



Directed Time Policy

Status Current Policy

Agreed by the Governing Board October 2023

Review Cycle Annually

Next Review October 2024

Lead Staff Lucy Taylor

Chair of Governing Board Alex Krutnik

Headteacher Jane Hatwell

The School Teachers' Pay and Conditions Document (STPCD) 2021 sets out the working time arrangements for teachers in maintained schools.

In section 2, part 7, paragraph 51.5 (page 48) it states:

“A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher...for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work”

In relation to part-time staff, paragraph 51.6 states:

“Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid...”

The 1,265 hours, or proportion of these hours, can only be directed on the 195 days per academic year that a teacher can be expected to be available for work. These comprise 190 days of teaching pupils and 5 days of non-teaching days.

In relation to part-time staff, paragraph 51.9 states:

“...no teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment...”

Directed time does not apply to those paid on the Leadership Scale (Assistant Headteacher, Deputy Headteacher or Headteacher), but these staff will be entitled to dedicated headship and leadership time to enable them to undertake their leadership roles.

The table below outlines the maximum number of days and hours that a teacher can be directed to work, and the associated number of training days that they can be expected to attend, based on their contract:

Contract (FTE)	Maximum number of working days	Maximum number of teaching days	Maximum number of directed hours	Expected number of INSET Days
1	195	190	1,265	5
0.9	175.5	171	1,138.5	4.5
0.8	156	152	1,012	4
0.7	136.5	133	885.5	3.5
0.6	117	114	759	3
0.5	97.5	95	632.5	2.5
0.4	78	76	506	2
0.3	58.5	57	379.5	1.5
0.2	39	38	253	1
0.1	19.5	19	126.5	0.5

In addition to the 1,265 hours of directed time, paragraph 51.7 states:

“... a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher’s professional duties, including in particular planning and

preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils”.

However, the school cannot determine how many additional hours must be worked, and when these hours must be worked. This is for the individual teacher to determine.

The school considers the following to be included in directed time:

- Teaching.
- Planning and preparing lessons.
- Communicating and consulting with parents (including parents’ meetings).
- Participating in performance management.
- Undertaking professional development (Staff development days).
- Participating in staff meetings.
- Cover for absent staff as required. In accordance with paragraph 52.7 of STPCD 2020, this requirement will be rare and only in unforeseen circumstances.
- If a teacher has a management responsibility, to undertake this role.

In relation to the PPA elements of directed time, Stone Bay school will allocate a minimum of 10% of timetabled teaching time for this.

Directed time does not include travelling to and from work and lunch break.

Although this policy specifically sets out the directed time for teachers, 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 do for all children.

The following page includes a breakdown of the school’s directed time budget for the academic year 2023/24.

Directed Time Budget 2023/24

Activity	Time	Occasions	Total Hours
<p>School Day</p> <p>(Including teaching time, registration, mid-session breaks, PPA time, assemblies and 15 minutes before and after school day).</p>	<p>8.45am–3.45pm (less 60 minutes lunch break)</p> <p>Total per day = 6 hours</p>	190	1140 hours
<p>Staff Development Days</p> <p>1.9.23: 9am-3.30pm (30 mins lunch)</p> <p>4.9.23: 9am-3.30pm (30 mins lunch)</p> <p>24.11.23: 9am-3.30pm (30 mins lunch)</p> <p>02.01.24: 9am-3.30pm (30 mins lunch)</p> <p>03.06.24 9am-3.30pm (30 mins lunch)</p>	<p>Total per day =</p> <p>6 hours</p> <p>6 hours</p> <p>7 hours</p> <p>5 hours</p> <p>6 hours</p>	5	30 hours
<p>Staff Meetings</p> <p>Tuesday 3.45-5pm</p> <p>Thursday 3.45-4.15pm</p>	1 hour 45 mins	39	68 hours 15 minutes
<p>Parents Meetings</p> <p>30.11.23</p> <p>08.02.24</p> <p>11.07.24</p>	<p>3.45-5.45 pm</p> <p>2 hour per day</p>	3	6 hours

Annual Reports <i>(This is additional to PPA time to reflect the demands of a SEND teacher)</i>	5 hours	1	5 hours
Mandatory Training & Team Debriefs <i>(This may change according to the cohort within school- medical training, debriefing meeting with team)</i>	5 hours	5	5 hours
Performance Management <i>(e.g. Meeting with line manager)</i>	45 minutes	3	2 hours
Contingency <i>(Emergency care for a child who has not been collected on time, safeguarding incident, essential parent communication etc)</i>			8.75 hours
			1265 hours

If there is a gap between the end of the school day and the start of a meeting where there has not been time for a teacher to go home and return to work (e.g., parents meeting, staff meeting etc.) this is referred to as trapped time, and is included as part of directed time.

Policy Written by Jane Hatwell Headteacher September 2023

Shared with FGB 17th October 2023