



1265 Hours Directed Time Statement

September 2021
Version 1

Teachers Directed Time 1265 Hours – The Academy Statement

Directed Time does **not** apply to Heads of Academy, Principals, and Deputy Principals, Assistant & Associate Principals or Advanced Skills teachers. These employees are required to work in accordance with the expectations of undertaking duties to complete the work of the academy.

It **does** apply to full time teachers. Teachers who are part time have Directed Time in proportion to their part time hours:

(e.g.) A teacher contracted for 0.5 FTE would have 632.5 hours of Directed Time

Directed Time must be taken during the 195 days per academic year that full time teachers are available to work, pro rate for part time teachers. Pupils attend our academy for 190 of those 195 days. The remaining 5 days are INSET Professional Development Days.

What is included in Directed Time – 1265 Hours?

- Teaching
- Planning and preparing courses and lessons
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Promoting the general progress and well-being of pupils in their care
- Providing guidance and advice to pupils on educational and social matters
- Making records and reports on personal and social needs of pupils
- Communicating and consulting with parents
- Communicating with bodies outside of school as necessary
- Participating in Performance Management Review & Targets Meeting
- Undertaking professional development
- Participating in the schools preparation and development of courses, teaching material, methods of teaching and assessment
- Participating in meetings which relate to curriculum, administration or organisation
- Cover for absent staff if required up to a maximum of 38 hours (subject to the no detriment conditions of the School Teachers Pay & Conditions) per academic year
- If the teacher has a management responsibility to undertake that role – a release programme allows for some completion of this role

What is not included in Directed Time – 1265 hours?

- Travelling to and from work
- Lunch Break

Teachers Directed Time
1265 Hours – Skegness Infant Academy Allocation

We are required by statute to publish our '1265 Hours' statement and allocation of the hours at our academy. The following table breaks down the proportion of time allocations for the different aspects of school work.

Area	Occasions	Hours & Mins	Totals
Teaching Days 8.35am to 3.20pm	190 Days	5 hrs 45 mins 190 x 5 hrs 45 mins	1092 hrs
Staff CPD	5 Days equivalent	6 hrs 5 x 6 hrs	30 hrs
Staff Workshops 3.30 to 5.00	36 Weeks	1hr & 30 mins	54 hrs
Parents Evenings Autumn & Spring Terms	4 Evenings	2x 2 hrs 15 = 4 hrs 2x 3 hrs = 6 hrs	10.5 hrs
Planning Meetings 3.30 to 5.00	36 Weeks	1hr & 30 mins	54 hrs
Report Writing	1 day equivalent	6 hrs	6 hrs
ARE: Moderation Meetings 3.30 to 5.00	6 Evenings	1hr & 30 mins	9 hrs
Break Time Duty 15 mins per week	38 Weeks	15 mins	9.5 hrs

The 'Teaching Day'

Total: **1265 Hours**

Work that falls into the working day includes:

- Assemblies
- PPA Time
- NQT Time
- Performance Management Meetings and Reviews
- Briefings Staff workshops

These take place on a Wednesday evening from **3.30** to **5.00** – a prompt start means a prompt finish! (The time could run from 3.30pm to 5.00pm when required). The meetings can also take a number of formats including-

- remote training options.
- Curriculum based activities
- Phase meetings
- General staff training
- Independent activity – SLT led
- Partnership work with another school, academy or agency