

## Directed Time Checklist

### Purpose of the checklist

The NASUWT believes that directed time policies which adhere to the principles set out below represent good practice, and NASUWT members should be cognisant of these when addressing issues in respect of directed time in the school.

The Union believes the principles referenced below help teachers and schools/school leaders ensure that directed time calendars are calculated in a way that enables the workforce to achieve a satisfactory work/life balance and plan accordingly in relation to issues both inside and outside work, whilst producing the best possible educational experience for children and young people.

As such, schools/school leaders will work with the NASUWT and staff to establish an agreed directed time calendar using an appropriate methodology (e.g. Excel spreadsheet, such as the [NASUWT directed time calculator](#)) to break this down accordingly.

In doing so, all teachers should understand the hours they can be directed to undertake their professional duties, including timetabled teaching as well as any meetings and duties (e.g. parental consultations, planning, preparation and assessment (PPA) time, leadership and management time and meetings).

You can find further details of the allocation of directed time on our [Directed Time](#) page.

The Union has also produced specific guidance in regards to tackling excessive workload, which can be found at: [www.nasuwt.org.uk/TacklingExcessiveTeacherWorkloadWales](http://www.nasuwt.org.uk/TacklingExcessiveTeacherWorkloadWales).

### Key elements of a directed time policy:

A directed time calendar policy should clearly break down and identify the following times when you can be directed at work, including:

- ✓ the start and end of the school day, minus lunchtime (of a reasonable length between the hours of 12pm and 2pm) x 190 days, including:
  - ✓ any 'buffer time' at the start and the end of the school day when pupils are present (190 days);
  - ✓ break times and supervisory duties; and
  - ✓ performance management meetings.
- ✓ the hours of work for the five in-service training (INSET) days, including those that have been disaggregated;
- ✓ all after-school meetings (e.g. whole-school staff meetings; departmental meetings), which should be calculated on the basis of no more than one meeting per week lasting no longer than one hour;
- ✓ all parental consultations, which should be calculated on the basis of one per year for each year group;
- ✓ open evenings;
- ✓ any 'trapped time' associated with situations where you are unable to go home and return prior to the start of a school meeting and/or event (e.g. parents' evening);

- ✓ any hours held over as part of the school's contingency planning (this does not have to be all the remaining hours up to 1,265 hours for directed time); and
- ✓ all other times when the school directs you to be at work.<sup>1</sup>

Directed time calendars should **not** do the following:

- ✗ expect you to work during your lunchtime (this should be of a reasonable length between the hours of 12pm and 2pm), including attendance at lunchtime meetings;<sup>2</sup>
- ✗ expect you to attend additional meetings outside the normal school day which have not already been agreed as part of the directed time calendar, including for the purpose of performance management/appraisal;
- ✗ place an expectation on you to be on a cover rota as part of the directed time calendar;
- ✗ place an expectation on you to undertake exam invigilation examinations, statutory assessment tests (SATs) or mock exams/assessments as part of the directed time calendar;
- ✗ place specific expectations of the hours you are expected to work outside of the normal school day, including reading and responding to emails (the right to 'switch off').

A directed time policy should also confirm that:

- the 1,265 hours a teacher can be directed for over 195 days is not an allocation that must be fulfilled;
- disaggregated INSET days will only be used with the agreement of staff and the recognised trade unions in the school, following an equality impact assessment;
- teachers are only expected to produce one report to parents each year;
- in a week where there is a parental consultation meeting scheduled, no other meeting outside school sessions should be calendared to take place;
- there is leadership and management time for Teaching and Learning Responsibility (TLR) holders and for teachers paid on the Leadership Pay Range;
- TLR holders are subject to 1,265 hours for the purpose of directed time;
- a minimum of 10% of timetabled teaching time has been specified on the timetable of teachers for PPA;
- teachers in receipt of additional payments for out-of-school hours learning and continuing professional development (CPD) may be directed to undertake these activities outside their hours of directed time;
- once the directed time calendar has been agreed with staff and recognised trade unions, it should not be altered or amended unless in exceptional circumstances agreed by the individual concerned or by recognised trade unions; and
- the school will work with staff and trade unions to agree the directed time budget for the following academic year as soon as practicably possible after the Easter break.

### ***Part-time staff***

A directed time policy should confirm that:

- the pro-rata equivalent a part-time teacher can expect to be directed for takes account of the school session hours that are timetabled for teaching, including PPA time and other non-contact time, excluding break times, registration and assemblies; and
- no part-time teacher can be required to work or attend non-pupil days, or part of days, on days they do not normally work unless by **mutual agreement**;<sup>3</sup>

<sup>1</sup> This should be the subject of consultation and agreement.

<sup>2</sup> This would exclude a teacher who has entered into a separate contract to undertake supervisory duties during lunchtime.

<sup>3</sup> Where this is mutually agreed, you should expect to be paid appropriately for this additional time and this should be set out in your school's pay policy.

### ***Early Career Framework teachers***

A directed time policy should confirm:

- minimum statutory reductions in timetabled teaching time for new teachers as part of their induction programmes.

### **Gained time**

In regards to gained time for those teachers who may be released from timetabled teaching commitments as a result of pupils being on study or examination leave, the directed time policy will confirm that during gained time, teachers are only required to undertake activities from the list below, which were previously listed in Section 4 of the School Teachers' Pay and Conditions Document (STPCD):

- developing/revising departmental/subject curriculum materials, schemes of work, lesson plans and policies in preparation for the new academic year;
- assisting colleagues in appropriate planned team-teaching activities;
- taking groups of pupils to provide additional learning support;
- supporting selected pupils with coursework;
- undertaking planned activities with pupils transferring between year groups or from primary schools; and
- where the school has a policy for all staff to release them for CPD during school sessions, gained time may be used.

### **Invigilation of exams**

The policy should confirm that:

- the school has appropriate resources in place, including appropriate support staff, to undertake the invigilation of examinations, SATs or mock exams/assessments activity.

### **Contingency planning**

The policy should confirm that the school has left at least 50 hours in the directed time budget which are unallocated and can be used for emergencies, providing that these do not conflict with the principles identified above.

### **Driving down expectations regarding directed time**

The policy should confirm that the school will engage with staff and recognised unions to take stock of where directed time can be driven down and improvements can be made which free up staff accordingly to pursue a satisfactory work/life balance.

### **Appeals**

The policy should confirm that:

- there are provisions which permit a teacher to appeal in regards to their directed time calendar, which meets, as a minimum, the statutory requirement on dispute resolution; and
- a teacher will have the right to be accompanied by a trade union representative at any such meeting.

### **Monitoring and review**

The policy should confirm that:

- the directed time calendar policy will be reviewed and monitored in order to be effectively managed, and any appropriate statistical data will be shared on an annual basis with recognised trade unions.

The NASUWT is clear that your working time should be clearly defined in your contract of employment. This should be subject to consultation with the school workforce and their recognised trade unions, and this should be provided on an annual basis as part of a directed time calendar.

If your school is seeking to change the school day and you believe this could have an adverse impact on your workload, then you should contact your School Representative or Local Association, as they will be best placed to address this as a collective issue on behalf of you and other teachers in your school.

When contacting your Local Association, it would be helpful to provide the following information:

- your full name; and
- the details of the school you are employed at, including information about the local authority or academy trust.