members of the Teachers' Pension Scheme unless they make a conscious decision and submit an opt-out form.

28. Prior to 1st January 2007 teachers employed on a part-time basis had to elect to join the Teachers' Pension Scheme. This provision remains for those teachers i.e. they must submit an opt-in election form if they want to join the scheme. It must be noted that these teachers will be opting-in to the new normal pension age 65 arrangements, if they join for the first time or it is more than 5 years since any previous pensionable service, even if they submit a further election to make previous service pensionable.

29. Existing teachers employed on a part-time basis who have a change in their employment contract after 1st January 2007 will automatically become members of the Teachers' Pension Scheme unless they formally opt-out as detailed above. It is for the employer and employee to decide what constitutes a change in contract; the default position should be that a teacher is in the scheme unless they opt-out.

Please note: Regulations governing the Teachers' Pension Scheme restrict the amount of service that can be used in the calculation of retirement benefits to a maximum of 365 days per annum. This means that the total service accumulated by a part-time teacher cannot exceed the full-time equivalent.

In some cases the new arrangements may create service in excess of the full-time equivalent; this additional service **will not** be taken into account for pension purposes.