

Three Counties Academy Trust



Directed Time Policy

#HR35

Last amended 10th July 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 9th July 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
10.07.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓

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Trust Glossary

Policy Abbreviations and Acronyms

CEO	Chief Executive Officer
CFO	Chief Financial Officer
DfE	Department for Education
ECT	Early Career Teacher
INSET	In-Service Education and Training
PPA	Planning, Preparation and Assessment
STCPD	School Teachers' Pay and Conditions Document
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

Statement of intent

At Three Counties Academy Trust (TCAT), we endeavour to provide all staff with the best platform possible to enable them to excel in their roles. To achieve this, it is important that all parties are aware of and understand their contractual obligations. Directed time is the time where teachers are directed by the CEO to be at work and available for work. Implementation of this policy will ensure that teachers are aware of their required duties and understand the TCAT provision for directed and non-directed time.

Member, Trustee, Local Governor and Staff Summary

Purpose and Principles

- The policy explains directed and non-directed time arrangements for teachers
- The aim is to ensure staff understand contractual expectations and working time requirements
- The policy supports consistency transparency and workforce wellbeing

Roles and Accountability

- TCAT and school leaders are responsible for establishing clear directed time arrangements
- Teachers must understand and fulfil their contractual duties and directed time commitments
- Trust leaders must balance operational requirements with staff wellbeing obligations

Working Time Requirements

- Full time teachers may be directed to work 195 days each academic year
- Up to 1265 hours may be allocated across those working days
- Part-time arrangements are calculated on a pro rata basis

Directed Time Activities

- Teaching meetings assemblies breaks training activities and leadership duties may form part of directed time
- Directed time may include activities requiring professional skills and judgement
- Schools should communicate expectations through directed time statements or calendars

Activities Outside Directed Time

- Lesson planning preparation marking assessment and other professional duties may require additional reasonable hours
- Travel to and from work and lunch breaks do not count as directed time
- Teachers are not routinely expected to undertake unnecessary administrative tasks

Professional Entitlements

- Teachers are entitled to planning preparation and assessment time
- Teachers are entitled to reasonable breaks during the working day
- Leaders should ensure access to appropriate training, support, and development opportunities

Part Time and Early Career Teachers

- Part time teachers should only be directed to work in accordance with their contractual arrangements
- Early Career Teachers benefit from reduced teaching commitments in line with statutory requirements
- Directed time arrangements should reflect individual employment circumstances

Cover and Operational Expectations

- Cover should only be required where no reasonable alternative exists and circumstances are unforeseeable
- The use of directed time should remain reasonable and proportionate
- Schools should maintain flexibility while protecting staff workload

Key Assurance

- The policy provides a framework for managing teacher workload and directed time fairly
- It clarifies contractual expectations while supporting wellbeing and professional responsibilities
- Directed time should be planned transparently consistently and in accordance with statutory requirements

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [DfE 'School teachers' pay and conditions document' \(STPCD\)](#)
- [The Working Time Regulations 1998](#)
- [Equality Act 2010](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Managing Attendance Policy and Procedures (HR6)
- Teachers' Pay Policy (HR7)
- Staff Wellbeing Policy (HR33)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

TCAT, is responsible for:

- Ensuring each school has a policy outlining its provision for directed time, which is made in accordance with the necessary legislation and guidance
- Liaising with the CEO and delegating responsibilities to ensure that teachers are aware of the number of hours they are required to work during the academic year
- Ensuring that provisions are in place to assign the duties that are to be performed by staff for their directed time

The Trust Board is responsible for ensuring that the CEO where the CEO is a member of the teaching profession, school leaders and teachers are able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work in line with The Working Time Regulations 1998.

The CEO is responsible for:

- Ensuring that this policy always complies with the latest version of the STPCD
- Outlining the number of contracted days and hours where teachers are expected to be at work and available for work during the academic year
- Ensuring all teachers have access to advice, training and developmental opportunities appropriate to their needs
- Directing the Executive Headteacher/Headteacher and where delegated Head of School to formally record the expected deployment of directed time for the coming academic year in their school and circulate this to teaching staff

Executive Headteachers, Headteachers and where delegated, Heads of School are responsible for:

- Outlining teacher responsibilities during directed time
- Ensuring that all teachers are aware of this policy and that they are consulted on the creation of directed time statements or calendars
- Ensuring all teachers have access to advice, training and developmental opportunities appropriate to their needs

Teachers are responsible for:

- Being at work and available for work at such times and places specified by the Executive Headteacher, Headteacher or Head of School as delegated, for the requisite number of days and hours outlined within their contract of employment
- Being aware of the need to work such reasonable additional hours as may be necessary to enable the effective discharge of their professional duties
- Attending compulsory meetings and events, e.g., parents' evenings
- Always adhering to this policy
- Understanding any directed policy statements or calendars and raising any concerns with their Headteacher/Head of School or the Executive Headteacher where appropriate

3. Working days and hours

A teacher employed full-time must be available to work for 195 days as specified by the employer or, by direction, the CEO. Of these:

- 190 days must be days on which the teacher may be required to teach pupils
- 5 days must be days on which the teacher may only be required to perform other duties, e.g., administration and assessment duties, and INSET activities

A teacher employed full-time must be available to perform such duties at such times and places as may be specified by the employer or CEO for 1265 hours, these hours will be allocated reasonably throughout the days on which the teacher is required to be available for work. These hours will be directed by the Executive Headteacher, Headteacher or where delegated, the Head of School as delegated by the CEO.

The guidance for full time working days and hours also apply to a teacher employed part-time, except, that the number of days/hours worked will be based on the 'pro rata principle' – i.e. teachers must be available for work for the proportion of 1265 hours that corresponds to the proportion of total remuneration the teacher is entitled to be paid, e.g. a part-time teacher with a contract equivalent to half that of a full-time teacher will have a directed time of half the number of hours.

4. Guidelines for directed time

Responsibilities considered part of directed time include:

- Teaching time
- Staff meetings
- Assemblies
- Morning and afternoon breaks
- INSET days and CPD as directed
- PPA
- Cover
- After school meetings
- Fulfilling leadership or management responsibilities

- Any directed activities that require the teacher's professional skills and judgement

The following are not considered as directed time:

- The reasonable additional hours necessary for a teacher to undertake to discharge their professional duties.
- Time spent travelling to and from work
- Daily break (lunchtime)

In addition to directed time, teachers will work such reasonable additional hours as may be necessary to effectively carry out their professional duties, e.g., planning and preparing lessons, assessing and reporting on the progress of pupils.

TCAT cannot determine how many of these additional hours must be worked, nor when these hours must be worked.

Teachers will not be required to work at the weekend or on public holidays unless their contract of employment expressly states this.

Teachers will not be required to undertake midday supervision, unless as part of their senior leadership commitments.

All teachers are entitled to reasonable periods of PPA time. A minimum of 10 percent of a teacher's timetabled teaching time will be provided for PPA which will be allocated in units of at least 55 minutes duration. A teacher will not be required to carry out other duties during this time.

Teachers who are required to be available to work more than one session on any school day (i.e., morning and afternoon) will be allowed at least one break of reasonable length either between school sessions or between the hours of 12:00pm and 2:00pm –this does not count as directed time.

Time spent travelling to and from work will not count as directed time; however, if a teacher is required to work on different sites, e.g., in a split-site school, the time taken to travel between each school will count as part of their directed time.

Teachers with leadership or management responsibilities will be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Teachers will not be required routinely to participate in any administrative, clerical, and organisational tasks which do not call for the exercise of their professional skills and judgement.

Teachers will only be required to provide cover where there is no other option available and only in circumstances that are not foreseeable.

Early Career Teachers (ECT) must not teach for more than 90% in year 1 and then 95% in year 2 of the time that a teacher at the school not subject to The Education (Induction Arrangements for School Teachers) Regulations 2012 would be expected to teach.

A part-time teacher will not be required to be available for work on any day of the week or part of any day on the week on which the teacher is not normally required to be available for work under their contract of employment.

The CEO delegates the composition of the time budget and use of directed time to the Executive Headteacher, Headteacher or where delegated the Head of School who will decide when 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.

Monitoring and review

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies, Executive Headteachers, Headteachers and Heads of School.

The next scheduled full review date for this policy is 9th July 2029.

Date approved by the Board Appointed Trustee: 10th July 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 10th July 2026.

Appendix A: Exemplar Directed Time Statement

Amend this example to suit your school's activities and needs. It is good practice to leave a small number of hours unallocated to act as a contingency reserve to provide flexibility and prepare for any unanticipated developments throughout the academic year. To amend this example for part-time staff, use the guidelines within this policy to outline their total working hours.

Activity	Number of hours	Number of hours per academic year
Teaching time	5 hrs 32 mins per day	1051 hrs 20 mins
INSET days	6 hrs 15 mins x 5 days	31 hrs 15 mins
PPA		
Registration	0.25 hours x 190 days	47.5 hours
Mid-session break	0.25 hours x 190 days	47.5 hours
Staff meetings	1 hour x 38 weeks	38 hours
Parents' evenings & open days	3 hours x 3 days	9 hours
Supervisory duties	0.5 hours x 190 days	95 hours
Other duties	0.25 hours x 190 days	47.5 hours
Total		1259.5 hours
Contingency		5.5 hours

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher