

## **Directed Time Policy**

**Our Motto: Aim High, Learn Together, Feel Proud!**

Full-time teachers must be available for work for 195 days in any school year. Of these:

190 days are days on which a teacher may be required to teach pupils in addition to carrying out other duties such as curriculum and pastoral management, attending meetings, supervision etc.

The Headteacher will specify and reasonably allocate the duties to be performed, together with the times and the places where these duties will be carried out. The remaining 5 days are allocated for in-service training and issues relating to performance management, including professional development activities. 10% of the timetabled teaching time must be allocated for 'planning and preparation and assessment' time.

All tasks and duties which are performed under the direction of the Headteacher count towards a total of 1265 hours. The 195 specified days do not have to be identical for all teachers in the school. The Headteacher should provide a directed time calendar, setting out teaching, PPA time, leadership and management time and meeting commitments. The Headteacher should review the allocation of 1265 hours each year, and ensure that an updated calendar is provided to each teacher as part of their Performance Management Review.

### **Carrying out the Professional Duties of Teacher**

The School Teachers Pay and Conditions requires that a teacher works, "such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties."

The amount of time for professional duties beyond the 1265 hours of directed time is decided by the teacher and not the Headteacher or Governing Body. The teacher also decides where and when the number of additional hours necessary to discharge such duties will be performed.

The duties undertaken in additional hours will be those that are necessary for the individual teacher and which can be undertaken by that teacher alone. They include marking and preparation, which relate solely to the teacher's own teaching, and will exclude activities which require the involvement either of staff or children. They will exclude duties that the teacher is required to undertake at a time determined by the Headteacher, which would be part of directed time. Such non directed time activities will include:

- Trips and visits unrelated to the curriculum or not specifically directed by the Headteacher.
- Courses and meetings not specifically directed by the Headteacher. Planning and preparing lessons, assessing, monitoring, recording and reporting on the progress of assigned pupils out of school hours. Although this may be time spent doing work under the general direction of the Headteacher, unless it is part of PPA time, it is not

“directed time” within the 1265 hours.

- Absence during the 1265 hours
- Teachers cannot be required to make up any directed time not worked as a result of agreed absence.

### **Work/Life Balance**

All teachers employed under the terms and conditions of the School Teachers’ Pay and Conditions are entitled to a work/life balance and a reasonable workload that allows time to pursue activities outside work. Headteacher’s must therefore have regard to teachers’ work/life balance and exercise their duty to maintain, for each teacher, a reasonable balance between work carried out in school and home life. Governing Bodies must also have regard to the work/life balance of the Headteacher.

For part-time teachers, directed time will be reduced on a pro-rata basis.

Members of the Leadership group such as Headteachers, Deputy Headteachers, Assistant Headteachers and Progression Team are not bound by the 1265 hour limit.

It is recognised and greatly appreciated that many colleagues work at many other times throughout the year out of goodwill and a sense of professional pride and responsibility. This never goes unnoticed and ensures the school does the best that it can for all the children.

Agreed: 11/07/2022

Review due: July 2025

Activity	Hours per week	Hours per year
Teaching	27	1026
Staff meetings	1	38
Supervisory duties	0.25	9.5
Registration	1	38
Planning, preparation and assessment (PPA) time	2.5	95
INSET days		25
Parents' evenings and open evenings		14
Performance management meetings		3
	<b>Time used</b>	1248.5
	<b>Time left over</b>	10