

# POLICY STATEMENT : DIRECTED TIME

## RATIONALE

“School Teachers Pay and Conditions Document” 2002.

- “... a teacher shall be available...”
  - for work on not more than 195 days in any year of which 190 days shall be days... to teach pupils... to carry out other duties”. Para 40.2.
  - **“to perform such duties at such times and such places** as may be specified by the Headteacher... for 1265 hours in any year, to be allocated reasonably throughout those days in the year on which the teacher is required for work”. Para 40.3.
- “... a teacher shall be allowed **a break of reasonable length** either between school sessions or between the hours of 12 noon and 2 pm”. Para 36 (1) (e). Para 40.5.

## PURPOSES

- To provide for the teaching of pupils.
- To provide for school INSET.
- To provide for communication/consultation with regard to administration organisation.
- To assist Faculty/Department organisation with regard to administration, curriculum planning and assessment.
- To assist Year Groups with regard to pastoral/tutorial issues.
- To provide the opportunity for communication with parents regarding pupil progress, school organisation and policies.
- To promote the school through various “open” evenings.

## GUIDELINES

- The Staff Handbook, published annually, provides specific details in relation to aspects of Directed Time:
  - The School Year
  - The School Diary of Events
  - The School Day

This covers all relevant occasions when staff attendance is mandatory.

- The Staff Handbook also refers to :
  - ‘additional hours’ which may be required.
  - Staff Duties
- Annually a Staff Duty Rota is published and issued to all staff.

## **CONCLUSION**

Attendance on all occasions relevant to each member of staff is a requirement. Non-attendance can only be with the specific permission of the Headteacher unless absent, through sickness.

Any ‘unused’ hours provide a ‘safety net’ which may be employed as and when required.

### **NB:**

In addition to ‘Directed Time’ a teacher shall “work such additional hours as may be needed to enable them to discharge effectively their professional duties, including in particular the marking of pupils’ work and the preparation of lessons, teaching material and teaching programmes”. Para 36 (1) (f) CF para 35 (1-12).

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