



## Directed Hours Policy September 2019

### **Directed Time – Teachers (Definition)**

*The amount of time to be worked and the days upon which it will be worked by a teacher is the subject of directions made under the School Teachers Pay and Conditions Act and set out in the School Teachers' Pay and Conditions Document (The Document).*

- A teacher employed full-time, other than in the circumstances described in the current School Teachers' Pay and Conditions Document, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by your employer or, if the employer so directs, by the Headteacher.
- You will be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.
- Time spent in travelling to and from the place of work shall not count against the 1265 hours referred to.
- You will not be required under your contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 11.55 and 1.50 pm of 1 hour and 5 minutes maximum.
- You will, in addition to the requirements set out in the current Document, work such additional hours as may be needed to enable you to discharge effectively your professional duties, including, in particular, the marking of pupil's work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer but shall depend upon the work needed to discharge your duties.

It is for the Governing Board, taking into account advice from the LA to determine the school year and this is done following consultation with interested parties.

It should be noted that the Document states that 'a teacher shall, in addition to requirements set out above, work such additional hours as may be needed to enable him or her to discharge effectively his or her professional duties, including in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes'. The amount of additional time devoted to these purposes and the occasions when such work is carried out outside the 1265 hours, are not to be defined by the employer.

Teachers engaged for less than full time should be treated pro rata. The school seeks to ensure that part time staff are treated comparably with full timers in the division of their teaching and non contact time.

It is the policy of the school that the year is planned so as to keep the time during which the duties of each teacher are directed within this maximum.

## **School Sessions and Supervisory Commitments**

**Daily requirement** – 8.30 am – 3.45 p.m. - less 1 hour 5 minutes lunch break

- Total: 6 hours 10 minutes per day x 190 = **1171 hours 40 minutes**

**CPD days** –

- 5 per year @ 6 hours per day = **30 hours**

### **Staff meetings**

Regular weekly meetings for all teaching staff are normally held on a Monday, with a change of day, if necessary, to accommodate visiting speakers.

- Staff meeting – 1 hour Total – 36 sessions = **36 hours**

**Total above =**

**1237 hours 40 minutes per year.**

## **In Addition – Depending on Department and Duties**

### **Parent Meetings**

Meetings will continue until 5.00 pm on one day each term maximum.

- 1.25 hours per term = **3.75 hours**

### **Meet the Teacher Evenings**

These are typically no longer than 2 hours each.

- Max total **2 hours.**

**Total = 1237 hours & 40 minutes + 3.75 + 2 = 1243 hours and 15 minutes per year leaving 21 hours and 45 minutes for:**

### **Other Evenings and Events within the Time Remaining and with Appropriate and Reasonable Notice e.g.**

**Subject leader and other professional meetings** that take place through the Local Authority or Multidisciplinary Teams.

**Parents' training sessions** on a variety of educational or curriculum themes, that are planned into the school year

**Attendance at Governors' meetings** to give information about an initiative, curriculum area or school event.

**Education visits** as approved and directed by the Headteacher involving a teacher in a working day longer than the normal school day, the additional time should be accepted as directed time.

It is not practical for the time taken by school journeys extending overnight or weekends to be accommodated within the 1265 hours of directed time available. Therefore, these activities should only take place where it is established that they are voluntary and on the initiative of the teachers concerned and not the subject of direction.

This policy has been adopted with the approval of the school Governing Board. It will be reviewed on an annual basis.

**Agreed at Governors Resources Committee September 2020**  
**Review date September 2021**