



# Directed Time Policy

**Date Adopted: 5<sup>th</sup> July 2023**

**Author/owner: Board of Trustees (Operations, Audit and Risk Committee)**

**Review: Triennial**

**NB.** 'Trustees' means the Directors referred to in the Trust's Articles of Association

## History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
V1.0	May 2023		Policy to set the framework for Directed Time for teaching staff	

## Contents

History of most recent policy changes.....	2
1.0 Policy Statement and Definition.....	4
2.0 Scope .....	4
3.0 Roles and responsibilities.....	4
4.0 Directed Time .....	4
4.1 Morning and afternoon breaks.....	4
4.2 Assemblies .....	5
4.3 Lunchtime supervision.....	5
4.4 Saturday, Sunday or Public Holidays .....	5
4.5 Guaranteed planning, preparation and assessment (PPA) time .....	5
4.6 Leadership and management time.....	5
4.7 Meetings.....	5
4.8 Parental consultation.....	6
4.9 Buffer time.....	6
4.10 Open Evenings .....	6
4.11 Trapped time .....	6
4.12 Disaggregated Time .....	6
5.0 Raising concerns about Directed Time .....	6
6.0 Monitoring and Review.....	6
APPENDIX 1 – EXAMPLE OF DIRECTED TIME CALCUATION FOR A FULL TIME TEACHER.....	7
APPENDIX 2 – EXAMPLE OF DIRECTED TIME CALCUATION FOR A PART TIME TEACHER WORKING 5 MORNINGS	8

## 1.0 Policy Statement and Definition

The Tarka Learning Partnership (TLP) recognises the importance of ensuring that all teachers, who are employed under the School Teachers Pay and Conditions Document, are consistently managed to perform activities or tasks as specified by the Senior Leaders, on days they are required to be available for work. This is known as “directed time” and for a full-time employee this is 1,265 hours across the school year (195 days). The purpose of the policy is to ensure a fair and equitable approach to the management of directed time.

The directed time is pro-rated accordingly for a part-time salaried teacher.

By defining directed time in a policy, the Tarka Learning Partnership, is demonstrating a commitment to the work-life balance of staff.

## 2.0 Scope

This policy covers all salaried teaching staff in the Tarka Learning Partnership and its schools, both full and part-time.

## 3.0 Roles and responsibilities

As the employer, the Trust has ultimate responsibility for the fair application of this policy for teaching staff.

The Head Teacher has overall responsibility for the effective leadership and management of staff and the implementation of this policy within their school. The Head Teacher has primary responsibility for ensuring that the policy is appropriately applied and directed time is fair for all teaching staff. The Head Teacher will set a school calendar on an annual basis to set out dates for staff to follow and events to commit to. The Head Teacher is responsible for ensuring that teaching staff are issued with a breakdown of their directed time and that directed time is reviewed annually to ensure it meets the needs of the organisation.

Teachers have responsibility to ensure they comply with this policy, act fairly and reasonably and fulfil the expectations of directed time.

## 4.0 Directed Time

In this section are the details of what constitutes and does not constitute Directed Time.

### 4.1 Morning and afternoon breaks

Morning and afternoon breaks which are identified on a timetable count as part of your total hours of directed time.

Whilst it is likely that only a small number of staff undertake a duty on a rota basis, it is the case that all staff can be asked to be available for work should such a situation arise which necessitates this (e.g. an emergency).

#### 4.2 Assemblies

Assemblies should count as directed time.

#### 4.3 Lunchtime supervision

Directed time should not include lunchtime supervision as staff cannot be directed to work during their lunch break.

#### 4.4 Saturday, Sunday or Public Holidays

There cannot be an expectation on staff to work on any Saturday, Sunday or public holiday unless this is expressly stated in their contract of employment.

#### 4.5 Guaranteed planning, preparation and assessment (PPA) time

Teaching staff are entitled to a minimum of 10% of timetabled teaching time for PPA as part of their hours of directed time. This should be clearly identified on staff timetables in blocks that are not less than half an hour.

In most cases, classroom teachers are allocated a minimum of 10% of timetabled teaching time for PPA. Under the STPCD, teaching staff cannot be asked to carry out duties other than those involved in planning, preparation and assessment during PPA time.

#### 4.6 Leadership and management time

If teaching staff are responsible for leading or managing, then they are entitled to a reasonable amount of time during school sessions in order to undertake this. This should be clearly identified on a timetable.

Whilst there is no minimum amount, if staff are in receipt of a Teaching and Learning Responsibility (TLR) allowance or paid on the leadership spine, staff should be given adequate time to discharge their leadership and management duties which is proportionate to their level of responsibility, in addition to any PPA time allocated.

#### 4.7 Meetings

- The days of the week on which meetings will be held at end-of-school sessions should be identified and calculated on a calendar of meetings so that teachers can plan their personal activities.
- This is especially critical for teachers with carer responsibilities.
- Once published, this calendar should not be changed unless there are exceptional circumstances and then only in consultation with staff.
- It is expected that there should be no more than one meeting per week lasting up to an hour and a half.
- For teachers on the leadership pay range, there should also be an agreed limit on the number of meetings attended.

#### 4.8 Parental consultation

- Teachers can attend up to two parental consultation per year for each year group which counts towards directed time.
- The time and dates of the meetings should be identified in the calendar of meetings.
- In a week where there is a parental consultation meeting scheduled, no other meeting outside school sessions should be calendared to take place.

#### 4.9 Buffer time

- In most schools there is a period of 'buffer time' before and after each of the school sessions.
- This buffer time should be no more than ten minutes and you may be allocated on-site supervisory duties during this time.

#### 4.10 Open Evenings

- There is no requirement under STPCD for teachers to attend open evenings, but if you do it should count against your 1,265 hours for directed time. If there is a contractual requirement for teachers to attend open evenings, this will count against the hours for directed time.

#### 4.11 Trapped time

- If there is any gap between the end of the school day and the start of a meeting where there has not been sufficient time for a teacher to go home and return, then this is referred to as 'trapped time'.
- This time should be counted as directed time.

#### 4.12 Disaggregated Time

- The school may in consultation with staff disaggregate some Non Pupil Days and move this time to be worked over a series of twilight sessions. This will be consulted upon and agreed with staff. Where disaggregated time is moved to a twilight session, this may result in more than 1 staff / staff training meeting per week for a few weeks of the year.

### 5.0 Raising concerns about Directed Time

Staff with a concern about the implementation of this policy should ensure the issue is discussed with their Head Teacher in the first instance.

Following this discussion, if the employee remains concerned, they can address their concern to the HR Leader for the Trust.

### 6.0 Monitoring and Review

The policy will be reviewed on a triennial basis or in line with relevant changes to the School Teacher Pay and Conditions Document.

**APPENDIX 1 – EXAMPLE OF DIRECTED TIME CALCUATION FOR A FULL TIME TEACHER**

ACTIVITY	DAILY HOURS	NUMBER OF OCCASIONS	HOURS PER YEAR
School day when pupils are present, excluding lunch time	5 hours 30 mins	190 (5 days x 38 weeks)	1,045 hours
Buffer time not included above	20 mins	190 days	63 hours 20 mins
Non-pupil days	5 hours	5 days	25 hours
Disaggregated time	1 hour 30 mins	5 days	7 hours 30 mins
Parent meetings (including trapped time)	5 hours	2 occasions	10 hours
Staff meetings (including trapped time before meeting starts)	1 hour 15 mins	38 occasions	47 hours 30 mins
Performance management	1 hour	3 occasions	3 hours
Other meetings (including trapped time before meeting starts)	1 hour 15 mins	6 occasions	7 hours and 30 mins
TOTAL DIRECTED TIME MUST NOT EXCEED 1265 HOURS			1208 hours and 50 mins
Remainder			56 hours and 30 mins

**APPENDIX 2 – EXAMPLE OF DIRECTED TIME CALCULATION FOR A PART TIME TEACHER WORKING 5 MORNINGS**

ACTIVITY	DAILY HOURS	NUMBER OF OCCASIONS	HOURS PER YEAR
School day when pupils are present, excluding lunch time	3 hours 30 mins	190 (5 days x 38 weeks)	665 hours
Buffer time not included above	15 mins	190 days	47 hours 30 mins
Non-pupil days	5 hours	5 days	25 hours
Disaggregated time	1 hour 30 mins	5 days	7 hours 30 mins
Parent meetings (including trapped time)	4 hours and 15 mins	2 occasions	8 hours 30 mins
Staff meetings (including trapped time before meeting starts)	1 hour 15 mins	38 occasions	47 hours 30 mins
Performance management	1 hour	3 occasions	3 hours
TOTAL DIRECTED TIME MUST NOT EXCEED 824 HOURS (3.5 /5.5 = 63.63% x 1295= )			804 hours
Remainder			20 hours