

Water Orton Primary



Directed Time Policy

Written Autumn 2022

Reviewed Summer 2024 / 2026 / 2026

Next review Summer 2027

Summary

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 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 12 noon and 2.00 pm
- The current School Teachers' Pay and Conditions Document (para 62.6) states that in addition to the directed 1265 hours you should work such additional hours as may be needed to enable you to discharge effectively your 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, the marking of pupils' 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.
- 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 within the contingency or additional weekday activity element of the time budget.
- 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.
- Where staff attend residential visits, to recognise that additional time is used for travel, evening and overnight supervision, each member of staff who attends is able to request a day of paid leave in

lieu of the visit. This is a goodwill gesture and is not dependent on the length of the residential visit. The onus is on staff members to claim this day and to request this through the usual leave of absence channels.

- It is for the LA to determine the school year and this is done following consultation with interested parties.
- It is for the Head to assign the 1265 hours, subject to guidance from the LA. Advice on this subject is set out below
- Wherever possible, dates for the year will be shared in advance to allow staff to plan.

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

The number of hours of directed time will be calculated for full time teachers on an annual basis and will be published to teaching staff.

Appendix 1:

Directed Time Calculation 2026/27

Water Orton Primary



1265 directed hours over 195 days (Calculated using NUT Calculator)

Teaching time (including all POTENTIAL teaching time – registration, breaktime, PPA time, Leadership time, assemblies)

190 x 5hrs 30min (8.45-3.15)

Total 1029hrs 10min.

Supervisory duties

190 x 25min (15 minutes 8.30-8.45 / 10 minutes 3.15-3.25)

Total 79hrs 10min

Staff Meetings

34 x 1hr 30 minutes (- 4 sessions 3 for parents' evenings across the year and – 1 session payback for performance management which are counted elsewhere)

Total 51 hrs

End of School-Staff Meeting Trap Time

34 x 5min (3.25 – 3.30) (Supervisory time up until 3.25)

Total 2hrs 50 min

Parents Evenings/Open Evening

Autumn 1 x 3hours 45 minutes + 1 x 2hrs 45 minutes (3.30-7.15 and 4.30 – 6.15)

Spring 1 x 3hours 45 minutes + 1 x 2hrs 45 minutes (3.30-7.15 and 4.30 – 6.15)

Summer 1 x 1hr (5pm-6pm drop in) 1x 30 minutes (individual parent meetings as required)

Total 14 hours and 40 minutes + 20 minutes leeway = 15 hours

Inset Days

5 x 5 hours (9.00-3.00)

Total 25 hours

Other Evenings

2 x 2 hour meetings / open evenings / discos across the year

Total 4 hours

Parent phone calls/ e mails /pupils issues (outside of school day)

38 X 30min

Total 19hrs

Performance Management (Termly time outside of the school day to complete data analysis etc...)

1.5 hours to prepare for meetings (which take place during the school day or are paid back in a non-staff meeting week.

Total 1.5 hrs

Clubs and wider curriculum

1x 10 hours block of After School or lunchtime clubs per year

<u>Total directed</u> (inc. Trap time)	1299hrs 30min.
<u>Contingency</u>	25hrs 30min
<u>Total</u>	1265hrs

N.B. – trap time is time after the school day but before staff meetings.

Contingency hours will be used throughout the year for extended training /as directed. Notice will be given in advance.

The above calculations have been undertaken generously.

Inset days are calculated across 5 full days. In reality, we always build in 1 full day for report writing and some-time during INSET for preparation.

Staff meetings are calculated at 1 hour 30 minutes every week – sometimes shorter or allow for time to complete tasks which would otherwise be done outside of directed time.

All assemblies are included – staff stay for most but not all