



Directed Time Statement

Policy Type: Discretionary
 Issue Date: 1st July 2026
 To Be Reviewed: Annually: 1st July 2027
 Approved by: Headteacher
 Policy Owner: Lyndsay Roe

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
SLT	Senior Leadership Team
CPD	Continuing Professional Development
PPA	Planning, Preparation and Assessment

Directed Time Budget for Teachers at Southfield School

Specified Working Hours

- 51.5 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 for the time being be required to work as such) for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.
- 51.6 Paragraph 51.5 applies to a teacher employed part-time, except that the number of hours the teacher must be available for work in any school year must be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid pursuant to paragraphs 40 and 41.
- 51.7 In addition to the hours a teacher is required to be available for work under paragraph 51.5 or 51.6, as the case may be, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including, in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

*Taken from the School Teachers' Pay and Conditions Document
 September 2019*



Optimism

Resilience

Balance

Individuality

Synergy

Directed Time for Teachers at Southfield School – Full Time Teachers

Minutes Hours Days Fortnights Total

Periods Available	Periods for which the teaching is available over the course of the 2-week timetable. This includes teaching time, gained time, electives, PPA and management time.	3000	50		18.8	940
Form Time	Form times that the teacher is responsible for delivering the set curriculum	25	0.42	8	18.8	62.67
Morning Briefing	These take place every Monday (Tuesday if not in school Monday) for all staff in GLT. 8.15am-8.25am If Monday is your working from home day, you can email to arrange a Teams link for the meeting or catch up by reading the notes on the noticeboard.	10	0.17	2	18.8	6.27
Morning Buffer	Staff required in school 5 minutes before period 1 on all days except briefing day. This 5 minutes staff are expected to be moving to their period 1 classroom and managing student movement or greeting students at the door of the classroom	5	0.08	10	18.8	15.67
Lesson Changeover	3 changeover periods per day. Staff to support in managing student movement in the corridors	15	0.25	150		37.5
Wednesday Changeover	2 changeover periods per day. Staff to support in managing student movement in the corridors	10	0.17	38		6.33
Wednesday CPD	Every Wednesday 2.35pm until 4.30pm although CPD begins at 2.45pm so staff have a break between electives and starting CPD. Sessions to include subject knowledge enhancement, curriculum review and development, appraisal and other CPD linked to the school priorities.	115	1.92	2.	19	72.83



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Break Time - 20 mins per day	5 break duties per fortnight to supervise students during their breaks/lunches. Other 5 unspecified but can be used to fulfil professional duties. Could be directed by leaders to certain tasks which include duty cover. Staff can volunteer for lunch duty. This will replace a break duty and receive a free lunch Staff doing a lunch duty or lunch club would not have a break duty on the same day unless requested.	20	0.33	150		50
Weds Break - 15 Mins	As Above	15	0.25	38		9.5
Training days	In person: 1st September - Welcome back and expectations	390	6.5	1		6.5
Training days	In person: 23rd October - Trust conference	420	7	1		7
Training days	In person: 18th January - Details TBC 28th June - Curriculum/Year review and future planning Disaggregated: 21st December (Mock marking – approx. 6 hours) 9th April (Start of year training videos – approx. 6 hours) 26th July (2 hr twilights on each of 19th November 8th March, 27th April)	360	6	5		30
Parents Evenings	Attendance at parents evening is 2.5 hours but 1 hour directed time is already included in CPD time. Staff can choose their 2.5 hour slot anytime from 4pm onwards if online. If in person, earliest start time is 4.30	90	1.5	7		10.5



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Tutor Evening	<p>Evenings will be 1 hour and times will vary depending on year groups. 1.5 hours attendance (15 minutes either side of event) at a parents event linked to the year group the staff member is a tutor for.</p> <p>Year 7 and 12 - Welcome evenings - 9th September Year 8 - Making the most of year 8 - 21st October Year 9 - Preparing for GCSEs - 26th May Year 10 - Preparing for mock exams - 14th April Year 11 - Maximising Potential - 15th September Year 13 – TBC</p> <p>If you are part-time on these days, you will not be obliged to attend.</p> <p>If this day is your working from home day, you would be expected to attend this event in person.</p>	120	1.5	1		1.5
Open evening 5-8	<p>23rd September All staff expected to attend from 4.30-8.15. to engage parents and encourage students to enrol at the school. Time allocation is not 3.75 hours given staff finish at 2.35 this day (1hr55min early)</p>	110	1.83	1		1.83
6th Form Open Evening 5.30-7.30	<p>18th November All staff expected to attend from 5.15-7.45. to engage parents and encourage students to enrol at the school. Time allocation is not 2.5 hours given staff finish at 3.30 this day (1 hour early)</p>	90	1.5	1		1.5



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Preferences Evening 5.30-7	30th September Preferences subject staff expected to attend from 5.15-7.15. to engage parents and encourage students to enrol in their subject. Time allocation is not 2 hours given staff finish at 3.30 this day (1 hour early)	60	1	1		1
Online CPD	3 hrs online CPD to be directed when required	60	1	3		3
Unallocated time	For line manager or senior members of staff to direct. Fair notice must be given					1.40

Total

1263.60

Having looked at the budgets for other schools – there are a variety of ways of allocating the 1265 hrs. We have decided to produce a generic budget which allows flexibility for the many different roles within this school. Rather than be overly prescriptive, allocating every hour to a specific task, we have left what we feel to be a generous time allocation for the individual teacher to manage in the best way possible in order for them to meet the specific requirements and demands of their role. It also allows the school to respond to the changing demands of the school as they develop.

When exam groups have left, teachers' 'gained time' will be directed by the SLT and middle leaders as per school requirements.

A personalised directed time budget will be calculated for all staff and shared with staff and line managers. A member of the Senior Leadership Team will meet anyone who exceeds their 1265 (prorated) hours to find solutions to bring them back within the correct directed hours.