

1265 hours Directed Time Budget & Calendar

The School Teachers' Pay and Conditions Document 2012 (STPCD) states that a teacher **may** be required to teach and perform other duties for **1,265 hours directed time** each year (195 days).

In addition, a teacher is required to work "such reasonable additional hours as may be needed to enable the effective discharge of their professional duties". (STPCD 2012 p.111 para 62.6)

Work/Life Balance

However, the requirement to work additional hours is subject to, and in the context of, the entitlement to enjoy a reasonable work/life balance: "head teachers must have regard to the desirability of all teachers at the school (including themselves and other members of the leadership group) being able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work;" (STPCD 2012 p.177 26c)

	All meetings - planned maximum	MPS & UPS
Core day	195 days of 5h 40 mins	1105 hrs
Professional duties (10 minutes before the start of the morning session and 10 minutes at the end of the day)	190 days x 20 mins	63 hrs 20 mins
Staff/Inset Meetings inc 10 mins trapped time	35 x 1h 10 mins	40 hrs 50 mins
One morning briefing inc 5 mins trapped time	15 mins per week: 35 weeks	8 hrs 45 mins
Performance Management (inc requested meeting)	One hour x 2 meetings	2 hrs
Parents Evenings (17:00 – 19:30)	3 x 2h 30m = 7h 30m	7 hrs 30m
Trapped time between school and parents evenings	1 hour 20 mins x 3	4 hrs
Contingency time		33 hrs 35 mins
Total		1265 hrs

School day = 09:00 – 15:30 = 6 hours 30 mins minus 50 minutes lunch break = 5h 40 mins

Teachers cannot be contractually required to undertake midday supervision.

Morning and afternoon breaks count as directed time whether on duty or not.

If staff volunteer to attend activities which cannot be directed e.g. for children who are not pupils (Y6 recruitment evening in a Secondary school) then that time should count towards Directed Time. (NOT shown on sample table above).

PPA time must amount to not less than 10% of the teacher's timetabled teaching time (STPCD 2012, p111, 63.6) and should be shown on the timetable and must be a minimum of 10% of the timetabled teaching time and **cannot** be directed. The timetabled teaching week refers to school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

It is a statutory requirement for NQT's to receive a 10% reduction of their normal teaching time, to allow for supported development in the first year of teaching - this is deducted **before** any PPA time is calculated.

Teachers **cannot** be required to **invigilate** external examinations inc SATs.

Leadership group

The working hours of members of the Leadership spine, Advanced Skills Teachers, fast track teachers and Excellent teachers are not defined – they are not subject to the limit of 1265 Directed Hours, but are still entitled to a reasonable work/life balance.

Leadership and Management Time

Every teacher with leadership and management responsibilities is entitled to Leadership and Management Time. This includes members of the leadership group and those outside the leadership group with some form of leadership and management responsibility, including subject leaders and coordinators, heads of department, SEN coordinators, advanced skills teachers and excellent teachers.

Daily break

A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. (STPCD 2012, p112 63.3)

Annual Calendar

Page 172 of the 2012 STPCD states:- 198. The relevant body should ensure that, with effect from 1st September 2009, they consult with all staff and their union representatives on the teaching timetable and an annual calendar which includes staff meetings, parental consultations and other activities.

<http://www.nasuwt.org.uk/PayPensionsandConditions/England/Conditions/DirectedTime/index.htm>

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