

Ulster Teachers' Union

Time Budget Guidance

August 2020



Time Budget Guidance

Every teacher is entitled to a **Directed Time budget**, which sets out the individual responsibility of the teacher in the school. **A full time teacher is required to be available for work for 1265 hours over 195 days** (*pro-rata thereof for part time teachers*).

All the information below is contained within the [TNC 2020 Agreement between Management and Trade Union Side of the Teachers' Negotiating Committee](#).

Please find below the main points to consider:

- The requirement for time budgets has been in place since 1987, and whilst many schools will have had a time budget in place, the importance of time budgets in light of teachers' work life balance was emphasised in the pay and workload negotiations and slight amendments have been made.
- It is the Principal's professional duty to determine the time budget and discuss the content with staff. Time budgets will be different from teacher to teacher, depending on their contracted hours (directed time for part-time teachers has to be calculated on a pro-rata basis) and responsibilities.
- All time that a teacher is required to be on the premises to fulfil their professional duties, as directed by the Principal, has to be accounted for in the time budget as part of directed time. If a teacher is asked to fulfil duties which are not included in the time budget (such as residential trips, after school clubs, school events), it is a matter of negotiation between the teacher and the Principal as to how the time budget can be adjusted accordingly. If time is not allocated, the activities take place on a voluntary basis and a teacher cannot be directed to engage in or fulfil the duties identified.

What is included?

- Class contact time: **Primary school and Special school teachers are required to teach up to a maximum of 25 hours per week, in post primary schools 23.5 hours.**
- Supervision time: **when no active teaching is taking place, as well as break duties, bus duties, assemblies.**
- Non-teaching days: **5 Baker Days plus up to 5 additional days (pro-rata for part-time teachers).**
- Planning, Preparation and Assessment (PPA) time: **10% of overall Directed Time, which is ring fenced and teachers should not be asked to undertake any other duties during this time.**
- TA/SENCO time: **Teachers in receipt of a teaching allowance or special educational needs allowance with additional responsibility must have sufficient time set aside within the time budget to fulfil these duties.**
- Assembly and registration: **counted towards directed time. Leading an assembly and delivering learning or pastoral work counted as class contact time.**
- Lunch: **statutory lunch break of 30 minutes is unpaid and not part of directed time, teachers do therefore not have to stay on the premises. Any additional time over lunch is counted towards directed time, as is the morning break.**
- Parent interviews: **dates and times should be identified and communicated to staff at the beginning of the year. This time is also part of the overall directed time.**
- Evening meetings and school events: **If staff are required to attend events such as Christmas concerts, school meetings or other events, the dates and times have to be communicated to staff as part of the academic school calendar and the time has to be identified in the time budget.**
- Staff meetings: **all staff meetings, including those for staff with additional responsibilities, have to be scheduled at the beginning of the academic year and accounted for in the time budget.**
- Flexibility: **There is a certain element of flexibility once the time budget has been provided, but any changes will have to be discussed with the teachers and the overall directed time can't be exceeded.**

If a Principal does not provide teachers with an individual time budget, they are in breach of the TNC agreement and teachers should contact an Ulster Teachers' Union official via office@utu.edu.

Time budget sample pro forma

Directed time	Timings	Number of hours	Weeks	Days	Total number of hours
Morning					
Directed time before school					
Teaching time					
Break time					
Directed time lunch					
Afternoon					
Teaching time					
Directed time after school					
Additional directed time					
PPA time					
TA/SENCO time					
Baker Days					
Additional closure Days					
Parent interview					
School events					
Emergency					
Total					

Time budget *worked example 1*

Directed time	Timings	Number of hours	Weeks	Days	Total number of hours
<i>Morning</i>					
Directed time before school	15min	0.25	37	5	46.25
Teaching time		25	37		925
Break time	15min	0.25	37	5	46.25
<i>Directed time lunch</i>					
<i>Afternoon</i>					
Teaching time					
Directed time after school	15min	0.25	37	4	46.25
Additional directed time					
PPA time		3.4	37		126
TA/SENCO time					
Baker Days	5 days	5	---	5	25
Additional closure Days	5 days	5	---	5	25
Parent interview		2		5	10
School events	2 hours	2 hours			2
Emergency	3 hours	3 hours			3
Total					1254.75

Time budget *worked example 2*

Directed time	Timings	Number of hours	Weeks	Days	Total number of hours
Morning					
Directed time before school	8.45-9.00 15min	0.25		190	47.5
Registration	9.00-9.15 15 min	0.25		190	47.5
Teaching time	1 hour period	21	39		819
Cover Period	1 hour	1		20	20
Break time	15min	0.25		190	47.5
Daily Supervision					
Morning	10min	0.17	39	2	13.26
Afternoon	15min	0.25	39	5	48.75
Additional directed time					
PPA time		0.65		190	125
Meetings		1	39		39
TA/SENCO time					
Baker Days	6 hours	6 hours		5	30
Additional closure Days					
Parent interview		3 hours		7	21
Reports		20 hours			20
School events		3 hours		4	12
Contingency		3.5 hours			3.5
Total					1246.01

Time budget *worked example 3*

Directed time	Timings	Number of hours / min	Weeks	Days	Total number of hours
Morning					
Directed time before school	8.45-8.50 5min	5min		190	15.9
Registration	8.50-9.10 20min	20min		190	63.4
Teaching time morning		200 min		190	634
Teaching time afternoon		70 min		190	222
Supervision	3.30 – 3.45	15 min			47.5
PPA Mon		90 min	37		55.5
PPA Tue		60 min	37		37
PPA Wed		60 min	37		37
PPA Thur		60 min	37		37
PPA Fri		15 min	37		9.25
INSET Days		300 min		5	25
SDD		300 min		5	25
Staff Mtg		90 min	10		15
Key Stage mtg		90 min	10		15
Parent Mtg	Oct / May	90 min	2		3
Parent Event		120 min	1		2
Total					1243.6

Time budget *worked example 4*

Pro-rata 3 days per week

Directed time	Timings	Number of hours	Weeks	Days	Total number of hours
Morning	8.45-9.00	0.25	38	3	28.5
Registration Assembly	9.00 – 9.15	0.25	38	3	28.5
Teaching 1		5	38		190
Teaching 2		4	38		152
Teaching 3		4	38		152
Break Duty		0.25	38	1	9.5
DD 1 day per week	3.15-4.15	1	38		38
Cover Period		1		12	12
PPA		2	38		76
INSET		6		3	18
Optional Day		6		2	12
Parent meetings		3		3	9
Contingency					10
Total					736.5

759 hours / 3 days per week

What to do next?

Your Principal should provide you with your time budget. If you have not received your time budget by 1 September 2020, please email your Principal requesting it. After 5 working days if you have still not been able to get a time budget in writing, please contact either your UTU School Rep or email an official at HQ via office@utu.edu

Supporting you, the member.

Over the coming weeks the Ulster Teachers' Union is hosting webinars for Principals, School Leaders and Teachers to discuss time budgets. Please look out for the email or social media posts with the dates and times. If you need to speak to an official, please contact HQ via office@utu.edu

Useful links:

The Ulster Teachers Union Website - <https://www.utu.edu>

Advice On Developing Directed Time Budgets -

<https://www.eani.org.uk/sites/default/files/2020-06/Advice%20on%20Developing%20%20Directed%20Time%20Budgets%20050620.pdf>

Jordanstown Agreement DENI Circular 1987/26 - <https://www.education-ni.gov.uk/sites/default/files/publications/de/1987-26-teachers-pay.pdf>

Joint Statement from Management Side and NITC 8 April 2020 – Teachers Pay and Workload - <https://www.education-ni.gov.uk/publications/joint-statement-management-side-and-nitc-8-april-2020>

PPA Time Policy Statement (TNC 2009/8) - <https://www.education-ni.gov.uk/sites/default/files/publications/de/tnc-2009-8-ppa-policy-statement-2.pdf>

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 <https://www.education-ni.gov.uk/sites/default/files/publications/de/terms-and-conditions-regs-87.pdf>

**Please remember you can contact the Ulster Teachers' Union Officials
via email office@utu.edu**



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