



Directed time

Working hours are essential in order to help schools and teachers plan so that the school day is effectively managed and teachers are able to achieve a satisfactory balance between work and home.

A teacher employed full-time must be available for work for 195 days, of which:

- 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- five days must be days on which the teacher may only be required to perform other duties.

The days that a teacher should be available to work must be specified by the employer or the headteacher.

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 for 1,265 hours. Those hours must be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

The hours you can be directed to work should be set out as part of your terms and conditions when you start work. This is referred to as directed time.

Your school should publish a directed time calendar which should not be changed unless there are exceptional circumstances and following consultation with staff and unions.

Any work undertaken outside the teacher's directed time must be determined by the individual teacher (not the school) and it is up to you to exercise your professional judgement regarding this.

Your school's directed time calendar should reference the time allocated to undertake the following duties and activities:

- **Teaching**
The teacher's timetabled teaching commitments must be specified in the directed time calendar.
- **Registration**
Where the teacher is required to undertake daily registration of pupils, such time should be counted as part of the teacher's directed time hours.
- **Assemblies**
Assemblies should count as part of your directed time budget.
- **Morning and afternoon breaks**
Morning and afternoon breaks which are identified on your 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).
- **Lunchtime supervision**
Directed time should not include lunchtime supervision as you cannot be directed to work during your lunch break.

- **Planning, preparation and assessment (PPA) time**

You are entitled to a minimum of 10% of timetabled teaching time for PPA as part of your hours of directed time. This should be clearly identified on your timetable 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. You must not be asked to carry out duties other than those involved in planning, preparation and assessment during PPA time.

- **Leadership and management time**

If you are responsible for undertaking activities relating to leadership or management within the school (e.g. paid on the Leadership Pay Range or paid a Teaching and Learning Responsibility (TLR), then you are entitled to a reasonable amount of time during school sessions in order to undertake this. This should be clearly identified on your timetable.

- **Meetings**

The days of the week on which meetings will be held before, during and after school should be identified and calculated on a calendar of meetings.

- **Parental consultation**

Teachers should only attend one 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.

- **Open evenings**

There is no requirement under the School Teachers' Pay and Conditions Document (STPCD) for teachers to attend open evenings, but if you are asked to do so it should count against your directed time hours. If there is a contractual requirement for teachers to attend open evenings, this should be counted against the hours for directed time.

- **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.

- **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.

- **Part-time teachers and directed time**

Part-time teachers are entitled to have their working hours calculated on a pro rata basis.

