

DIRECTED TIME STATEMENT

This policy document is a statement of the amount of time to be worked and the days upon which it will be worked by a teacher (including unqualified teachers) at **TILT** schools, as set out in the 'School Teachers' Pay and Conditions' document and guidance on school teachers' pay and conditions'. The following information is contained within the School Teachers' Pay and Conditions Document (September 2019). The STPCD is reviewed annually and is available to download from the DfE website.

51.2. 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
- ✓ 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

51.5. A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work. (See table below to identify how these hours are mapped across a year).

51.6. Paragraph 52.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid

51.7. In addition to the hours a teacher is required to be available for work under paragraph 51.5 or 51.6, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's 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 employer must not determine how many of the additional hours referred to in paragraph 51.7 must be worked or when these hours must be worked.

52.3. 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. Deputy head teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

52.5. All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 52.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half

an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Such non directed time activities will include:

- ✓ Trips and visits unrelated to the curriculum or not specifically directed by the Head teacher
- ✓ Courses and meetings not specifically directed by the Head teacher
- ✓ Planning and preparing lessons, assessing, monitoring, recording and reporting on the progress of assigned pupils out of school hours. Although this may be time spent doing work under the general direction of the Head teacher, unless it is part of PPA time, it is not "directed time" within the 1265 hours.

Staff should be in school and allow sufficient time to prepare for the beginning of the school day at 8.50 am.

Staff are not required to stay in school beyond 3.30pm unless:

- ✓ There is a staff meeting / CPD session
- ✓ There is a phase meeting
- ✓ A child from their class has not been collected
- ✓ A member of staff has a club responsibility
- ✓ An emergency
- ✓ There is a parent meeting / Learning Review Meeting Or an event that has already been arranged with prior notice

Class contact time. A fully registered teacher has a maximum of 22.5 hours of class contact (actual teaching) each week on a full-time basis with 2.5 hours of PPA.

Activity	Time Directed	Total for the activity	Notes
School Day Daily Supervision/ teaching requirement	8:45am – 3:30pm (less 60 minute lunch break) 5 hours 45 mins per day x 190 days	1092 hours 30 mins	This provides sufficient time for supervising/dismissing children at the end of the school day. This includes 10% PPA time
5 SDD Days	9.00am – 3.30pm (less 60 minute lunch break)	27 hours 30 mins	These could be twilight sessions across the year
Staff meetings and briefings	Staff meeting 1 hour (32 weeks) 32 hours Staff briefing 15 mins (38 weeks) 9 hours 30 mins Phase or Year Meetings 30 mins (19 weeks) 9 hours 30 mins	51 hours	Phase Meetings will be arranged at the discretion of the Phase or Year Leaders. The focus will be communication/ Book Scrutiny/ Moderation Performance
Appraisal for teachers	Self-review time to be completed in staff meeting time	Included above	Meeting to complete appraisal is During school hours mutually agreed time
Parent Meetings	6 hours autumn term 6 hours spring term	12 hours	Parents Evenings
Curriculum Leadership Responsibilities	20 hours	20 hours	It is the responsibility of the Curriculum Leader to be proactive in using this time to ensure s/he has a clear understanding of the impact of

			her actions as per the Subject Action Plan. Should a Foundation Subject Curriculum Leader require time to carry out eg Pupil Voice activities then they must arrange this with the HT.
Attendance at School Functions	10 hours	10 hours	Including school discos, fundraising activities
Contingency		52	

At all TILT schools all teachers, once out of their NQT year, are expected to lead a subject. This ensures that all teachers have the opportunity to contribute to the wider success of the school and impact on pupils beyond those in their own class.

This is reflected in job descriptions.