

Directed Time Policy

Cardinal Primary School



Approve by:	SLT	Date: February 2026
Last reviewed on:	February 2026	
Next review due by:	January 2029	

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 out 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 will not be required under your contract as a teacher to undertake midday supervision and shall be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00 pm
- **The current School Teachers' Pay and Conditions Document (para 62.6) states that in addition to the directed 1265 hours you should work such additional hours as may be needed to enable you to discharge effectively your 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, the marking of pupils' 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.**
- 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 within the contingency or additional weekday activity element of the time budget.
- 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.
- 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
- Teachers engaged for less than full time should be treated pro rata. The 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.

Directed Time Budget

Activity	Time directed	Total for Activity	Notes
SCHOOL DAY	Daily supervision/teaching requirement 6.25 hours per day (up to 4pm)	1187.5hours	This provides sufficient time for supervising children and communicating with parents before and after school. This also includes 10% PPA time.
5 INSET DAYS	5 hours per day x 5 days	25 hours	These days shall be published in advance (at least one month notice)
Parent evenings	Term 1 - 4 hours Term 2 – 4 hours	8 hours	Dates for these meetings shall be published in advance (at least one month notice)
Staff Professional Development Meetings	1 hour 30 mins a week x 33 (no PDMs in Parent evening)	36 hours	
Contingency	As directed by Headteacher which could include such activities as additional meetings (eg New parents evening, Annual Reviews, prep for whole school events etc.	8.5 hours	
Total		1265 hours	