



Ingoldmells Academy

1265 Hours Directed Time Statement

September 2023
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 as 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 & non-duty Breaktime

All teachers in addition to Directed Time will work reasonable additional hours to enable them to discharge their professional duties under the direction of the Principal. Our working day is 8.30 to 3.30 – where all staff must be on site. Remember Directed Time is not the same as Taught Time which refers to the time a teacher actually spends teaching lessons plus the 10% guaranteed PPA (Planning, Preparation and Assessment) time that came into effect from September 2005. This is timetabled for all. **ECTs get 10% additional release time during the directed time in their first year of teaching only.**

Teachers Directed Time

1265 Hours – Ingoldmells Primary 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 8.30am to 3.30pm <u>Excluding Lunch & Break</u> (1hr)	190 Days	6 hrs 190 x 6 hrs	1140 hrs
INSET Professional Days 8.30 to 3.30 <u>Excluding Lunch</u> (normal day) May be replaced with twilights	5 Days	6 hrs 5 x 6 hrs	30 hrs
Staff PD Meetings 3.30 to 5	36 Weeks	1hr & 30 mins	47 ½ hrs
Parents Evenings Autumn & Spring Terms	4 Evenings	3 x 2 hrs = 6 hrs 1 x 2.5 hrs	8.5 hrs
Break Time Duty /briefings/other duties of a teacher 30 mins per week	38 Weeks	30 mins	19 hrs
Clubs 40 mins	30 weeks (6 weeks x 5)	40 mins x 30	20 hrs

The 'Teaching Day'

Total: **1265 Hours**

Work that falls into the working day includes:

- Assemblies
- PPA Time
- ECT Time
- Performance Management Meetings and Reviews
- Briefings (daily at 8:30am)

Staff training sessions

These take place on a Tuesday evening from **3.30pm** to **5pm** – a prompt start means a prompt finish!

