A part-time worker is an individual who, overall, works fewer hours than a comparable full-time worker.

Working part time is a valuable career option and one that should be supported by all employers.

For teachers who are not able to work full time, or who choose to combine teaching with other work or study, part-time teaching is an opportunity to adjust their work/life balance, whilst keeping in touch with educational developments and maintaining and developing their skills.

Working on a part-time basis can be a beneficial option for teachers and headteachers who are approaching retirement, teachers who have a disability and for women returning from maternity leave.

**Employment Law**

All employees are covered by anti-discrimination legislation regardless of length of service or hours worked. If an employee has worked continuously for the same employer for one year or more, s/he also qualifies for employment protection, including protection against unfair dismissal.

Part-time teachers in the UK have a right to be treated equally in respect of access to training, career development and appointment and promotion opportunities. An underlying principle contained in The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 is that part-time workers should not be treated less favourably than equivalent full-time workers on the grounds of their part-time status, unless such treatment can be justified on objective grounds. The Regulations state that benefits and entitlements must be calculated on a pro rata basis, which means that they should be proportional to the benefits and entitlements of those working full time.

For teachers employed in England and Wales, the School Teachers’ Pay and Conditions Document (STPCD) provides that schools’ arrangements for deployment of part-time teachers should avoid any treatment that might constitute unlawful discrimination and that entitlements of part-time teachers (teaching time, pay and benefits), when compared to that of full-time teachers, should be in proportion to the teaching time, pay and benefits of full-time teachers.

Under the Part-time Workers (Prevention of Less Favourable Treatment) Regulations (Northern Ireland) 2000, part-time workers are entitled to the same statutory employment rights as comparable full-time employees and they must be treated no less favourably than comparable full-time workers unless such treatment can be objectively justified.

In Scotland, the Scottish Negotiating Committee for Teachers (SNCT), under the National Scheme of Salaries and Conditions of Service, provides for all teachers and professionals on part-time or temporary contracts to be treated in the same way as employees on full-time or permanent contracts.
Pay and Pay Progression

In England and Wales, part-time teachers are entitled to be paid on a pro rata basis in relation to the pay rate they would have received if employed full time in the same post (including basic pay and any additional payments and allowances). The STPCD provides that part-time teachers must be paid a pro rata percentage of the total full-time pay entitlement. This means that they are paid a percentage not only of the pay spine salary point, but also of any teaching and learning responsibility (TLR) payment attached to the post.

The percentage of the full-time pay rate must be calculated on the basis of the school’s timetabled teaching week (STTW) (i.e. the total weekly teaching hours) and the teacher’s total teaching time (i.e. the proportion of those hours that the teacher is deemed to work).

Part-time teachers are entitled to move up the mainscale by one point for each completed year of qualifying employment. To complete a year of qualifying employment, a teacher must have been employed during at least 26 weeks within the previous school year; it is not necessary to have worked the full week. Holiday periods and any period on sick leave, maternity, adoption, paternity or parental leave will count towards the 26 weeks.

In England and Wales, part-time teachers who meet the eligibility criteria and have a pro rata salary based on point M6 of the main scale can apply to cross the threshold and, if successful, will be paid pro rata on the upper pay scale. Placement on the Excellent Teacher, Advanced Skills Teacher or leadership pay scale is also governed in the same way for part-time teachers as full-time teachers.

In Northern Ireland, part-time teachers should be paid on a pro rata (hourly) basis. Also, your salary will advance by one full increment at 1 September each year provided that you have completed at least 26 weeks of teaching within the previous 12 months. Incremental advancement stops at spine point 6.

In Scotland, the annual salary of part-time and job share teachers should be calculated on a pro rata basis of the full-time teacher. Also, all teachers on the main grade scale are entitled to a salary increment on 1 August each year provided you have 26 weeks of qualifying service in the previous year of salary.

Working Time

In England and Wales, part-time teachers can be required to teach the fraction of 1,265 hours (the annual hours a full-time teacher must be available to work) corresponding to the fraction of full-time pay they receive. This time will cover their teaching time and their directed non-teaching time. The percentage obtained in the pay calculation is also used to determine part-time teachers’ directed time obligations. This
percentage of 1,265 hours of directed time will cover both the total teaching time and the non-teaching duties undertaken by the part-time teacher.

Statutory guidance requires written agreement to be reached between the employer and the part-time teacher setting out their timetabled teaching time and the proportion of directed time to be undertaken outside their normal sessions, which must not be greater than the proportion for a full-time teacher.

In Northern Ireland, part-time teachers can be required to work the fraction of the 1,265 hours that a full-time teacher is required to teach each year.

In Scotland, part-time teachers can be required to teach the fraction of 35 hours a week (the weekly hours a full-time teacher must be available to teach) on a pro rata basis. A maximum of 22.5 hours must be devoted to class contact, except for those teachers on the National Teacher Induction Scheme.

Pensions
Part-time teaching posts are automatically pensionable under the Teachers’ Pension Scheme (TPS) (England and Wales), Northern Ireland Teachers’ Pension Scheme (NITPS) (Northern Ireland), and Scottish Teachers’ Superannuation Scheme (STSS) (Scotland) unless the teacher chooses to opt out of the Scheme.

It is possible for a part-time teacher working in more than one school on separate part-time contracts to work more hours than a full-time teacher. As a result, they will accrue more than a full-time teachers’ salary. For pension purposes, however, this service will only count for full-time equivalent pension benefits.

Holidays
All workers have the right to a minimum amount of annual holiday. Under the Part-time Workers Regulations, part-time workers should be treated no less favourably. This normally means that a part-time worker will get a pro rata proportion of what full-time workers get.

Career Breaks
Some employers permit employees to take career breaks, which are a period of time out of employment to pursue personal goals such as travel, voluntary work, work aboard, studying or training usually geared towards personal development and/or professional development. Part-time workers have the right to the same opportunities.

Training and Career Development
Part-time workers must not be excluded from training and career development opportunities. Wherever possible, training must be organised at times that suit most workers and this includes part-time workers.
Part-time teachers should be offered the opportunity (but are not required) to attend, with pay, all training days including staff/departmental meetings and parents’/open evenings, including those that take place on days when they do not normally teach. Failure to allow part-time employees the opportunity to attend training or professional development opportunities available to full-time employees is unlawful.

**Sick Pay, Maternity, Paternity and Adoption Leave and Pay**
Part-time workers are entitled to sick pay, maternity, paternity and adoption leave and pay and parental leave in the same way that full-time staff are. If employers give more than the statutory entitlement, part-timers must also get these contractual benefits on a pro rata basis. For further information, refer to the NASUWT’s guidance in respect of maternity, paternity and adoption leave and pay.

**Selection for Promotion or Redundancy**
Redundancy selection criteria must not discriminate against part-time employees. Therefore, part-time workers should not be selected ahead of their full-time comparators on the grounds of their part-time employment status.

An employee should not be refused a promotion because of their part-time status, unless it can be justified objectively.

**Job Share**
Job sharing is a form of part-time working where two (or occasionally more) people share the responsibility for one full-time job. They share the pay, benefits and conditions of service applicable to full-time workers in proportion to the hours they work (on a pro rata basis). Job sharers may work split days, split weeks or alternate weeks. Job sharing may be considered, for example, by teachers wishing to reduce their hours leading up to retirement, teachers wishing to have time for further study, teachers with carer responsibilities or teachers with a disability.

Under the Flexible Working Regulations you have a right to request a job share. However, under the Regulations, an employer could turn down the request on ‘objective business grounds’. A refusal could be viewed by an Employment Tribunal as indirect discrimination. Where a request to job share is refused, the employer should give written details of the reasons for refusal.

The NASUWT membership subscription rate is reduced for those part-time teachers who work less than 50% of a full timetable and is further reduced for members who work less than 25% of the full timetable.
Further Information

Further detailed information and guidance from the NASUWT on pay, pensions and conditions of service issues can be found in the Pay, Pensions and Conditions section of the NASUWT website at www.nasuwt.org.uk.

England and Wales
NASUWT: 0121 453 6150. E-mail: nasuwt@mail.nasuwt.org.uk.

NASUWT Cymru: 029 2054 6080. E-mail: rc-wales-cymru@mail.nasuwt.org.uk.

Teachers’ Pension Scheme (TPS): www.teacherspensions.co.uk.


Northern Ireland
NASUWT Northern Ireland: 028 9078 4480. E-mail: rc-nireland@mail.nasuwt.org.uk.


Northern Ireland Teachers’ Pension Scheme (NITPS): www.deni.gov.uk/index/teachers_pg/64_teachers-pensionscheme_pg.htm.

Scotland
NASUWT Scotland: 0131 226 8480. E-mail: rc-scotland@mail.nasuwt.org.uk.

Scottish Negotiating Committee for Teachers (SNCT) Handbook: www.snct.org.uk


Further Advice, Help and Support

The first point of contact is the NASUWT Local Association or the NASUWT Regional or National Centre.

Contact details can be found on the NASUWT website, www.nasuwt.org.uk, or by phoning 0121 453 6150.
The largest teachers’ union in the UK