

## **Introductory notes on Planned Annual Allocation of Working Time form for Teachers**

This form is not obligatory but is designed to help schools plan working time to the mutual benefit of all concerned. Although it provides for signature by the head teacher, who is responsible for directing the time of all teachers on the staff of the school, other members of the leadership team may help in preparing the form. Time can be saved by recognising that groups of teachers may have the same allocations of working time, across some or all of the headings.

The form deals with plans for working time, rather than being a weekly record of hours worked. It is acknowledged that changed circumstances may alter these plans, for example, if arrangements are made during the year for a teacher to attend additional professional development activities during school sessions, or on the relatively few occasions when a teacher is asked to cover for another colleague. Where a teacher's job changes during the year, for example, on promotion or if a teacher reduces to part-time, a new form should be completed for the remainder of the year.

The reference to dates for staff meetings and meetings with parents being published in the school calendar reflects the importance of a reasonable balance between time spent in work and time spent on other aspects of life, included in the national agreement on workload and given statutory recognition in the School Teachers' Pay and Conditions Document. Employees with childcare or other domestic requirements are expected to make appropriate arrangements in advance to ensure that these responsibilities are covered whilst they are at work. Altering such arrangements at short notice may be difficult if not impossible. The School Teachers' Pay and Conditions Document requires working hours to be allocated reasonably throughout the 195 days and, whilst this may be interpreted as referring principally to the distribution of working hours, the concept of reasonableness also applies to the amount of notice given in planning that distribution. Head teachers should therefore consult all staff if, in response to unforeseen events, they propose to alter the date of any meeting.

## School Teachers' Pay and Conditions Document, Planned Annual Allocation of Working Time

Model form recommended for completion at the beginning of each school year in accordance with the authority's guidance on working time

Name of Teacher \_\_\_\_\_

Job title and salary status (i.e. classroom teacher, or leadership spine)  
\_\_\_\_\_

Name of School  
\_\_\_\_\_

| 1. Duties and responsibilities during the pupil day  | Hours in a year |
|--|-----------------|
| Classroom teaching   |                 |
| Leadership/management (where applicable)   |                 |
| Planning, preparation and assessment   |                 |
| Statutory induction for newly qualified teachers (equivalent to 10 per cent of teaching time for classroom teachers in the school)   |                 |
| Registration, assemblies, mid-morning and mid-afternoon breaks   |                 |
| Other duties (where applicable - specify)  |                 |
| Total hours during school day during the year (not to exceed the length of the school day multiplied by 190 days)  |                 |
| 2. Buffer time   |                 |
| 3. Other duties outside the school day*, including <ul style="list-style-type: none"> <li>• Extra time for any training courses extending outside the school day (specify dates etc.)</li> <li>• Staff meetings (as specified in the school calendar)</li> <li>• Extra leadership/management/headship time</li> <li>• Meetings with parents (as specified in the school calendar)</li> <li>• Extra time for educational visits extending outside the school day (specify dates etc.)</li> <li>• Evening events such as performances by pupils (specify dates etc.)</li> <li>• Other (specify)</li> </ul> |                 |
| 4. Teacher days, used for preparatory meetings and work by staff, including professional and curriculum development (usually 6 hours multiplied by 5 days, but may be more if any training courses and travelling to them take up more than 6 hours)   |                 |
| 5. Contingency* for unforeseen events outside the school day (e.g. taking an injured child to hospital in the absence of parents)  |                 |
| Total (not to exceed 1265 hours for teachers other than those on the leadership spine and advanced skills teachers)  |                 |

\*A separate form for teachers to record the hours actually used under 3 and 5, which normally vary from week to week, is provided below.

Head Teacher's Initials \_\_\_\_\_ Date \_\_\_\_\_

## School Teachers' Pay and Conditions Document

### Recording of Time Worked Against Item 3 (Other Duties Outside The School Day) And The Allocated Contingency

#### Note:

The length of the school day and the amount of buffer time will be the same for each teacher in the school and in each week of the year, so it can be assumed that the number of hours worked by a teacher during the school week will be a standard figure. However, there will be weekly variations in directed time outside the school day and for this reason weekly records should be kept. These model record sheets are for each teacher to complete and keep. Only duties and hours specified by Head Teachers may be recorded. Teachers will keep them available for Head Teachers to scrutinise and to countersign as necessary.

| School Week Beginning | Other specified duties outside the school day (see list in model form for the annual allocation) including the contingency for unforeseen events | Hours Used | Hours Remaining | Head's Initials |
|-----------------------|--|------------|-----------------|-----------------|
|                       |  |            |                 |                 |
|                       |  |            |                 |                 |
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