

Guidelines for the use of time in lieu for teaching Assistants

January 2008

Introduction and Aims

- To enable TA's to attend planning meetings and offer additional cover supervision when required by offering time in lieu instead of additional payments.
- To provide opportunities for TA's to share lesson planning with teachers and create a flexible approach to covering for absent colleagues that will not adversely affect the financial budget.
- To ensure that the provision of time in lieu is managed in a way that will not deprive the children and staff from their support for lengthy periods of time.

Guidelines

- Teaching assistants attending planning meetings with teachers outside their normal working hours will be able to claim time in lieu instead of overtime.
- Teaching assistants can claim time in lieu for emergency cover supervision if budgetary constraints make it difficult for overtime payments to be made. Under normal circumstances overtime payments would be paid.
- Teaching assistants cannot claim overtime and time in lieu for the same meeting or cover supervision.
- All time in lieu must be arranged in consultation with their line manager, the Special Needs Administrator.
- It is the responsibility of both the line manager and the teaching assistant to ensure that any teachers affected are kept fully informed.
- All time in lieu should be taken in the same term where possible and up to a maximum of one day at a time. Except in exceptional circumstances, such as the end of a term, time in lieu will not be 'stored' to be used from one term to the next.
- Only in exceptional circumstances should time in lieu exceed one day and must be discussed with the line manager who will consult with the Headteacher. This is to minimise the impact on the support for the children.
- Arrangements should be made for all time in lieu to be taken within one academic year.
- Time in lieu cannot be 'stored' from one academic year to the next.