

OVERWORK AT PRIVATE SCHOOLS

How to get the
work balance you
need!

YOUR CONTRACT

- **Should state the following:**
 - **The days you work**
 - **The hours you work**
 - **The expected numbers of hours worked per week**
 - **Duties to be performed**

WHAT MANAGEMENT SEES

	Monday	Tuesday	Wednesday	Thursday	Friday
1st Period	HS3		JHS1-6		HS2
2nd Period	JHS1-4	JHS1-3		HS2	HS3
3rd Period				HS3	
4th Period	JHS1-7	HS3	HS1		JHS1-2
5th Period		Online with our partners abroad			Online with our partners abroad
6th Period	Activities in English			Activities in English	

With Extra Duties

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Club	Club	Club	Club	Club
8:30 - 8:50	morning meeting / announcement practice / announcements	morning meeting / announcement practice / announcements	morning meeting / announcement practice / announcements	morning meeting / announcement practice / announcements	morning meeting / announcement practice / announcements
1st Period	HS3	Study abroad	JHS1-6	international	HS2
2nd Period	JHS1-4	JHS1-3	Study abroad	HS2	HS3
3rd Period	Study abroad			HS3	Study abroad
4th Period	JHS1-7	HS3	HS1		JHS1-2
12:50-1:30	English Lunch	Tech setting	Club Lunch Meeting	English lunch	Tech setting
1:30 -1:50	Cleaning	Tech check - meeting	Cleaning	Cleaning	Tech check - meeting
5th Period		Online with our partners abroad			Online with our partners abroad
6th Period	Activities			Activities	
3:35-4:15		Online Meeting		study abroad orientation	Online Meeting

BREAKDOWN THE TIME NEEDED

New class - 1 hour prep, 30 minutes checking and grading

Previously taught class - 30 minutes prep, 30 minutes checking and grading

Example:

- New HS3 (4 x a week) = 4 hours prep + 2 hours grading
- Prev HS2 (2 x a week) = 1 hour prep + 1 hour grading
- New JHS 2-2 ~2-4 = (1 x a week) = 1 hour prep + 1.5 hours grading
- New JHS 2-6 and 2-7 = (1 x a week) = 1 hour prep + 1 hour grading
- New Activities Class (2 x a week) = 2 hours prep + 1 hour grading
- New Online Class (4 hours a week) = Online but setting, meetings and emails = 2 hours a week
- New HS1 (1 x a week) = 1 hour prep, 30 minutes grading



Total = 37 hours just for classes, prep and grading!!!

MAKE A MEETING

Things cannot change unless you take action!

- Ask for a **meeting** with someone who can alter your schedule
- **Show** how you have calculated your numbers and how they are not in line with your contracted work hours
- Come with **solutions!**

Example

- **Plan A: Less classes**
- **Plan B: Less extra duties**
- **Plan C: More money to extend your workday**



NOTHING CHANGING?

More often than not, good enough is fine!

- **Not every lesson needs to have all the bells and whistles.**
- **Focus on the essentials.**
- **Find which activities are the easiest to prepare and are a hit with your students.**
 - **Any ideas? Let's share!!**

