



**PATHFINDER
SCHOOLS**
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Directed Time Guidance

This guidance document applies to all Pathfinder Schools colleagues engaged under the [School Teachers' Pay and Conditions Document](#), paid on the Unqualified Teacher Pay Scale, Main Pay Scale and Upper Pay Scale.

The purpose of the Pathfinder Schools Directed Time Guidance is;

- to support colleagues to better understand Directed Time and how it applies to them at Pathfinder Schools
- to ensure all time is accounted for
- to ensure that directed time does not exceed 1265 hours

What is Directed Time?

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

a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and

b) 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 headteacher. (Training/inset days)

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 **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.

Beyond Directed Time

In addition to the hours a teacher is required to be available for work (1265 over 195 days) 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. All work undertaken during non-directed time is determined by the individual teacher and it is up to you to exercise your professional judgement in how you manage this.

All teachers are subject to the provisions of the Working Time Regulations which seek to place a 48-hour limit on the average working week.

The Trust encourages you to establish an appropriate work life balance to protect your health and wellbeing, we know that our colleagues do their best work when they have achieved this balance. There are a wealth of resources to support our colleagues in the Wellbeing Library within the Trust Wellbeing Hub on SharePoint, please also refer to the Pathfinder Schools Staff and Wellbeing Policy.

What's typically included in directed time?

- Teaching time
- Meetings, such as staff meetings and performance management meetings
- Supervisory duties
- Registration
- Assembly
- Planning, preparation and assessment (PPA) time
- Management time for teachers with additional responsibilities
- INSET days
- Parents' evenings and open evenings
- Communicating and consulting with external agencies and parents
- Cover for absent staff as required subject to section 52.7 of the School Teachers' Pay and Conditions Document

What's not included?

- Travelling to and from work
- Lunch break and non-duty breaktime-you are entitled to one break of a 'reasonable length' each day where you are working both the morning and afternoon sessions

The working day

Our working day is Infants 8.40 to 3.30 and Juniors 8.35-3.25 – where all full time staff must be on site. Remember Directed Time is not the same as Taught Time which refers to the time a teacher actually spends teaching lessons plus the 10% guaranteed PPA (Planning, Preparation and Assessment) time that came into effect from September 2005. This is timetabled for all.

Part time colleagues

a) The "pro rata principle" means that proportion of total remuneration which corresponds to the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week; (and for this purpose "total remuneration" means the remuneration that would be payable to that person if employed in the same post on a fulltime basis); and

b) "the school's timetabled teaching week" means the aggregate period of time in the school timetable during which pupils are normally taught.

The school's timetabled teaching week of a full-time classroom teacher is to be used as the basis for calculating the pro rata percentage of the school's timetabled teaching week for which a part-time teacher is employed at the same school. This percentage is used to determine the pro rata proportion of a full-time equivalent teacher's remuneration to which a part-time teacher is entitled. The percentage remains the same whether the school operates a weekly, fortnightly or any other timetable cycle

Main school day:

Morning and afternoon breaks count as directed time whether on duty or not. Assemblies count as part of your directed time budget.

PPA

In accordance with the STPCD **PPA** time must amount to not less than 10% of the teacher's timetabled teaching time 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 ECTs to receive a 10% reduction of their normal teaching time.

PPA entitlement examples:

Fulltime 2.5 hours

4 days 2 hours

3 days 1.5 hours

2 days 1 hours

HLTAs who undertake specified work should have an appropriate percentage of paid time within their contracted hours set aside to enable them to plan and prepare for their own role in lessons and liaise with their class teacher/s.

Principals of PPA

- PPA time should be used to plan for the development of learning for the pupils in the class, plan intervention support, assess the learning that has taken place or plan for future events relating to the staff member's class.
- Staff may be required to use the time during PPA for meetings that progress their pupils' knowledge, skills or opportunities. Meetings may also discuss the assessment of pupils where needed.
- Planning, preparation and assessment (PPA) time cannot be used for any aspect of performance management, other than if the reviewee decides to use this time for their personal preparation for performance management.
- Guaranteed PPA time will not be encroached upon, unless there are exceptional circumstances.

Exceptional Circumstances

The academy will, under all normal circumstances, guarantee the appropriate PPA allocations to all teachers employed by the academy. However, in some exceptional circumstances, the academy may need to suspend the allocation of PPA to ensure the safety and well-being of pupils attending the academy, e.g. when severe weather conditions result in a significant percentage of staff being unable to reach the academy or during a pandemic where staffing may be low. The academy will only take a decision to suspend PPA in exceptional circumstances and in consultation with staff.

Practical issues relating to the implementation of guaranteed PPA

a) Occasions when PPA will be lost

Whilst the academy will guarantee PPA to all staff entitled to PPA, there are circumstances when this will not be possible. In the following circumstances PPA will not be delivered:

- Training Days;
- Excessive staff absence (by the teacher timetabled to receive PPA);
- Attendance at training/CPD/INSET events;
- Academy closures;
- Emergencies (see section entitled "Exceptional Circumstances")

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 and Lead Practitioners. The working hours of members of the Leadership Team (Paid on the Leadership or Lead Practitioner ranges) are not defined – they are not subject to the limit of 1265 Directed Hours, but are still entitled to a reasonable work/life balance.

Directed Time 2023 – 2024

1265 Hours – Havelock Infant and Junior Schools

Area	Frequency	Allocation-Hours & Mins	Total	Comments
Teaching Day** 8.45/50am to 3.15/20pm <u>Excluding Lunch – 60 minutes</u> <u>Supervisory duties (10 mins before and after school)</u>	190 Days	5 hrs 30 mins 190 x 5 hrs 30 mins 190 x 20 mins	1045 hours 63 hours 20 mins	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10% PPA time
INSET Professional Days*	5 Days	5 hrs 30 mins x 5 days	27 hours & 30 mins	These days shall be published in advance (at least one months notice)
Parents Evenings	2 Evenings (split over 2 days) term 2 & 4	4 sessions x 3 hours	12 hours	Dates for these meetings shall be published in advance (at least one months notice)
Staff Professional Development & Comms meetings For HIS staff 5 mins extra for briefing and for HJS 5 mins extra for trapped time before staff meeting	<i>1 hour per week staff meeting</i> 30 mins per week CPD/S.L time 10 min weekly briefing (before supervisory duty time Year group leaders only 30mins per week	1h 30 mins x 38 weeks 10mins x 38 weeks 30mins x 38 weeks	57 hours 6 hours & 20 mins 19 hours	Alternating between Tuesday and Thursdays Leadership team meetings Wednesdays either 30mins weekly or 60 mins every other week. Staff briefing – Mondays 8.30am – 8.40am
Extra curricular club - Enrichment	30 mins x 10 sessions	30mins x 10	5 hours	30 minute sessions to be delivered over the academic year in blocks by all teaching staff
Contingency time			29 hours 50 mins	As directed by Headteacher which could include such activities as additional meetings

				(eg New parents evening, – phase lead meetings, in school curriculum meetings, teach first/ECT meetings, Trust moderation meetings, data meetings Annual Reviews, Online training, prep for whole school events etc.
		Total	1265	*must not exceed 1265

**** The 'Teaching Day'**

Work that falls into the working day includes:

- Assemblies
- PPA Time
- ECT Time
- Performance Management Meetings and Reviews
- Briefings