

# into



INTO  
Vere Foster House  
23 College Gardens  
Belfast BT9 6BS

Phone: 028 90 38 14 55  
Fax: 028 90 66 28 03  
Email: [infoni@into.ie](mailto:infoni@into.ie)  
Web: [www.into.ie](http://www.into.ie)  
Twitter: INTO\_NI

**Irish National Teachers' Organisation**  
**Cumann Múinteoirí Éireann**

*A nation's greatness depends upon the education of its people*



## BULLETIN 4

### To Support Members Without Agreed Individual Directed Time Budgets

1 February 2022

An individual directed time budget ensures that all tasks and duties can be completed within the working year (1265hrs) If a teacher does not have an **agreed** individual directed time budget, protections must be put in place to ensure a manageable workload.

**INTO advises all members without an agreed individual directed time budget:**

- You cannot be directed to work beyond 32.4hrs\* per week (pro rata)
- You are entitled to protected Planning Preparation Assessment (PPA) time (10% minimum) 3hrs 15 minutes per week\*
- Time for SEN admin/meeting/reporting must be identified for all teachers and is **NOT** included within PPA
- Attend school meetings, as scheduled and agreed prior to the commencement of the school year, when identified as part of an agreed individual DTB
- The introduction of all new initiatives must be considered through an agreed individual DTB
- Ensure contact time does not exceed max outlined in Jordanstown Agreement (Primary/Special 25hrs Post primary 23.5hrs)\*
- Teachers with additional areas of responsibility incl. SENCO should ensure that time is allocated to carry out their role within the working day.
- If time is not available to carry out any duty or responsibility you should immediately inform your principal that it cannot be completed without an individual directed time budget identifying appropriate and proportionate time to meet the demands of the role/task.
- Where a member takes on a new role they should ensure their agreed individual DTB is adjusted to reflect the demands of their new role.
- 2021-22 Due to the additional bank holiday 194 days (1258.5hrs)

\*Teachers working a part time contract ensure contact hours are reduced accordingly

INTO advises all members to establish their knowledge of DTBs

<https://www.into.ie/ni/help-advice/rights-conditions/working-time-professional-duties/directed-time-budgets/>

<https://www.education-ni.gov.uk/sites/default/files/publications/education/TNC%202020-1%20Agreement%20Between%20Management%20and%20Trade%20Union%20Side%20of%20the%20Teachers%20%20Negotiating%20Committee.pdf>

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