

# Springbank Academy



Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring - Happy - Healthy - Sporty - Scientific**

School Values

Sportsmanship - Tolerance - Appreciation - Respect - Friendship - Integrity - Sensitivity - Helpfulness

## Directed Time Policy (1265 Hrs)

March 2023



Policy Lead: Adam Lumley



Link Governor: Bill Howard

### Personnel Committee

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

This policy document is a statement of the amount of time to be worked and the days upon which it will be worked by a teacher (including unqualified teachers) at Springbank Academy as set out in the 'School Teachers' Pay and Conditions' document 2020. The policy will be reviewed in line with priorities set in the School Improvement Plan on an annual basis.

The School Teachers' Pay and Conditions Document 2020 (STPCD) states that a teacher may be required to teach and perform other duties for 1,265 hours directed time each year (195 days):

"A teacher employed full-time must be available for work for 195 days, of which:

- a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- b) 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the headteacher". (STPCD 2020 P.48 para 51.2)

In addition to the hours a teacher is required to be available for work: "a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's 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." (STPCD 2020 p.49 para 51.7)

The employer must not determine how many additional hours must be worked or when these hours must be worked.

### **Work/Life Balance**

However, the requirement to work additional hours is subject to, and in the context of, the entitlement to enjoy a reasonable work/life balance: "Governing bodies and headteachers, in carrying out their duties, must have regard to the need for the headteacher and teachers at the school to be able to achieve a satisfactory balance between the time required to discharge their professional duties... and the time required to pursue their personal interests outside work. In having regard to this, governing bodies and headteachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998(20)." (STPCD 2020 p.50 52.4)

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- b) 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the head teacher.

A teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid

A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Head teachers and

Assistant Head Teachers are entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours referred to in paragraph 51.5 or pro rata equivalent (as the case may be) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Staff should be in school at 8:15 and allow sufficient time to prepare for the beginning of the school day and supervise children as they arrive at school.

### **Leadership group**

The working hours of members of the Leadership spine are not defined – they are not subject to the limit of 1265 Directed Hours but are still entitled to a reasonable work/life balance and a reasonable daily break as near to the middle of the day as possible.

### **Leadership and Management Time**

A teacher with leadership or management responsibilities is entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

<b>Activity</b>	<b>Time Directed</b>	<b>Total for activity</b>	<b>Notes</b>
School Day	Daily Supervision/ teaching requirement 8:15am – 3:30pm (less lunch break)	6 hours 15 mins per day x 190 days  Total 1168 hours	This provides sufficient time for supervising children and dismissing at the end of the school day. This includes 10% PPA time
5 inset Days	Flexible 5.5hours	27 hours 30 mins  Total 1196 hours	Details and dates included in annual planner
Staff Development Meetings and Briefings	Staff development meeting/briefing 1- hour (33 weeks)	33 hours  Total 1129 hours	
Team Teaching, Coaching and Mentoring	30 mins (20 weeks)	10 hours	

Performance Management and Appraisal	Review target hours per year	3 hours Total 1242 hours	Meeting with the HT outside of the Staff Meeting Time
Report Writing		10 hours	
Scholarship, Research and Curriculum Leadership	20 hours	20 hours Total 1262 hours	This time may be used as needed over the year, not necessarily weekly. It is the responsibility of the staff to be proactive in using this time to ensure they have a clear understanding of the impact of their actions. Should members of staff require time to carry out e.g. Pupil Voice activities then they must arrange this with the HT.
Attendance at school visits and functions	Attendance at School Functions 2.5 hours	2 hours 30 mins	Including trip that finish after 3:30 and events like school discos and fundraising activities
<b>1231 hours 30 mins from the time allowance of 1265 = 31 hours 30 mins contingency time.</b>			
<p><b>Collective Worship</b> Teaching Time includes Collective Worship and assemblies. When there is no whole school Collective Worship it is expected that staff participate in / lead Collective Worship in the Classroom.</p>			