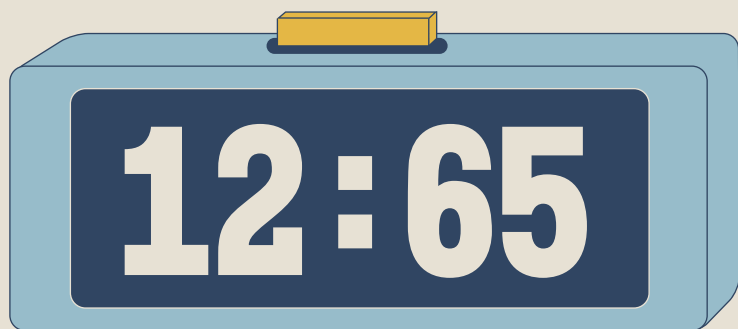


# Directed time and how to tackle workload in your school



Guide for National Education Union  
workplace representatives and members

Version 3



**Directed Time has not been removed or suspended during the Covid-19 pandemic**





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# Foreword

Welcome to our third edition of our Winning at Work publication, focussing on directed time. As reps you are the most important part of our union: supporting members, winning gains for union groups and representing our profession.

Coronavirus has meant schools have had a challenging year trying to deliver the best education in the safest way. This has meant more being asked of our members, and often resulted in longer working hours to ensure the safest possible workplaces. The National Education Union (NEU) believes that managing workload via directed time is an essential component of a safe and healthy workplace, particularly in the current situation. Directed Time has not been removed or suspended during the Covid-19 pandemic.

Since 2014, despite the Government saying it wants to reduce workload, the problem has only increased. A third of teachers leave within the first five years, with most citing excessive workload as the reason.

The aim of our bargaining calendar is to support you to work together with members at your school to improve working conditions. We want to support you to make sure your school has a



directed time calendar, negotiated by you and your union group.

A directed time calendar is important to ensure teachers' hours are reasonable and is standard practice within the profession. Head teachers also find directed time calendars help with resourcing and ensuring staff wellbeing.

We hope this booklet is useful to you and your members and that together you can use this to help you Winning at Work. You can share your stories with us via [campaigns@neu.org.uk](mailto:campaigns@neu.org.uk)

Thank you again for your work and dedication on behalf of our union. Together we will shape the future of education.

Yours sincerely,

*Kevin Courtney Mary W. Boustead*

Kevin Courtney and Mary Boustead  
Joint general secretaries,  
National Education Union

# Our bargaining calendar

Our bargaining calendar is a framework for NEU reps and members to help develop workplace presence and win for members. Echoing the rhythm of the school year, the framework will help coordinate activity as part of a national campaign to improve working conditions.

Coronavirus has disrupted everyone’s calendar, making excessive working time as much of an issue for many members as safety. You can engage with your managers now to remove unnecessary workload and secure your directed time calendar – workload problems can be challenged at any time of year.



**Autumn term**  
Pay



**Spring term**  
Appraisal



**Summer term**  
Directed time

# What is directed time?

Directed time is when teachers are directed by their head teacher to be at work and available for work. This is a maximum of 1,265 hours per academic year, spread over 190 days of teaching and five more non-teaching days. The 1,265 hours is a maximum – schools should allow a contingency to cover unexpected events. Teachers do have to work reasonable additional hours as necessary for preparation and assessment – but these hours cannot be directed by the head teacher. The statutory limit on directed time (1,265 hours) applies to teachers working under the School Teachers' Pay and Conditions Document (STPCD). Some academies and free schools operate different working time provisions – check your contract of employment. Anyone can use the directed time calculator to work out their total directed time.

The following must be part of directed time: teaching time, PPA time, supervision before and after sessions and at breaks (but not lunchtimes, when teachers can't be required to do this), cover, parents evenings, after school meetings, INSET/CPD and anything else which teachers are "directed" to do and which requires

their professional skills. The full list is in sections 51 & 52 of the STPCD.

Directed time and the 1,265 max should be adjusted pro-rata for those working part-time. Go to our website for more detailed advice on part-time workers [neu.org.uk/part-time-pay-conditions](https://neu.org.uk/part-time-pay-conditions). All schools should have a calendar of the activities which make up teachers' directed time – consulted on with staff via trade unions.

NEU reps/members should ask their head or leadership team for the directed time calendars for both individuals and departments. These should reflect the school's directed time calendar. Teachers can raise concerns about their directed time calendar at any point during the academic year.

It is important that part-time teachers have access to directed time activities like training and staff meetings on days when they normally work in order to give them the same opportunities and involvement as full-time teachers.

**1,265 hours**

**195 days**

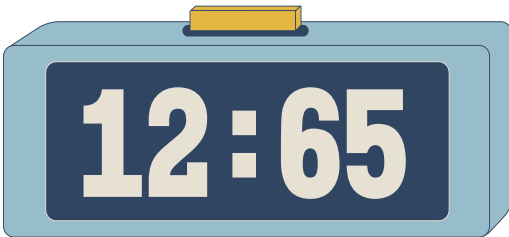
# Why are directed time calendars important?

All schools should have a calendar of the activities which make up teachers' directed time – consulted on with staff via trade unions.

Individual teachers should also have personal directed time calendars which reflect the school's calendar and show their own individual commitments. These ensure that enough time is allocated to them to fulfil each of the requirements of their role, leaving a contingency cushion for the year and avoiding an excessive and unmanageable workload or breaching the 1,265 hours limit.

NEU reps/members should ask their head or leadership team for the directed time calendars for both the school and for individuals. Teachers can raise concerns about their directed time calendar at any point during the academic year.

It's as important to ensure that individuals have their own directed time calendars. It is also important to ensure that the position of part-time teachers – who are predominantly women and contain large numbers of teachers with protected characteristics – is fairly managed.



**For further advice around directed time go to [neu.org.uk/directedtime](https://neu.org.uk/directedtime)**

# How to win on directed time in your workplace:

- 1** Organise a meeting of members to discuss directed time — a directed time calendar is a contractual right for teachers and there should be an annual discussion about the calendar that sets out the details of teaching staff working time in the forthcoming academic year.
- 2** If this is something that doesn't usually happen at your school, use the members' meeting to agree that the rep/s will speak to the head about a DT calendar. Examples of calendars can be found via [neu.org.uk/directedtime](http://neu.org.uk/directedtime).
- 3** Meet with the head to ensure that a DT calendar with a maximum 1,265 hours will be issued following consultation and any areas of concern will be discussed fully with the union.
- 4** Meet again with members to discuss your head's response and decide your next steps.
- 5** If you have concerns about the calendar, use the Excel pro forma to calculate the hours of you and your colleagues.
- 6** If you need any further support, contact your branch secretary.

**Directed Time has not been removed or suspended during the Covid-19 pandemic**





# Directed time calendar example for a primary teacher

**Primary**

Here is an example of a generic directed time calendar for full-time classroom teachers in the primary sector without additional responsibilities.

This is simply an example – the way in which the time is allocated for different aspects of a teacher’s working day will vary between schools. What’s important is that the issue is given careful consideration and that the total, including contingency time, does not exceed 1,265 hours.

**DO NOT  
EXCEED  
1,265  
HOURS**

Use of hours		Number of hours per year
Registration	1/4 hr x 190 days	47.5
Mid-session break	1/4 hr x 190 days	47.5
Teaching and PPA time	25 hrs per week	950
INSET days	5 hrs x 5 days	25
Supervisory duties	30 mins x 190 days	95
(includes ten minutes before the start of the morning session, five minutes at either end of the lunch break and ten minutes at the end of the school day.)		
Parents’ meetings and open evenings	3 hrs x 3 days	9
Staff meetings	1 hr x 38 days	38
Other duties of the teacher (e.g. email correspondence)	1/4 hr x 190 days	47.5
<b>TOTAL</b>		<b>1,259.5 hours</b>
Contingency (a cushion of time available for unforeseen circumstances.)		5.5 hours

**Note:** the head teacher in this school has not allocated 1,265 hours of directed time to this teacher. A cushion of 5.5 hours has been reserved for emergencies and unplanned events. It is only if the teacher is directed to work during this cushion that the 1,265 hour limit may be reached.

# Directed time calendar example for a secondary teacher

Here is an example of a generic directed time calendar for full-time classroom teachers (with a form group) in the secondary sector without additional responsibilities.

This is simply an example – the way in which time is allocated for different aspects of a teacher’s working day will vary between schools. What’s important is that the issue is given careful consideration and that the total, including contingency time, does not exceed 1,265 hours.

**DO NOT EXCEED 1,265 HOURS**

Use of hours		Number of hours per year
Registration	1/4 hr x 190 days	47.5
Mid-session break	1/4 hr x 190 days	47.5
Teaching and PPA time	25 hrs per week	950
INSET days	5 hrs x 5 days	25
Supervisory duties	30 mins x 190 days	95
<small>(includes ten minutes before the start of the morning session, five minutes at either end of the lunch break and ten minutes at the end of the school day.)</small>		
Parents’ meetings and open evenings	4 hours x 5 days	20
Staff meetings	1 hr x 38 days	38
Other duties e.g. email correspondence	1 x 55 mins x 38 weeks	34.8
<b>TOTAL</b>		<b>1,257.8 hours</b>
Contingency <small>(a cushion of time available for unforeseen circumstances.)</small>		7.2 hours

**Note:** the head teacher in this school has not allocated 1,265 hours of directed time to this teacher. A cushion of 7.2 hours has been reserved for emergencies and unplanned events. It is only if the teacher is directed to work during this cushion of time that the 1,265 hour limit may be reached.

# What reps say

“ At the moment the highest hours for any teacher is 1,235. This includes trapped time. The time budget is negotiated annually at the end of the summer term, utilising the NEU’s directed time calculator.”

**Paul, secondary rep**

“ Due to raising directed time with our leadership, we were able to identify that early years colleagues were working over their maximum hours. We ended up winning an extra day in lieu every term for all these members.”

**Efe, primary rep**

“ It’s only by coming together collectively that we can begin to make sustained and impactful inroads into challenging workload.”

**Gary, secondary rep**

# Your next steps

**1**

**2**

**3**

# Your support:

## contact your branches and region

We have a whole network of support to help you in your role as an NEU representative, ensuring you win for members at work.

This includes:

### Your branch secretary

An elected NEU member who will be responsible for supporting you in bargaining and winning for members. Their details are available at [neu.org.uk/contact-us](mailto:neu.org.uk/contact-us)

### Your regional team

Our group of professional staff are there to assist you in your area. The details for each regional office are here:

#### Northern

3 McMillan Close  
Saltwell Business Park  
Gateshead  
NE9 5BF  
[northern@neu.org.uk](mailto:northern@neu.org.uk)

#### Yorkshire and Humber

Lazarus House (1st Floor)  
14 Prince's Street  
Doncaster  
South Yorkshire  
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[yorkshire&humber@neu.org.uk](mailto:yorkshire&humber@neu.org.uk)

#### North West

Paragon Business Park  
Chorley New Road  
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Bolton  
BL6 6HG  
[north.west@neu.org.uk](mailto:north.west@neu.org.uk)

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B1 2RX  
[west.midlands@neu.org.uk](mailto:west.midlands@neu.org.uk)

#### East Midlands

4 Phoenix Place,  
Phoenix Business Park,  
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NG8 6BA  
[east.midlands@neu.org.uk](mailto:east.midlands@neu.org.uk)

### Eastern

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45a Anvil Way  
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### South East

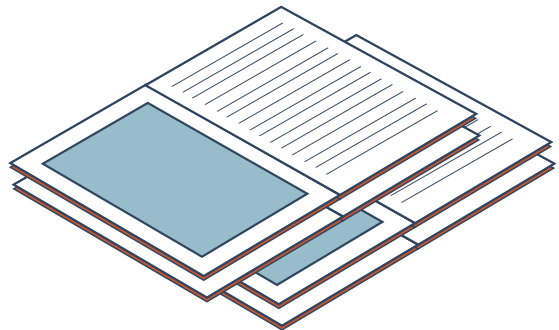
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[neu.org.uk/directedtime](https://neu.org.uk/directedtime)



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