

# Directed Time Policy

## Smith's Wood Academy

### Part of Fairfax Multi-Academy Trust

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## 1. Introduction

The School Teacher's Pay and Conditions document 2015 states that a teacher employed full-time must be available to 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.

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the headteacher (or, where the teacher is not assigned to any one school, by the employer or the headteacher of any school in which the teacher may be required to work) for **1265 hrs**, those hrs to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

The above applies to a teacher employed part-time, except that the number of hrs the teacher must be available for work must be that proportion of 1265 hrs which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 42 and 43. (STPCD 2015)

**Total hours of directed time is for all teaching staff.** Colleagues who hold Teaching and Learning and management responsibilities are expected to attend the meetings relevant to their leadership role that are scheduled on the calendar. These will be agreed with line managers and SLT as part of the annual review of job descriptions.

### DIRECTED TIME OVERVIEW 2020 / 21 (COVID RESTRICTIONS)

Event	Start Time	End Time	Duration	Frequency	Total
Start of Day (Mon & Wed)	08:20	08:40	0:20	2	<b>0:40</b>
Start of Day (Tues, Thur, Fri)	<b>08:25</b>	08:40	0:15	3	<b>0:45</b>
Tutor Period	08:40	09:00	0:20	5	<b>1:40</b>
Period 1	09:00	10:00	1:00	5	<b>5:00</b>
Period 2	10:00	11:00	1:00	5	<b>5:00</b>
Break	11:00	11:20	0:20	5	<b>1:40</b>
Period 3	11:20	12:20	1:00	5	<b>5:00</b>
Period 4 (showing 4A)	12:20	13:20	1:00	5	<b>5:00</b>
Period 5	13:50	14:50	1:00	5	<b>5:00</b>
End of Day	14:50	<b>15:00</b>	0:10	5	<b>0:50</b>
Notes:			<b>Total / Week</b>		<b>30:35</b>
• Includes 1 break duty per week.			<b>Weeks in Year</b>		<b>39</b>
• Includes time for Restorative Justice at end of the day.			<b>Total / Year</b>		<b>1192:45</b>

Meetings / Events	Start Time	End Time	Duration	Frequency	Total
Open Evening	15:10	18:30	3:20	1	3:20
New Intake Eve	15:10	18:30	3:20	1	3:20
Parents Eve	15:10	18:45	3:35	5	17:55
Teacher Meetings	15:10	16:10	1:00	27	27:00
Teacher Meetings (extended)	15:10	17:10	2:00	2	4:00
Meet the teachers afternoon	15:10	17:00	1:50	1	1:50
Contingency	15:10	16:10	1:00	2	2:00

Additional Curriculum Work	15:10	16:10	1:00	2	2:00
FMAT meeting	15:10	16:10	1:00	5	5:00
Enrichment Day Briefings	15:10	15:30	0:20		
			<b>Total / Year</b>		<b>66:25</b>
<ul style="list-style-type: none"> <li>The Head of Academy has taken the decision that teaching staff only have to attend Parents Evening for the year groups they teach.</li> </ul>			<b>Total</b>		<b>1259:10</b>
			<b>Max</b>		<b>1265:00</b>
			<b>Time Left</b>		<b>5:50</b>