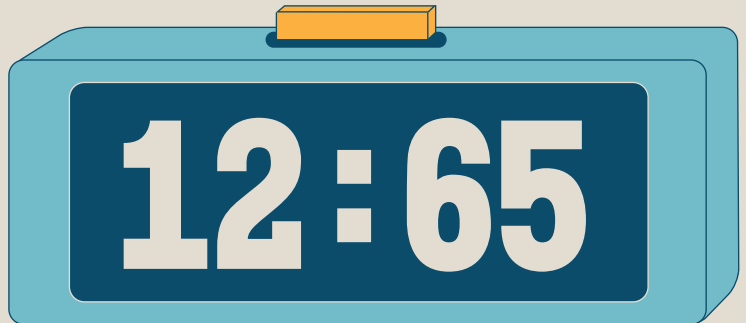


Summer term 2020

# Directed time and how to tackle workload in your school

## Let's stop the clock



Guide for National Education Union  
workplace representatives and members







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# Foreword

Welcome to our first 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.

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 new bargaining calendar is to support you to work together with members at your school to improve working conditions, identifying **one key issue per term**. This summer term 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.

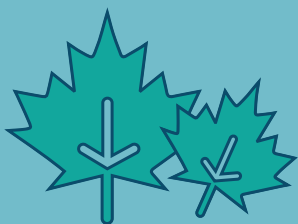
Yours sincerely,

*Kevin Courtney Mary W. Boustead.*

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

# Our bargaining calendar

Our new bargaining calendar is a framework for National Education Union 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.



**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 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 which teachers are “directed” to do and which requires their professional skills. The full list is in sections 51 & 52 of the 2019 School Teachers' Pay and Conditions Document (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.

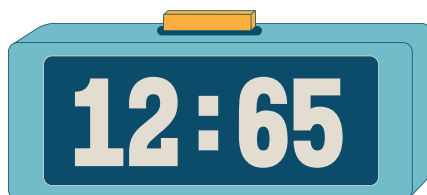
All schools should have a calendar of the activities which make up teachers'

directed time – published in the summer term for the next academic year and 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 and should also be consulted on during the summer term.

**1,265 hours**

**195 days**



**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.
- 2** Use our Excel pro forma to calculate the hours you and others are working, go to **[neu.org.uk/directedtime](https://neu.org.uk/directedtime)**.  
Examples of a directed time calendar is on the next page.
- 3** If members' hours exceed 1,265 over the year, ask your head teacher for a meeting to discuss directed time.
- 4** Meet with members to discuss your head's response and decide your next steps.
- 5** If you need support, contact your branch secretary. Details on how to do this are on page 12 .



# 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
TOTAL		1,259.5 hours
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

## Secondary

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
(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	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 (a cushion of time available for unforeseen circumstances.)		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](https://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  
DN1 3NJ  
[yorkshire&humber@neu.org.uk](mailto:yorkshire&humber@neu.org.uk)

#### **North West**

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

#### **West Midlands**

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

#### **East Midlands**

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

### **Eastern**

Elm House  
45a Anvil Way  
Kennett  
Newmarket  
Suffolk  
CB8 8GY  
**[eastern@neu.org.uk](mailto:eastern@neu.org.uk)**

### **London**

Christine Blower Centre  
90 Point Pleasant  
Riverside Quarter  
Wandsworth  
London  
SW18 1PP  
**[london@neu.org.uk](mailto:london@neu.org.uk)**

### **South East**

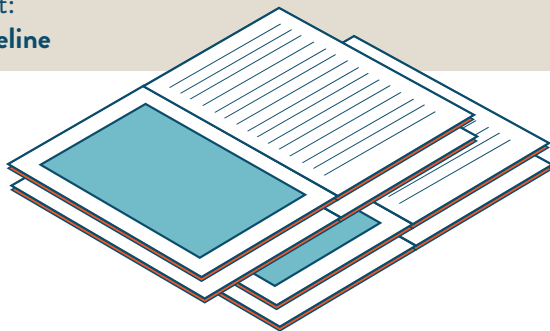
Britton House  
College Road  
Ardingly  
Haywards Heath  
West Sussex  
RH17 6TT  
**[south.east@neu.org.uk](mailto:south.east@neu.org.uk)**

### **South West**

Knightshayes House  
9 Harrier Way  
Sowton  
Exeter  
EX2 7HU  
**[south.west@neu.org.uk](mailto:south.west@neu.org.uk)**

## **NEU Adviceline**

If you would like help and advice representing members at your workplace, contact the NEU AdviceLine at:  
**[neu.org.uk/employment-advice](https://neu.org.uk/employment-advice)**



## Notes



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



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/nationaleducationunion

