

BRIEFING PAPER FOR INDIVIDUAL GOVERNING BOARD MEETINGS

Title/Topic	Teachers' Directed Time
Target Group	All schools
Status of Item	For information and potential action
Key points	<p>Background</p> <p>In accordance with the School Teachers Pay & Conditions Document (STPCD) teachers are required to be available to work for up to 1,265 hours per academic year spread over 195 days (pro rata if part time). This is known as directed time. They can be required to teach and undertake other duties on 190 of those days and to work a further five non-teaching days (usually INSET days).</p> <p>In order to ensure that the maximum directed time is not exceeded, and as part of managing teacher workload, it is highly recommended that each teacher is issued with a directed time calendar or 'budget' at the start of the year, indicating when those hours are to be worked. Trade unions report that there have been a number of cases of teacher workload-related stress recently which could have been avoided if a calendar had been issued. They have also cited a case of a pay appeal being necessary because objectives not being met was a result of not being able to devote enough time to subject leadership (because there was no calendar) and another of the teacher experiencing difficulties process being implemented when the root cause of performance issues was not being explicit enough about directed time. Calendars are likely to include core elements for all teachers but some individual elements for different roles. They should be developed and issued during the summer term so they are in place for the beginning of the autumn term.</p> <p>This issue has been raised with headteachers, via the extranet bulletin, during the spring term and further guidance has been signposted.</p> <p>Action Points</p> <p>Governing bodies may wish to check with headteachers during the summer term whether calendars are being developed and issued.</p>

Sources of further information/lead officer contact details	Jo Poynton, HR Policy & Projects Manager, joanne.poynton@leicester.gov.uk or 0116 4544322.
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