



Use of Directed Time for Teachers

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Purpose

The Governing Board of St Mary's Catholic High School, Leyland adopted this policy on **5th July 2023**. The policy will be reviewed on an annual basis.

This policy has been developed in consultation with the recognised Teacher Trade Unions.

Please note that for the academic year 2022/23, schools have been granted two additional bank holidays to commemorate the Queen's funeral and the King's Coronation. References to 195 days and 1265 hours below should be read as 193 days and 1252 hours respectively.

1. PURPOSE

- 1.1 This statement sets out the statutory conditions of employment for teachers in relation to directed time, as set out in the School Teachers' Pay and Conditions Document (the "Blue Book").
- 1.2 It also provides advice and examples of how directed time can be applied in practice within schools and it is commended to schools as good practice.
- 1.3 It is good practice that schools should provide each individual teacher with a Directed Time Statement setting out how the Headteacher has allocated their directed time over the academic year. Examples of a Directed Time Statement can be found at Appendix A.
- 1.4 Directed Time Statements should be made available to staff as soon as is reasonably practical and in all normal circumstances should be completed before the beginning of the

school year to which they refer. The statements serve as planning guides for the teacher and the school. Headteachers should discuss any substantial variations in anticipated commitments as the year progresses with the staff affected, taking into account any comments or concerns raised by staff regarding the proposed variations.

- 1.5 Headteachers should also ensure that a teaching timetable and an appropriate calendar of commitments is available to staff giving dates of departmental, staff and parents' meetings and other required activities outside the teaching day. Staff should be consulted during the development of the teaching timetable and calendar and the final versions should be made available to staff as far in advance as possible of the specified commitments.
- 1.6 The teaching timetable and calendar can be reviewed by the Headteacher and varied if necessary on occasion for educational or operational reasons, in consultation with the affected staff.

2. SCOPE

- 2.1 This document sets out the directed time provisions applicable to a 'Classroom Teacher', as defined in the School Teachers Pay and Conditions Document (i.e. "a qualified teacher who is not a member of the leadership group or on the pay range for leading practitioners");
- 2.2 Employees within the leadership group, including employees employed on a temporary acting up basis, do not operate on a time bound contract and are not subject to the working time provisions of the School Teachers' Pay and Conditions Document (see paragraph 3 below). However, the Headteacher is duty bound to have regard to the work-life balance of the leadership group and should ensure that their workload is reasonable.

3. STATUTORY CONDITIONS OF SERVICE IN RELATION TO DIRECTED TIME

- 3.1 The School Teachers' Pay and Conditions Document (STPCD) 2022 states the following in relation to directed time:

Working Days

51.2 A teacher employed full time must be available for work for **195 days**, of which –

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties; and

those 195 days must be specified by the employer, or if the employer so directs, by the Headteacher.

- 51.3 Paragraph 51.2 does not apply to a teacher employed full-time wholly or mainly to teach or perform other duties in relation to pupils in a residential establishment.

Specified Working Hours

- 51.5 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 (or, where the teacher is not assigned to any one school, by the employer or the Headteacher of any school in which the teacher may for the time being be required to work as such) 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.
- 51.6 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 pursuant to paragraphs 40 and 41 [of the STPCD].
- 51.7 In addition to the hours a teacher is required to be available for work under paragraph 51.5 or 51.6, 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.
- 51.8 The employer must not determine how many of the additional hours referred to in paragraph 51.7 must be worked or when these hours must be worked.
- 51.9 Subject to paragraph 51.10, 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 (whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties).
- 51.10 Subject to paragraphs 51.6 and 51.11, a part-time teacher may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available for work (whether the teacher is normally required to be available for work for the whole of that day or for only part of that day).

51.11 The total amount of time that the teacher may be required to be available to carry out duties, other than teaching pupils, outside school sessions under paragraph 51.10, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, must not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid under paragraphs 40 and 41.

51.12 The amount of time a teacher spends taking the break referred to in paragraph 52.3 or travelling to or from their place of work does not count towards the hours referred to in paragraph 51.5 or the pro rata equivalent referred to in paragraph 51.6, as the case may be.

4. THE USE OF DIRECTED TIME

4.1 Up to the maximum of 1265 hours of directed time must be allocated reasonably through the 195 days on which teachers are required to be available for work. For part time teachers please refer to section 6 below.

4.2 The requirements made by Headteachers on individual members of staff may vary according to the type of the school and the role of the teacher.

4.3 Requirements for the use of directed time should include but are not limited to:-

- (a) pre and post-school supervision requirements;
- (b) the school's teaching day (including mid-session break duties where the teacher is unable to leave the site, but excluding the lunch period);
- (c) required attendance at staff and parents' meetings;
- (d) the five non-teaching days;
- (e) teacher appraisal;
- (f) other duties such as curriculum development, recording, reporting and assessment;
- (g) Planning, Preparation and Assessment (PPA) time amounting to a minimum of 10% of the teacher's timetabled teaching time.

4.4 A reasonable contingency reserve within the 1265 hours should be maintained to retain flexibility and allow for unforeseen requirements occurring during the course of the academic

year. Where a school decides to maintain a contingency reserve, they should ensure that there are no significant disparities between employees in the contingency reserve allocation.

- 4.5 Enrichment activities such as fieldwork, PE and musical and drama work which are voluntarily undertaken outside school session time will not count towards directed time unless teachers are required to be available for these activities.
- 4.6 The amount of time taken for a lunchtime break or travelling to and from the place of work does not count towards directed time. However, where a teacher is required by the Headteacher to work on different sites during the school day (i.e. where it is a split-site school), the time taken to travel from one site to another would count towards directed time.

5 The Five Non-Teaching Days

- 5.1 The five non-teaching days can be used for a variety of professional purposes other than teaching. The Headteacher is responsible for directing the content of the days and determining when the content will be delivered.
- 5.2 The content of the non-teaching days may include:
- Administration, assessment and moderation
 - In-service training (INSET) activities
- 5.3 The five non-teaching days constitute five full working days. The composition of these days can be flexible and twilight sessions held after the normal school day, or a combination of full days and twilight sessions, may be used as acceptable alternatives to the pre-scheduled five full days, provided that the hours add up to five complete days. Any flexible arrangements should be agreed with teaching staff and any support staff who are required to attend.
- 5.4 Time spent in twilight sessions will count against the 1265 hours' directed time. Teachers involved in these sessions will not normally be required to attend on all of the five pre-scheduled non-teaching days if they have attended twilight sessions instead, but they will be required to be available for work unless this would exceed the 1265 hour limit.
- 5.5 When determining whether to implement alternative arrangements for the delivery of the content of non-teaching days at times other than on the pre-scheduled five non-teaching days, the Headteacher must take into account teacher availability and commitments on the alternative times and dates.

6. Arrangements for Part Time Teachers

- 6.1 Directed time for part time teachers is pro rata of 1265 hours, in line with the contract of employment. For example, a teacher with a contract of 0.6 FTE (full time equivalent) would have 759 hours of directed time. This should include a broadly pro rata equivalent of a full time teacher's contingency and attendance at staff and parents' meetings, pre and post school supervision and the school's teaching day.
- 6.2 Where a non-contact day falls on a day on which a part time teacher would not normally work, and the teacher agrees to attend, additional payment could be made in recognition of the attendance on a non-contact day.
- 6.3 The STPCD 2021 paragraph 41 states that part time teachers must be paid in accordance with the "pro rata principle" for basic pay and all additional payments, except for TLR3. The "pro rata principle" means the number of hours that the teacher is employed for during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week.
- 6.4 The "school's timetabled teaching week" (STTW) means the aggregate period of time in the school timetable during which pupils are normally taught plus any additional hours the teacher may agree to work from time to time at the request of the Headteacher. This excludes assemblies, registration, mid-session breaks and lunch breaks.
- 6.5 The following is an example of the calculation of a part time classroom teacher's hours including directed time and PPA:

A part time Classroom Teacher has a teaching timetable of 10 hours per week and has 10% PPA time (1 hour per week) = 11 hours per week.

The full time teaching timetable (i.e. the STTW) is 25 hours per week. This equates to 0.44 FTE (11/25).

The part time teacher is therefore expected to be available for work for 556.6 hours of directed time per academic year (1265 hours x 0.44).

Of these 556.6 hours:

- 380 hours would be teaching time (10 hours per week for 38 weeks of term time)
- 38 hours would be PPA time (1 hour per week for 38 weeks of term time).
- 138.6 hours would be remaining directed time for non-contact days/INSET and contingency.

Hours of directed time per week (including PPA): 14.272 hours (556.6 / 39).

- 6.6 These provisions on working time do not apply to part time leadership group teachers and Leading Practitioners, as they are not covered by the STPCD working time provisions for classroom teachers. The STPCD advises that the workload of part time leadership group

teachers and Leading Practitioners should be reasonable and that they should be treated fairly in comparison with their full-time equivalents.

- 6.7 In order to calculate the total paid hours of a part-time teacher, a Part Time Hours Calculator is available on the Schools Portal [here](#).

Appendix A

An example of a Statement of Directed Time for a Full Time Teacher working in a Secondary School. This is an example only and each individual school will vary in terms of duties and length of the school day.

Name

School

Activity	Number of Hours	Number of hours per year
Registration/Assembly	0.5 hours x 190 days	95
Mid session break	0.25 hours x 190 days	47.5
Teaching time	22 lessons x 1 hour x 38 weeks	836
PPA time	2.2 hours x 38 weeks	83.6
Non-teaching days	5 hours x 5 days	25
Parents' meetings	3 hours x 4 days	12
Staff meetings	1 hour x 37 days	37
Pupil support/individual pupil issues	0.5 hours x 190 days	95
Appraisal meetings and preparation	3 hours	3
Total		1234.1 hours
Contingency		30.9 hours