

DIRECTED TIME BUDGET CHECKLIST

Please check your time budget against this checklist. All questions are from page 7 of the Education Authority (EA) Advice on Developing Directed Time Budgets.

- Have the 195 days been identified?
(Make sure any days that you have already worked since the 31st July are included)
- Is all the time that you are directed to be on school premises (including parent consultation meetings) identified? (NOTE: You can be directed to work at school or a reasonable place by your employer)
- Is 10% planning, preparation and assessment (PPA) time included (this can be on an annual or weekly basis)?
- Has an annual schedule of meetings been provided?
- Have all meetings, including for those with teaching allowances been included?
- Has time to be spent preparing the written report to parents on the progress of their children been included?
- Has time for Performance Review and Staff Development (PRSD) meetings, evidence collating, and reporting been included?
- Has class contact time (inclusive of cover) been included?
- Has all the supervision in which a teacher must engage been included (teachers are not required to undertake mid-day supervision)?
- Have the non-teaching days been included?
- If you are in receipt of a teaching allowance, have the associated duties been included?
- If you are the special educational needs co-ordinator (SENCO) is the time made available to the SENCO, proportionate and appropriate to the needs of pupils in the school?
- Are all the responsibilities included in the Directed Time budget consistent with a teacher's professional duties (i.e. no cleaning, mid-day supervision, etc)?

The final question on the EA checklist is

- 'Has due attention been paid to work/life balance?'

If you can tick all of the above boxes, your school should be able to meet this criteria.