

# Directed Time

## How to tackle workload in your workplace

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. The statutory limit on directed time (1,265 hours) applies to teachers working under the School Teachers' Pay and Conditions Document (STPCD).

**1,265 hours**

**195 days**

### Teaching time

PPA, Parents' Evenings

Meetings, INSET, Breaktime

**NOT Lunchtime**

The following must be part of directed time: teaching time, PPA time, supervision before & 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 reasonable which teachers are "directed" to do and which requires their professional skills. Directed time and the 1,265 max should be adjusted pro-rata for those working part-time.

**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 the school and for individuals. Teachers can raise concerns about their directed time calendar at any point during the academic year.

## 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 1265 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 ([neu.org.uk/directedtime](http://neu.org.uk/directedtime)), to calculate the hours you and your colleagues work.

**6** If you need any further support, contact your local District/Branch Secretary

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

**Thank you for being involved in this important campaign!**

For further advice go to

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