



St Anthony's
SCHOOL ●●●

St Anthony's School

Policy No. 22 Directed Time (1265 hours)

September 2020

The following hours are directed by the Headteacher and require the teaching staff to be in school during these periods. Teachers need to be in school for a minimum of 195 days a year including 5 days for INSET – the equivalent of 25 hours. A teacher is required to work, 'such reasonable additional hours as may be needed to enable him/her to discharge effectively his professional duties'.

The amount of time for professional duties beyond the 1265 hours of directed time is decided by the teacher and not the Headteacher or governing body. The teacher also decides the number of additional hours necessary and where and when such duties will be performed, to ensure teaching standards are met,

1265 hours is made up of:

Teacher time in school	8.30 – 3.15	190 days x 6 hours = 1140 hours (includes PPA time)*
Weekly meetings	3:15 – 4:15	= 37 hours
Curriculum Time ✓ Curriculum Lead meetings ✓ Drop-in sessions for teachers with Lead practitioners to support with subject knowledge		= 10 hours
Break duties	30mins per week	= 19.5 hours
Performance Management		= 2 hours
Annual Reviews	2 x 0.5hr 1 x 1.5 hrs x 9 pupils	= 22.5 hours
After School clubs		= 6 hours
5 development days		= 25 hours
	Total	= 1263 hours
	Contingency hours	= 2 hours

*Teachers in school Monday, Tuesday, Thursday and Friday until at least 3.15. Wednesday until 4.15 to include meeting time above. Thursday would be Curriculum Time

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