



**Symphony Learning**  
TRUST

# Amplification Policy

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Adopted by Symphony Learning Trust on	1/11/16
Next Review Due	Change of Regulation

Policy developed by



Leicestershire  
County Council

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This policy applies to teachers working in schools within the Symphony Learning Trust. Unless otherwise indicated, the provisions of this policy shall not apply to posts on the Leadership Pay Range. For further clarification, please refer to the School Teachers' Pay and Conditions Document (STPCD).

Related guidance can also be found in:

- STPCD;
- Leave of Absence Policy;
- Guidance on the Arrangements for Short Term Cover and PPA Provision by Teaching and Classroom Support Staff.

Throughout this policy, unless indicated otherwise, all references to 'Head Teacher' include the Executive Head Teacher.

## Purpose

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The purpose of this document is to set out the amplification of the School Teachers' Pay and Conditions Order (the Order). The provisions of the Order itself will continue to apply; this document explains the detail of how those provisions will be implemented across the Symphony Learning Trust.

The Order requires that a teacher employed full-time must be available for work for 195 days in any school year, of which 190 are to be days upon which the teacher may be required to teach pupils and perform other duties.

Within the school year, a teacher is required to be available to perform such duties at such times and such places as may be specified by the Head Teacher (or where the teacher is not assigned to any one school, by the employer or the Head Teacher of any school in which the teacher may be required to work) for 1265 hours, those hours to be allocated reasonably throughout the 195 days. Any changes need to be reasonable and agreed prior to the change takes place.

In addition to the 1265 hours, 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.

For clarification about part-time teachers, please refer to the relevant paragraph below, or to the School Teachers' Pay and Conditions Document (STPCD).

Put simply, this document explains how the total 195 days and 1265 hours will be applied and what will count, and not count, towards the 195 days and 1265 hours.

## Definition of Terms

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The following terms are used in this document:

- a) "Teacher's Year" means 195 days, not necessarily consecutive, in the school year, made up of 190 days for teaching and performing other duties ("teaching days") and another 5 days for other duties and activities ("other days"). The determination of school term dates being in accordance with the process agreed by Leicestershire County Council for maintained schools, which the OWLS Academy Trust has elected to adopt.
- b) "Directed Time" means time which counts towards the total of 1265 hours and will consist of "Core Time" and "Extended Time".

- c) "Core Time" means the basic time for which all teachers will be required to work and includes any or all of the following:
- i) The pupils' school day;
  - ii) 10 minutes before the start and after the end of the pupils' school day and 5 minutes at the start and end of the midday break;
  - iii) Time taken for any reasonable supervisory or security duties outside the periods mentioned in (i) and (ii) above;
  - iv) Any time within the pupils school day required for attendance at a Governors' meeting as a staff governor;
  - v) Time within the pupils' school day that is allocated as guaranteed PPA time. Such time will constitute a minimum of 10% of every teacher's individual timetabled teaching time, including for those paid on the Leadership Pay Range.
  - vi) Time within the pupils' school day when a teacher is required to cover for an absent colleague. This will be rarely – for more detail see the Guidance on Arrangements for Short Term Cover and PPA Provision for Teaching and Classroom Support Staff;
  - vii) Time within the pupils' school day that is allocated as induction time for NQTs in their first year of teaching, who must have a reduction of 10% of their teaching timetable in relation to other teachers in their school;
  - viii) Leadership and management time within the pupils' school day for teachers with management responsibilities, including those on the Leadership Pay Range, to undertake activities relating to the achievement of those responsibilities.
  - ix) Any additional non-contact time.
- d) "Extended Time" means the specific period of time agreed with the Head Teacher and taken for any of the following activities which the Head Teacher has agreed, in consultation with the teacher, should count towards the Directed Time:
- i) Meetings associated with the teachers' professional duties, including staff meetings, parents' meetings, departmental meetings, Continued Professional Development (CPD) meetings with appropriate external agencies, meetings with examination boards, etc;
  - ii) Attendance outside the pupils' school day at a governors' meeting as a staff governor;
  - iii) Exams finishing beyond the normal pupils' school day;
  - iv) Sports fixtures and other extra-curricular activities (but any **paid** activities are **not** part of extended time – STPCD Section 3)

Any evening activity which counts towards extended time should normally have a known finishing time, agreed beforehand. In fixing the time of evening activities, account will be taken of school and community needs and expectations.

- e) "Notional School Day" means a notional period of 6½ hours and is used for certain limited purposes associated with leave of absence and non-residential field courses and educational visits.

## Travel and Breaks

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Time spent travelling to and from the place of work will not count towards Directed Time, and nor will any break between the working day and any evening activity unless it has been agreed that the time involved counts towards Directed Time. Consideration should be given as to whether the amount of time involved constitutes "trapped" time rather than time for a "reasonable" break to be taken. Where the amount of time is "trapped" this should be counted towards directed time.

## **Field Study Courses and Educational Visits for Pupils**

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Courses and visits are either “eligible for credit” or “voluntary”. The courses and visits which are “eligible for credit” are those which are either considered to be a requirement of an examination course or considered to be essential to the school's curriculum by the Head Teacher, in consultation with the teaching staff and in accordance with any directions of the Academy Trust / School.

### **Residential Courses and Visits**

Eligible for Credit: Time spent on weekdays and weekend days will count towards Directed Time. Each teacher who accompanies or leads such a residential course or visit will be credited with 9 hours of Directed Time for each full day. In addition, a further notional period of 15 hours will be allocated for each night away from school; these notional 15 hours recognize the need for extended supervision generally and for a member of staff to be “on call” at night, and will be distributed equitably amongst the teachers accompanying the pupils to supplement the basic entitlement of 9 hours.

Voluntary: Undoubtedly voluntary courses and visits will take place, but credit will not be given. Within the 195 days such courses will be credited at 6½ hours per day.

### **Non-Residential Courses and Visits**

Eligible for Credit: a teacher who accompanies or leads such a course or visit can be credited with the time taken or 9 hours, whichever is the least amount.

## **Midday Break**

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In accordance with the STPCD, no teacher may be required, under their contract of employment as a teacher, to undertake midday supervision.

A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm. Employees on the Leadership Pay Range are entitled to a break of reasonable length as near to the middle of each school day as is reasonable practicable.

## **The “Other” Five Days**

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Each of the “Other” 5 days shall count as 6 hours each.

One of the 5 days is to be used in every school for a preparation day immediately prior to the beginning of the new school year for individual teachers. In Leicestershire two days are at the beginning of the Autumn term and one at the beginning of the Spring term. The remaining two days will be used on dates agreed by the Head Teacher after consultation with the teaching staff and after taking into account the school and community needs and expectations. At least 2 of the days will be used for whole school in-service activities and curriculum planning to the teaching staff; any remaining days may be spent on special activities by individual teachers

## **Activities Outside 195 Days**

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The Academy Trust recognises that some activities may take place outside the 195 days, but such activities will only count as “Extended Time” activities if they are agreed requirements of an examination course or are otherwise agreed by the Head Teacher as “Extended Time” activities.

IF activities of the kind mentioned above take place at the weekend, Local Governing Bodies and Head Teachers should ensure that they adhere to the working limits set out in the Working Time Regulations 1998 (paragraph 20 – Unmeasured Time).

## **Part-Time Teachers**

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The conditions set out above shall apply pro-rata to the proportion of the working year or day for which the teacher is employed in accordance with the section of this document entitled "Purpose". It may be considered that part-time teachers should be expected to attend the relevant proportion of meetings and training days in accordance with their contract. This should be discussed with any part-time teachers concerned, but it is recommended that due regard be given to the flexibilities available when scheduling such events.

## **Supply Teachers**

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Supply teachers employed for single days or individually contracted by a school (but not through a private agency) are required to work core time.



## Appendix A: Time Budget Example

NB: These activities and times are illustrative only; their purpose is to give examples of a "time budget" which may be recorded between the Head Teacher and the teaching staff.

PRIMARY				SECONDARY			
		Hours	Mins			Hours	Mins
Morning Session. 3 hrs x 190	=	570		Morning Session. 3 hrs & 40 mins x 190	=	696	40
Afternoon Session. 2 hrs & 15 mins x 190	=	427	30	Afternoon Session. 2 hrs x 190	=	380	
10 mins before and after school day plus 5 minutes beginning and end of midday break. 30 mins x 190	=	95		10 mins before and after school day plus 5 minutes beginning and end of midday break. 30 mins x 190	=	95	
Parents' Evenings 2 hrs & 30 mins x 4	=	10		Parents' Evenings 2 hrs & 30 mins x 7	=	17	30
Staff Meetings. 1 hr x 38	=	38		Staff Meetings. 1 hr x 38	=	38	
Other Activities.	=	94	30	Other Activities.	=	7	50
<b>SUBTOTAL</b>		<b>1235</b>		<b>SUBTOTAL</b>		<b>1235</b>	
Teacher Days 6 hrs x 5	=	30		Teacher Days 6 hrs x 5	=	30	
<b>TOTAL</b>		<b>1265</b>		<b>TOTAL</b>		<b>1265</b>	

## General Conditions

Supply teachers are paid on an hourly rate if they work for less than a day or a daily rate if they work for one or more days.

Supply teacher engaged at these rates will be expected to carry out, as far as possible, both the teaching responsibilities and the general duties of the absent teacher. They would also be expected to follow the existing pattern of the school day according to the Amplification.

The rate of pay for these is based on a notional 6.5 hour day, which incorporates time for consultation with other members of staff about the supply work at the beginning and end of the supply session, as well as contact time.

It is expected that schools will use this additional time to brief the supply teacher on the work that will be expected of them. The precise nature of the teaching, the availability of teaching material, whether work has been set by the absent teacher, and any additional duties required should be explained and agreed at the time of engagement.

## Payment of Supply Teachers – Calculation of Pay

Daily Rate      1/195 of full time rate of salary  
 Hourly rate     1/1265 of full time rate of salary

Full time rate of salary is the incremental point on the Main Scale to which individual teachers are entitled by reference to previous service and qualifications (i.e. not a spot rate of salary).

Head Teachers should record the period actually worked by the supply teacher, including teaching and non-teaching time, subject to a maximum of 6.5 hours per day.

The precise balance between teaching and non-teaching time will vary, but as a rule of thumb every hour of teaching time will attract 20 minutes of non-teaching direct time within the maximum of 6.5 hours per day.

Where the timetabled day of the school is greater than 5 hours then the general principle of added directed non-teaching time to teaching time should still be used but the 3:1 ratio of teaching time to non-teaching time used in the example below will have to be adjusted. The total of teaching and directed non-teaching time must not exceed 6.5 hours per day.

## Example

TEACHING TIME	DIRECTED NON-TEACHING TIME	BASIS OF PAYMENT
1 hour	20 minutes	$\frac{1.33}{1265} \times$ full time rate of salary
1.5 hours	30 minutes	$\frac{2}{1265} \times$ full time rate of salary
3 hours	1 hour	$\frac{4}{1265} \times$ full time rate of salary
5 hours	1 hour 30 minutes	$\frac{6.5}{1265} \times$ full time rate of salary