**Directed Time Policy – 2021-22**

Created:  October 2016  
Review: September 2022

HoD = Head of Department

HoY = Head of Year

SLT = Senior Leadership Team

AEN = Additional Educational Needs OR SEND???

SENCO – Special Needs Coordinator

**Principle**

**Purpose**

The directed time policy stipulates the maximum amount of time (1265 hours - 1258.5 for the academic year 2021/22) that a teacher can be asked to carry out school related duties during the academic year. This is laid out in the School Teachers Pay and Conditions Document (STPCD).  The purpose of the Directed Time policy is to ensure that no member of teaching staff is directed to work beyond 1265 hours per academic year (1258.5 for the academic year 2021/22) and protects teachers’ rights to a work-life balance.

The directed time policy does not refer to every hour a teacher works – it applies to the duties which teachers are directed to work by the headteacher. The STPCD states that the teacher also undertakes to work, “such reasonable additional hours as may be needed to enable the effective discharge of professional duties.”  This includes, in particular, planning and preparing courses and lessons and assessing, recording and reporting on the progress of students.  Although this may be time spent undertaking work under the general direction of the head teacher, it is not “directed time” within the 1265 hours (1258.5 for the academic year 2021/22) .

**Who does the directed time policy apply to?**

The directed time policy applies to all teachers, unless they are on a leadership spine point. Therefore, this is all teachers with the exception of head teachers, deputy head teachers, assistant head teachers and Lead Practitioners.

**What meetings do I have to attend?**

Teachers should attend all the meetings in the school calendar which are of relevance to their role in the school. These include:

**Department meetings** – these should be attended by all staff teaching in that department.  If a member of staff teaches in more than one department, then they should use their professional expertise to decide which meeting to attend (being guided by pre-issued agendas and SLT).  In the unusual case of staff teaching across 2 departments, then a professional decision should be taken by that member of staff, unless directed by a member of SLT.

**Year team** meetings – these should be attended by all tutors and co-tutors assigned to that year group.  The meetings last 1 hour and there are 6 meetings over the year.

**Middle Leaders** meetings – these should be attended by all middle leaders ie. Heads of Department, Head of Year

**Raising Attainment** meetings – these should be attended by relevant Heads of Department, Year Attainment Managers and SLT.  They are on Wednesdays or Thursdays and last for 1 hour.  Therefore, an additional 4 hours has been added to the directed time for those middle leaders.

**Coaching** meetings **–** theseare scheduled once every term usually, before the beginning of the lesson observation cycle and last for 1 hour.  Therefore 3 hours have been included.

**Senior leadership team** meetings **–** thesetake place on Mondays after school, are not part of the directed time allocation as those teachers are outside of the 1265 allocation.

**Teaching and Learning Community** meetings - these run three times every year and are voluntary. They are therefore not included as part of directed time.

Please see the list of Whole School Meetings below.  There are 29 meetings of 1 hour.

**What other events do I have to attend?**

**Parents evenings** – teachers are expected to attend parents evening for every year group they teach until 7pm at the latest. Teachers should avoid seeing parents after this time, and ensure that they finish their appointments by 7.30pm. There may be up to 5 of these meetings.

**Preferences Evening (Y 8 or 9) OR Y6 Open Evening –** each teacher should attend one of these evenings only, and this should be decided at the beginning of the year in discussion with relevant HODs, ensuring that staffing is shared equitably over the 3 evenings. If staff attend more than one session then this time can be taken from the contingency allocation.

**What do I do if I cannot attend a meeting?**

Meetings should always be attended unless there is an extenuating circumstance. If you cannot attend, you need to contact the Chair of the meeting (eg the relevant HOD or YAM) and offer your apologies. You will need to ensure that you read the minutes, and action any relevant points.

**I am a middle leader, do I receive additional time?**

The teaching allocations are determined by responsibility within the school. Therefore, a HOD will have additional time for their leadership and management responsibilities as part of their timetable.

**I am a NQT, do I receive additional time?**

All Newly Qualified Teachers are on a reduced timetable, in line with STPCD,to support their planning and preparation. They will also have support sessions (timetabled) with their subject mentor.

**What about after school detentions?**

Teachers should ensure that they follow the school behaviour policy when issuing detentions. Detentions are best managed when shared as part of a departmental or faculty system. Individual teachers should not be regularly keeping students behind after school and for no longer than 15 minutes (unless parents have been informed with 24 hours notice).

Please note that the allocations on this policy represent the maximum allocations a member of staff can be directed to work. As not all staff teach all year groups nor attend all meetings, this model is the maximum rather than representative version.

If any teachers feel overburdened at any point in the year they should talk to their line manager or a member of the senior team to seek support. Individual needs will be explored and individuals supported.

**Breakdown of 1265 hours 2016-17**

1. **School Day                     6 hours 5 mins x 190 days = 1156 hours**

The hours allocated during the school are broken down as follows. The ‘school day’ means the time that teachers may be in direct contact with students, and for the purposes of this document is timed from 8.30am to 3.10pm.  The 50 minute lunch break is not part of the directed time policy.

*This includes the following activities:*

|  |  |  |
| --- | --- | --- |
| **Activity** | **Length** | **Total number of hours** |
| Registration and Tutor Time | 30 minutes x 190 days | 95 |
| Mid-session break | 20 minutes x 190 days | 63 |
| Teaching time\* | 20 hours x 38 weeks | 760 |
| PPA | 10% of teaching load | 76 |
| Other professional duties  *(which include, but are not limited to: marking, planning and preparation, performance management, coaching & mentoring, communication with parents & students, data input, observations, duties, preparing for school day, staff briefings)* | | Total = 994  180 |
| **Total** | | **1174** |

*\* this is based on a full time teacher without a TLR. Staff with a TLR receive a weighting in proportion to their responsibility, which gives them additional leadership and management time (see Contact Time policy)*

**(ii)    Other directed activities beyond the school day\***

|  |  |
| --- | --- |
| **Activity** | **Total number of hours** |
| INSET Days/Twilights  (2x6hrs; 6x1 hr 45 mins) | 22.5 |
| 5 x Parents Reporting Eves (5 x 3hrs 15mins) | 16.25 |
| 1 weekly meeting (29 x 1 hr - 9 are for Middle Leaders only) | 20 (29) |
| Year 7 Open Eve, Yr 8 and 9 Preference Eve (attend one 1 x 3 hrs) | 3 |
| **Total = 61 hrs 45mins** for non-post holders and **70 hrs 45 mins** for post holders | |

**Total of sections:**

1. school day: **1174** hours

 (ii)       outside the school day:

**61 hours 45 minutes** non post holders;

**70 hours 45 minutes** (HODs/YAMs only)

**= 1235 hrs and 45 minutes (main scale);**

**= 1244 hrs and 45 minutes (HODs/YAMs)**

**Contingency:**

**29 hrs 15 minutes** teachers who are not post holders**;**

**20 hrs 15 minutes** HODs/YAMs

**Therefore School Day; Other directed activities outside school day and contingency = 1265**

**OVERVIEW OF SCHOOL CALENDAR MEETING DATES 2016-17**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parents Evenings**  **(4.15-7.30pm )** | |  | **Other evening events** | |
| Wed 4th January 2017 | Year 11 |  | Year 6 Open Eve | All to attend one of these x 3 hrs |
| Wed 1st February 2017 | Year 10 |  | Year 8 Preference Evening |
| Wed 19th April 2017 | Year 9 |  | Year 9 Preference Evening |
| Wed 24th May 2017 | Year 8 |  |  |  |
| Wed 14th June 2017 | Year 7 |  |  |  |
|  |  |  |  |  |
| 5 x 3 hrs 15 mins = **16 hrs 15 mins** | |  | 1 x 3 hrs = **3 hrs** | |

|  |  |
| --- | --- |
| **Department Meetings (3.45-4.45 )** | **Year Team Meetings (3.45-4.45 )** |
| 1. Thurs 15th Sept 2016 | 1.  Thurs 8th October 2016 |
| 1. Thurs 13th October 2016 | 2.  Thurs 9th February 2017 |
| 1. Thurs 17th November 2016 | 3.  Thurs 27th March 2017 |
| 1. Thurs 19th January 2017 | 4.  Thurs 25th May 2017 |
| 1. Thurs 2nd February 2017 | 5.  Thurs 15th June 2017 |
| 6.  Thurs 2nd March 2017 | 6.  Thurs 6th July 2017 |
| 7.  Thurs 30th March 2017 |  |
| 8.  Thurs 18th May 2017 |  |
| 9.  Thurs 29th June 2017 |  |
|  |  |
| 9 x 1 hr  = **9 hrs** | 6 x 1 hr = **6 hrs** |

|  |  |
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| **Middle Leaders Meetings (3.45-4.45)** | **Coaching meetings (3.45-4.45)** |
| 1. Thurs 22nd September 2016 | 1. Thurs 29th September 2016 |
| 2. Thurs 10th November 2016 | 2. Thurs 3rd November 2016 |
| 3. Thurs 9th March 2017 | 3. Thurs 16th March 2017 |
| 4. Thurs 4th May 2017 | 4. Thurs 11th May 2017 |
| 5. Thurs 8th June 2017 |  |
|  |  |
| 6 x 1hr = **6 hrs** | 4 x 1hr = 4 **hrs** |

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| **Raising Attainment meetings (3.45-4.45)** |
| 1. Wed 19th October 2016 |
| 2. Wed 12th December 2016 |
| 3. Wed 29th February  2017 |
| 4. Thurs 13th July 2017 |
|  |
| 4 x 1hr = 4 **hrs** |

*Note - teachers should be attending* ***one*** *of these evenings as agreed with Line Manager. HODs to ensure depts. fully represented at each evening:*

* Yr6 Open evening - Tues 20th Sept 2016 = 3 hrs
* Yr 8 Preference Evening –Thurs 5th January 2017 = 3 hrs
* Yr9 Preference Evening – Thurs 12th January 2017 = 3 hrs
* Careers eve - YAMs Yr 10/11 = 1 hr 30 mins

**CPD days** (School closed to students) **= 25 hrs**

1. Thurs 1st September 2016
2. Friday 2nd September 2016

**Twilights** (3.20 – 5.20 = 2 x 5 hrs = **10 hrs**

1. Thurs 6th October 2016
2. Thurs 1st December 2016
3. Thurs 26th January 2017
4. Thurs 23rd February 2017
5. Thurs 20th April 2017
6. Thurs 22nd June 2017

**LT Meetings**: Mondays 3.45 to 5.30

**SLT / ML Residential Conference:** Friday 16th September – Saturday 17th September 2016