

NASUWT Leeds

The Teachers' Union

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@NASUWT_Leeds15



Leeds Nasuwt Office

DIRECTED TIME

The vast majority of publicly funded schools in England operate according to the School Teachers' Pay and Conditions Document (STPCD) which states that a classroom teacher can only be directed by the headteacher to work for up to a maximum of 1,265 hours over 195 days of the year.

A maximum of 190 days involve teaching pupils/students, the remainder being non-teaching days where you may be asked to undertake other duties related to your role as a teacher. These are often known as in-service training days (INSET). These limits do not apply if you are paid on the leadership range.

You should be **provided with a directed time budget at the beginning of each academic year** based around the school day, which identifies the number of hours you are being directed to undertake the professional duties of a teacher, including your timetabled teaching as well as any meetings and duties such as parental consultations, planning, preparation and assessment (PPA) time, leadership and management time (as appropriate) and meetings.

If you work in a local authority-maintained school in England, the provisions around directed time are statutory and your school cannot choose to ignore them.

Some academies may operate terms and conditions which do not adhere to the STPCD. They are therefore able to set a different directed time calendar specifying working time, which may be in excess of the 1,265 hours and 195 days a year identified in the STPCD. However, your working time should be clearly defined in your contract of employment.

If you work in an academy in England which has a contract specifying different hours and days, then this should still be provided on an annual basis as part of a directed time budget.

Morning and afternoon breaks, assemblies, lunch duties (you cannot be directed to work during your lunchtime) all count towards your directed hours

Guaranteed Planning, Preparation and Assessment (PPA) Time

You are entitled to a minimum of 10% of timetabled teaching time for PPA as part of your hours of directed time. This should be clearly identified on your timetable in blocks that are not less than half an hour.

In most cases, classroom teachers are allocated a minimum of 10% of timetabled teaching time for PPA. Under the STPCD, you cannot be asked to carry out duties other than those involved in planning, preparation and assessment during PPA time.

FOR MORE INFORMATION ABOUT **DIRECTED TIME AND PPA**, CLICK [HERE](#).



**HAPPY
HOLIDAYS**

**and our
best
wishes for
a peaceful**



**from all at
the
Leeds
NASUWT
office**

NEW YEAR'S RESOLUTIONS

Workload continues to be the number one concern for teachers. It is the reason given by many teachers as to why they leave the profession and one of the reasons contributing to the recruitment and retention crisis in teaching. So, why don't you and your **NASUWT** colleagues in school do something to address your workload concerns by following these New Year's Resolutions:

1. I will ensure I have 10% timetabled PPA. It's my time and cannot be directed by others.
2. I will only attend meetings and other activities that are scheduled on the published School Calendar. Consultation will have taken place about this calendar and no changes to teacher's timetables will take place without sound educational reasons.
3. I will apply for Threshold when I reach M6 on the Main Pay Range. If you have completed a year on M6, you should apply and, unless there are any concerns about performance that have already been raised, you should be successful. **A lack of budget is NOT an excuse to deny progression to UPS.**
4. I will only receive and send e-mails from the school email address during directed time.
5. I will refuse to provide lesson plans to management on a general basis. It would be wise to provide one, if requested, when being formally observed.
6. I will ensure that I receive a reasonable amount of Leadership and Management time (if appropriate) and I will not undertake subject responsibility or co-ordinate a subject without a TLR/Leadership Spine payment.
7. I will mark and assess pupils in a manner consistent with the Union's guidance where the school's Marking and Assessment Policy generates excessive workload and has not been agreed by the **NASUWT**.



We are the only UK charity dedicated to supporting the mental health and wellbeing of **teachers and education staff** in schools, colleges and universities.

Education staff need help this Christmas more than ever before.

Applications for financial grants continue to outweigh the funds to provide them. Your donations fund Education Support's grants service to help them to provide families with financial relief at their most stressful times.

The cost of living crisis is having a devastating effect on education staff.

We would like to raise awareness of the work this charity does to support teachers in giving one off grants for either food and travel to work or general living costs.

Please consider giving a one-off donation to make sure they can keep education staff in their jobs and in their homes.

[Donate now](#)

The **NASUWT** also has a Benevolent Fund that our members can apply to if you are in financial difficulty. Click [here](#) for more information.