

## Remission Policy

Valid from (academic year)	2021/2022
Next review (academic year)	2023/2024 Policies remain valid until revoked or reviewed.
Policy Owner	Director of HR
Committee approval	<i>SLT</i>
Policy & EIA Approval date	4 March 2022
Board of governors' committee	NOT APPLICABLE
Approval date	
Board approval necessary	
Date of Board approval	
Summary of Changes	

## **1 INTRODUCTION AND SCOPE**

1.1 The purpose of this scheme is to ensure that the workload allocation for lecturing staff is fair and reasonable,

1.2 This scheme aims to:-

- achieve a high standard of teaching and learning;
- create a working environment which is conducive to a healthy work-life balance;
- enable the allocation of work to be carried out fairly, consistently and transparently;
- recognise the professional contribution which lecturing staff make to teaching excellence and learner support.

## **2 General Principles**

2.1 It is the intention to balance the teaching and other duties of lecturers and ensure that staff skills and expertise are utilised to best possible effect.

2.2 A lecturer's formal scheduled teaching hours and any remitted time recognised for other duties will be dependent on the lecturer's specific role and responsibilities and determined in accordance with the College's arrangements for remission. Remission is reviewed on an annual basis to reflect the change in complexity of curriculum delivery and number of students.

## **3**

3.1 A teaching period will normally be either 60 or 90 minutes and no teacher will be timetabled to deliver more than 846 hours of pedagogic work (23.5 hours per week over 36 weeks). First level leaders will be given remission from teaching in order to allow them to carry out their role.

3.2 Teachers will not be required to perform pedagogic duties for more than 26.5 hours in any one week. This allows the possibility of "averaging" up to a maximum of 3 hours in any one week (predominantly Maths and English GCSE due to shorter weeks of teaching).

3.3 Teaching staff exceeding 102% will have their over utilisation calculated at the end of the spring term and remuneration will be a mixture of TOIL and payment.

## **4 Remission**

4.1 Probationary staff in their first year of teaching will be expected to deliver a maximum of 90% of the annualised contract and at least 10% of the weekly contract will be kept free on the timetable.

4.2 Lecturers who are undertaking a professional teaching qualification at the request of the college will be expected to deliver a maximum of 90% of the annualised contract and at least 10% of the weekly contract will be kept free on the timetable. This time is to be used to support the achievement of the qualification.

Total remission as set out in clauses 4.1 and 4.2 cannot exceed 10% in any one year.

The following tables sets out the remission as it currently stands for the Academic year 2021/22 some will fluctuate as development of projects start and finish.

As a baseline AP's 4 hrs, HOS 23.5hrs, DHOS 2hrs and CM's 7 hrs. However, small curriculum areas may fall below the baseline.

Post		Teaching Hours (846 FE) - remission	Annualised Remission	Weekly remission
Head of School		0	846	23.50
Deputy Head of school		774	72	2
Head of HE		450	396	11
Curriculum Managers				
	Access	756	90	2.5
	Accounts	702	144	4
	Engineering	594	252	7
	IT	594	252	7
	Maths	486	360	10
	Science	630	216	6
	Science Voc	684	162	4.5
	<b>Average</b>	<b>6.42</b>	<b>Total</b>	<b>38.5</b>
	Business	522	324	9
	Art & Media	630	216	6
	<b>Average</b>	<b>7.5</b>	<b>Total</b>	<b>15</b>
	Adult Skills	563	283	7.86
	Care	630	26	0.72
	Early Years	594	252	7
	English	486	360	10
	<b>Average</b>	<b>6.4</b>	<b>Total</b>	<b>25.58</b>
	Sports	450	396	11
	Sports Offsite	378	468	13
	<b>Average</b>	<b>12</b>	<b>Total</b>	<b>24</b>
Snr E-Learning Analyst		594	252	7
Snr AP		630	216	6

AP		702	144	4
ECT (NQT) Techers		774	72	2
ECT (NQT) Mentor		714	132	3.67
Trainee Lecturer		486	360	10
Taking Teaching Further (TTF) Mentors		730	116	3.22
TTF Development		801	45	1.25
Foundation Development		801	45	1.25
Project Co-ord CCF		810	36	1
Lead IV		810	36	1
H&S		810	36	1
Union		792	54	1.50