

Directed Time Budget Checklist – Getting It Right

Time allocated must be sufficient to enable the individual teacher to carry out their additional roles as well as *“improving the quality of pupil learning and achievement. Supervision, cover, allocated pastoral duties, planning, preparation and assessment, Continuous Professional Development, and giving information to parents are all components of a Directed Time Budget.”* (EANI advice on developing Directed Time Budgets)

The overarching objective of an individual Directed Time Budget is to ensure a work-life balance.

1. Have the 195 days of your school year been identified? []
2. Has all the time, each week, a teacher is directed to be on school premises been identified?
(Day start and finish times, excluding lunch, should not exceed 32.4hrs a week) []
3. Class contact time (inclusive of cover) does not exceed: Post-primary 23.5hrs, Primary/Special 25hrs []
4. Is a minimum of 10% PPA time clearly identified & allocated within the budget? []
5. Is the annual schedule of whole school meetings allocated within the budget? []
6. Is time allocated for administration & assessment linked to pupils with SEN?
e.g. PLP, annual review, meeting prep, update digital file etc. []
7. Is time allocated for professional duties?
e.g. form duties, parent contact, safeguarding, pastoral care etc. []
8. Is time allocated for professional development e.g. PRSD meetings, evidence collating,
Induction/EPD, individual and professional collaborative professional learning activities? []
9. Have dates and times been identified for parent teacher meetings? []
10. Has time been allocated for the completion of an annual report for pupils? []
11. Have extra ordinary events been identified and allocated time?
e.g. Open days/prize giving/religious events []
12. Have the staff development days and any planned exceptional closure days been included in
the time budget? []
13. Has contingency time been allocated? []
14. Is your time budget responsive & flexible with the aim of achieving a better work-life balance? []

Managerial/Teaching allowances

15. Has time been allocated for managerial meetings? []
16. Is adequate time allocated for teaching allowance/managerial duties? []
17. Is sufficient time allocated, in line with SEN Regulations, to the Learning Support Coordinator
(SENCO) for: meeting the needs of the children identified, ongoing training and reporting? []