

## **THOMAS GRAY PRIMARY SCHOOL**

### **DIRECTED HOURS POLICY**

#### **Directed Time – Teachers (definition)**

The amount of time to be worked and the days upon which it will be worked by a Teacher is the subject of directions made under the School Teachers' Pay and Conditions Act and set in the document.

- A Teacher employed full-time, other than in the circumstances described in the current School Teachers' Pay and Conditions document, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by your employer or, if the employer so directs, by the Headteacher.
- You will be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.
- Time spent in travelling to and from the place of work shall not count against the 1265 hours referred to.
- You shall be allowed a break of reasonable length either between school sessions or between the hours of 11.30am and 1.15pm.
- You will, in addition to the requirements set out in the current School Teachers' Pay and Conditions document, work such additional hours as may be needed to enable you to discharge effectively your professional duties, including, in particular, the marking of pupil's work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose beyond the 1265 hours referred to and the times outside the 1265 specified hours at which duties shall be performed, shall not be defined by the employer but shall depend upon the work needed to discharge your duties.

It is for the LA to determine the school year and this is done following consultation with interested parties. It is for the Head to assign the 1265 hours, subject to guidance from the LA. Advice on this subject is set out below:-

It should be noted that the document states that 'a teacher shall' in addition to requirement set out above, work such additional hours as may be needed to enable her/him to discharge effectively her/his professional duties, including in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes'. The amount of additional time devoted to these purposes and the occasions when such work is carried out outside the 1265 hours, are not to be defined by the employer.

Teachers engaged for less than full-time should be treated pro-rata. The LA's advice is to seek to ensure that part-time staff are treated comparably with full timers in the division of their teaching and non-contact time.

It is the policy of the school that the year is planned so as to keep the time during which the duties of each teacher are directed within this maximum.

### **School Sessions and Supervisory commitments**

- Daily requirement – 8.40am – 3.30pm – less 45 minutes lunch break
- Total: 6 hours 5 minutes per day 195(including 5 PD days = 1186.25 hours

### **Break Times**

All break times have been included in direct hours. However, on the majority of weeks staff have only to provide supervision during a small minority of these. Therefore, if additional break time supervision is required it is already covered in directed time.

### **Staff Meetings**

Regular meetings for all teaching staff which are normally held on a Wednesday with a change of day, if necessary, to accommodate visiting speakers or fortnightly averaging 1 hour per week.

- Staff meeting – 1 hour – 3.30-4.30pm
- Total – 38 sessions = 38 hours

### **Parent Meetings**

These meetings are planned at the beginning of the year; the format and times are agreed in advance. Meetings will continue until 7pm on one day for each class during the Autumn and Spring terms.

- Requirement to attend Parent Teacher meetings – 3.5 hours per term (3.30-7.30pm)  
Autumn and Spring terms only – Total = 7 hours

### **Extended Learning Opportunities**

- (1) Teachers need to provide content and web links on the school's website.
  - 5 hours over the course of the school year.
- (2) Teachers enter assessment data half termly – 6 hours.
- (3) Teachers provide extra curricular activities – 6 hours

**Total = 1245 hours 20 mins + 6 hours**

This leaves 21 hours 45 minutes per year for year group meetings and incidental requirement.

Education visits as approved and directed by the Headteacher involving a teacher in a working day longer than the normal school day, the additional time should be accepted as directed time.

It is not practical for the time taken by school journeys extending overnight or weekends to be accommodated within the 1265 hours of directed time available. Therefore, these activities should only take place where it is established that they are voluntary and on the initiative of the teachers concerned and not the subject of direction.

This Policy has been adopted with the approval of the School Governing Body. It will be reviewed on an annual basis.

Signed: A.P. Taylor  
Chair of Governors

Date: 31/03/16

Signed: [Signature]  
Headteacher

Date: 31/03/16

Date to be reviewed: Spring 2017