

ABS CONDITIONS OF SERVICE - TEACHING STAFF SCHEDULE 2

These may be varied at any time at the Principal's sole discretion, within the terms of contract and Jordanian Labor Law.

1. Days and hours of work

- 1.1 The normal working week is from Sunday through Thursday.
- 1.2 The school calendar, published in advance each year, indicates the days on which teachers are required to be at school. It is however understood that the dates of some official holidays are only confirmed immediately prior to the holiday.
- 1.3 The normal staff working hours are:
 - a) 10 minutes before the start of the school day (whenever the students arrive) for JS, MYS & IBDC
 - b) 1 hour before the start of the school day (whenever the students arrive) for KG
 - c) Staff may depart at the same time as the students, except in the following cases:
 - 1- If an after school duty or bus duty has been arranged.
 - 2- Sundays, where staff are expected to stay one hour after the students for meetings and departmental work as arranged by HoS & HoD
 - 3- Tuesdays, where staff are expected to stay 1 ¾ hours after the school departure for professional development opportunities, departmental or whole school and individual school meetings as arranged by the Principal, Vice Principals or HoS (KG staff may be asked to stay for whole school staff meetings).

During Ramadan a revised daily schedule, published in advance, runs throughout the school.

- 1.4 Teachers may not leave the school during working hours without the specific permission of their Head of School, the Vice-Principal or the Principal.
- 1.5 Attendance is also required, outside these times as indicated below:
 - 1.5.1 When a teacher is on early morning or after school duty as assigned in the general duty roster.
 - 1.5.2 When after school meetings, parents' evenings, etc. have been scheduled.
 - 1.5.3 When staff development sessions have been scheduled.
 - 1.5.4 On Saturday mornings for occasional meetings, conferences, workshops, Open Days, etc.
 - 1.5.5 On Saturdays when through unusual circumstances there is a need to make up lost teaching days.
 - 1.5.6 On Fridays for occasional special conferences.

2. Leave

Apart from the specific leave entitlement stipulated in the contract, teachers are entitled to leave on:

- all official public holidays
- all official religious (Muslim and Christian) holidays
- all days, within the published school year, on which the school is officially closed
- all Saturdays apart from those covered by 1.5.4 and 1.5.5 above

In the event of a teacher taking personal unpaid leave (as approved by the Principal) on regular school days, deduction from salary will be based on 1/20th of the monthly net salary per day.

3. While in school, all teachers are required to:

- 3.1 Teach such classes, including Group Tutor/Class Teacher periods, as are assigned to them within their timetables.
- 3.2 Cover/substitute for colleagues when asked to do so by their Head of Department or Head of School.
- 3.3 Attend meetings as requested or scheduled.
- 3.4 Undertake duties as per the published duty roster. Those teachers below contractual load may be required to undertake additional duties.
- 3.5 Attend assemblies and other such activities as directed.
- 3.6 Undertake administrative work pertaining to their teaching, pastoral or administrative roles.

4. Teaching Loads

- 4.1 KG teachers may be required to teach the equivalent of 1000 minutes per week, including supervision, (local hire) and 1125 minutes per week (expat hire) that may be assigned by the Head of School.
- 4.2 Junior School teachers maybe requested to teach the equivalent of 1000 minutes per week including the weekly assembly, in class activities and class periods (local hire) and 1125 minutes per week (expat hire) that may be assigned by the Head of School.
- 4.3 MYS & IBDC teachers maybe requested to teach 1000 minutes per week (local hire) or 1125 minutes per week (expatriate hire) including weekly Group Tutor periods.
- 4.4 Some, but not all, posts of responsibility have period reductions associated with them. These reductions are specified in the individuals' contracts.
- 4.5 An additional time allowance may be given to staff that are Group Tutors at the discretion of the Principal.
- 4.6 **Teachers may be asked from the outset to teach significantly above the normal contractual load on a voluntary basis. In this case, an extended contract will be given to recognize the increased teaching load.**

5. Overtime

- 5.1 Overtime payments, authorised by the Principal, are made to teachers who agree to teach regularly above the agreed number of periods stipulated in their contracts and according to the scheduled timetable set by their Head of School. **(Normally one or two periods per week)**
- 5.2 No payment is therefore made for substitution or cover for temporary, short periods when excess periods may be taught.
- 5.3 Overtime payment is also made for situations involving long-term cover for a colleague on maternity leave, or for unfilled vacancies.

- 5.4 Teachers undertaking paid overtime are still required to undertake all other duties associated with their full-time or fractional position. This includes, specifically, duties, activities and cover to the appropriate extent.
- 5.5 Teachers are under no obligation to undertake overtime work. It must be by agreement with the individual teacher and the Head of School.
- 5.6 All money paid for overtime work is subject to the income tax provisions in force at the time of payment.

6. Activities

- 6.1 **Participation in one after-school activity per term is encouraged for all teachers, especially PAD and PE staff under the terms of their contract. No direct payment will be received for this activity; however, it will be rewarded through access to the “performance bonus”, which will be evaluated at the end of the academic year.**
- 6.2 **Payment is made to teachers running an after-school activity when this is additional to the contractual commitment mentioned above.**
- 6.3 **Staff on School Trips/Expeditions will receive appropriate per diem rates to cover meal expenses.**

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