

*planning, preparation  
and assessment  
(PPA) time*

*leadership and  
management time*

Guidance for NUT Members



## Your Questions Answered

### 1. Introduction

This guidance document will improve understanding of some important changes to teachers' conditions of service which will affect the way in which school-time is organised.

This document deals with two changes to conditions of service which affect the amount of non-contact time to which teachers are entitled during the school day. These are the introduction of Planning, Preparation and Assessment (PPA) Time and Leadership and Management Time. The vast majority of teachers will be entitled to PPA time from September 2005. Leadership and Management Time has been a contractual entitlement for those with leadership and management responsibilities since September 2003. Some teachers will, by September 2005, be entitled to both.

The NUT continues to oppose many aspects of the school workforce remodelling programme, particularly the use of support staff for teaching duties or their employment in place of teachers. It has long argued, however, for reductions in teachers' workload and working hours and for all teachers to be entitled to time for planning, preparation and assessment

Set out below is detailed guidance on how both PPA and Leadership and Management Time should be implemented.

The guidance, which is set out in the form of questions and answers, will enable NUT members to receive the amount of time off from their teaching duties to which they are contractually entitled.

**The statutory entitlement to PPA applies to all teachers who come within the remit of the School Teachers' Pay and Conditions Document (STPCD). This includes teachers in community, community special, foundation, voluntary-aided, PRUs and LEA centrally employed staff. Members in independent schools and academies will be entitled to PPA if their contracts of employment entitle them to the pay and working conditions of the STPCD. The NUT believes that PPA should be available to members in other such schools and the support of the NUT is available to members in independent schools and academies to secure this.**

NUT School Representatives may be able to assist with any initial clarification or give initial guidance on problems and concerns. Where necessary, further advice and guidance should be sought from the NUT Regional Office for your area in England or from NUT Cymru in Wales.

## SECTION 1 – PPA TIME

### 2. What is PPA time?

PPA time is time set aside for teachers during their timetabled teaching day to allow them to carry out planning, preparation and assessment activities. Its purpose is to relieve some of the existing workload pressures on teachers. Its purpose must also be to provide time during the school day for teachers to plan, prepare and assess and reduce time spent otherwise at weekends and evenings. In particular, it should reduce overall working hours and prevent working weeks of excessive length.

### 3. When will I start receiving PPA time?

With effect from 1 September 2005, all teachers with timetabled teaching commitments will have a contractual entitlement to PPA time. Some schools are introducing PPA time prior to this date. The NUT supports these moves to early implementation.

### 4. Are all teachers entitled to PPA time?

All teachers who are employed under the School Teachers' Pay and Conditions Document (STPCD), and who have a teaching timetable, are entitled to a minimum of 10 per cent of their timetabled teaching time for planning, preparation and assessment.

**This includes head teachers, deputy head teachers, assistant head teachers, advanced skills teachers and teachers with**

**other management and leadership responsibilities who have teaching commitments. PPA is in addition to any Leadership and Management Time they may receive.**

Section 2 provides detailed information on Leadership and Management Time.

The position of **supply teachers** depends on the nature and duration of their engagement. Temporary members of staff whose work includes preparation, planning and assessment of the classes which they take, should receive PPA time on the same basis as permanent teachers.

The teaching timetable of a **newly qualified teacher (NQT)** should not exceed 90 per cent of the time during which a teacher without management responsibilities who has already successfully completed induction could be expected to teach. From September 2005, NQTs will additionally be entitled to PPA time as 10 per cent of this reduced timetable.

**Centrally employed teachers** are entitled to 10 per cent of their teaching time for PPA. Because of the diverse nature of centrally employed teachers' roles, teachers in this position will need to seek specific advice from their NUT regional office in England or NUT Cymru in Wales.

**Part-time teachers** are entitled to a minimum of 10 per cent of their timetabled teaching time for PPA in the same way as their full time colleagues.

## 5. How much PPA time will I receive?

PPA time must be set as a minimum of 10 per cent of a teacher's timetabled teaching time but not of other directed time. The time spent teaching would be reduced accordingly. The way in which PPA is implemented will vary between schools and, in particular, between primary and secondary schools.

### ● **Primary Schools**

Many primary teachers with no additional management responsibilities do not currently have a regular timetabled allocation of non-contact time. Apart from other forms of directed time, such as collective acts of worship, primary school teachers generally spend the whole week teaching particular classes. If you fall into this category, you will be entitled to a minimum of 10 per cent of the time you spend teaching your class, as PPA time. In most cases this entitlement will correspond to approximately 2.5 hours or half a day per week.

Many primary teachers, for example deputy head teachers with teaching responsibilities or SENCOs, may already receive a set amount of non-contact time for leadership and management responsibilities. The non-contact time for these responsibilities should be separate from time allocated for PPA and should not be converted into PPA. Teachers with leadership and management responsibilities should be

awarded additional time for planning, preparation and assessment, equivalent to 10 per cent of their timetabled teaching time remaining after deduction of Leadership and Management Time. Teachers with leadership and management responsibilities are, therefore, entitled to (a) non-contact time during which to undertake these responsibilities and (b) PPA equivalent to 10 per cent of the time they are timetabled to teach, excluding management and leadership time.

### **Example:**

*A SENCO currently has one afternoon a week to undertake specific SENCO duties. This leaves 20 hours' timetabled teaching; the SENCO is, therefore, entitled to two hours for planning, preparation and assessment purposes. The SENCO's total hours spent on teaching per week would then be reduced to 18 hours.*

### ● **Secondary Schools**

Many teachers in secondary schools already receive non-contact time, even if they have no additional responsibilities. This may equate to exactly 10 per cent of the time spent teaching or it may be more, or less, than this figure. If, for example, you teach for 20 hours a week and currently receive two hours' non-contact time per week for planning, preparation or assessment, then this

time simply becomes your PPA time allocation. If you teach for 20 hours a week and currently receive fewer than two hours per week non-contact time, that time would have to be increased to at least two hours to meet the PPA time entitlement, and your current 20 hours teaching would be reduced accordingly. If, however, you already receive more than two hours per week specifically for planning, preparation and assessment you must not have your entitlement reduced. See next question '*What if I already receive more than 10 per cent PPA time?*'.

Many secondary teachers with leadership and management responsibilities will, prior to the PPA entitlement coming into force, already receive at least 10 per cent non-contact time in order to undertake these responsibilities. Heads of department and heads of year are likely to fall into this category. This non-contact time should not simply be converted into time for PPA, if its purpose is to assist with leadership and management responsibilities. Instead these teachers should retain their non-contact time for these responsibilities. The time already received would then count as Leadership and Management Time.

**Example:**

*A Head of Maths in a secondary school receives five non-contact periods of a timetabled week of 25 one*

*hour periods, specifically for her departmental leadership and management responsibilities. She is, as of September 2005, entitled to 10 per cent of her teaching time for PPA, i.e. a further two hours in addition to the five free periods, with a proportionate reduction in the total time spent teaching per week.*

In allocating PPA time and protecting additional time for leadership and management responsibilities, head teachers and governing bodies will need to demonstrate that there is a fair and equitable distribution of Leadership and Management Time to reflect additional workload over and above subject teaching responsibilities.

It is important that PPA time and Leadership and Management Time are implemented in an open, transparent and equitable manner. This is particularly important, when there is an entitlement to both PPA and Leadership and Management Time. If you are concerned that as of 1 September 2005, you will not be receiving your entitlement to PPA time or you have had your Leadership and Management Time reduced, or if you are concerned that you will receive one at the expense of the other, contact your NUT regional office in England or NUT Cymru in Wales for further advice and support.

**6. What if I already receive more than 10 per cent PPA time?**

The 10 per cent guaranteed PPA time is a minimum figure. If you are already in receipt of more than this amount of time specifically for planning, preparation and assessment, i.e. excluding any time for management and leadership responsibilities and/or existing cover obligations, you are protected by the 'no detriment' clause in the STPCD, and must not have your allocation reduced to 10 per cent. Similarly, teachers whose obligation to cover, prior to the introduction of the 38 hour cover limit, was for fewer than 38 hours, are protected by the STPCD from any increases in their cover liability.

**7. Can my head teacher direct me to use my PPA time in a particular way?**

No, it is up to you to determine your own PPA priorities.

**8. Can my head teacher direct me to remain on the school premises during my PPA time?**

PPA time counts towards the 1265 hours of 'directed time'. Head teachers can direct teachers to remain on the school premises during school sessions. The NUT would, however, expect head teachers to agree reasonable requests to carry out work on planning, preparation and assessment outside school if this was appropriate.

**9. How should PPA time be allocated?**

It should be provided as part of your normal timetable, during the time when

pupils are taught, not during other forms of directed time. It must not be bolted on before or after pupil sessions. It must be allocated in blocks of no less than 30 minutes.

Part-time teachers with limited teaching commitments, for example, a couple of hours a week, should be given the opportunity to take their PPA time on a fortnightly rather than a weekly basis. Such teachers may wish to request to take their PPA time at even longer intervals, if this results in a more usable 'block' of time.

**10. Can I be called upon to provide cover for absent colleagues during my PPA time?**

No, your PPA time is protected and cannot be encroached upon by any obligation to cover for absent colleagues.

**11. My head teacher is proposing to implement PPA time through the doubling up or splitting of classes. What is the NUT view on this?**

The NUT is firmly opposed to such a strategy which will neither result in an overall reduction in workload nor benefit pupils. Any teacher in this position should contact their NUT regional office in England or NUT Cymru in Wales for further advice and support.

**12. How should PPA time be made available to teachers?**

The NUT advises that PPA time should in general be made available through the

employment of more qualified teachers. It should not lead to any worsening of the quality of education provided to pupils. The NUT and the support staff unions support the objective that each class be allocated a qualified teacher and a trained and effective teaching assistant. They acknowledge the roles of teachers in teaching and learning and of assistants in supporting teachers in these tasks. Enrichment afternoons, whereby teachers receive their PPA time while children are offered a variety of 'enrichment activities', such as music, art or sport, can be used, provided that they are introduced within the existing timetabled teaching week. There should, however, be full consultation with all the teachers in the school before any such changes are introduced.

Teachers should not be asked to relinquish their PPA time in order to supervise enrichment afternoons. If any such requests are made, or if you are concerned about the way in which PPA time is being introduced in your school, contact your NUT regional office in England or NUT Cymru in Wales for further advice.

**13. What should I do if my head teacher tells me that the school cannot afford to provide staff with PPA time?**

PPA time is a contractual entitlement as of September 2005. It is the responsibility of the employer to ensure that funding is made available. Schools may, however,

need to re-examine their budget priorities in order to provide PPA time. NUT regional offices in England or NUT Cymru in Wales will support members where funding difficulties arise.

**14. Do I have to mark or set work, or deal with pupils' misbehaviour which occurs during my PPA sessions?**

It is essential that the introduction of PPA does not trigger additional workload for teachers receiving their entitlement. Teachers receiving PPA should not be burdened with planning and marking work being undertaken by pupils during that time. Teachers should not be expected to deal with immediate discipline problems which arise during these sessions since this would not result in the intended workload reduction. If any such requests are made, contact your NUT regional office in England or NUT Cymru in Wales. If qualified teachers are used to provide PPA time, such issues are less likely to arise.

**15. Can my head teacher relocate 'necessary tasks' outside my timetabled teaching time, in order to allocate PPA time?**

The main purpose of PPA time is to reduce teachers' workload. The NUT is, therefore, opposed to such practices, which would not result in a reduction in workload, and would support any member whose head teacher insisted on employing such a strategy.

## SECTION 2 – LEADERSHIP AND MANAGEMENT TIME

### 16. What is Leadership and Management Time?

Leadership and Management Time is time set aside to allow teachers with leadership and management responsibilities, time to focus on these responsibilities. The School Teachers' Pay and Conditions Document 2004 describes it as 'a contribution to the time needed to discharge the relevant responsibilities'.

### 17. If I receive Leadership and Management Time, am I also entitled to PPA time?

Teachers with leadership and management responsibilities are entitled to both Leadership and Management Time and PPA time. The two must be kept separate. Your Leadership and Management Time must not be lost in order to provide PPA time for you, or other members of staff. Previous entitlements, which are not affected by the earlier contractual changes to administrative and clerical tasks, are protected from any reduction by the STPCD.

### 18. Who is entitled to Leadership and Management Time?

Every teacher with leadership and management responsibilities is entitled to Leadership and Management Time. This includes members of the leadership group and those outside the leadership group

with some form of leadership and management responsibility, including subject leaders and co-ordinators, heads of department or faculties, advanced skills teachers, special educational needs co-ordinators and initial teacher training mentors. The provision applies to teachers whether employed on permanent, fixed term or temporary contracts, on either a full or part-time basis.

### 19. When should I start receiving Leadership and Management Time?

The contractual entitlement came into force in September 2003. Guidance to the 2004 Pay and Conditions Document recognises, however, that some schools, particularly in the primary sector, may have had difficulties in allocating all the time considered reasonable by September 2003. In such cases, schools were instructed to identify an initial allocation of time and for that allocation to be increased to the full amount required as soon as possible and certainly no later than September 2005. All schools should, therefore, be providing at least some Leadership and Management Time. Some will need to increase the allocation as of September 2005.

### 20. How much Leadership and Management Time should I receive?

There is, unfortunately, no specific entitlement set out in the STPCD. The provision entitles teachers with such responsibilities "so far as is reasonably

practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities” (Paragraph 66 of Section 2 of the School Teachers Pay and Conditions Document 2004).

The NUT would expect schools to provide adequate amounts of time, commensurate with levels of responsibility, and for such time to be allocated on an equitable basis. Existing Leadership and Management Time should not be reduced. Any problems should be referred to the appropriate NUT regional office in England or NUT Cymru in Wales.

**21. Prior to September 2003, I already received non-contact time for the discharge of leadership and management responsibilities. Can this time be reduced as a result of the introduction of the 2003 provision?**

No, the School Teachers’ Pay and Conditions Document makes it clear that teachers in your position are protected by a ‘no detriment’ clause which means that the amount of time you receive, which is unaffected by the contractual changes relating to administrative and clerical tasks, should not be reduced as a result of the implementation of the contractual changes relating to Leadership and Management Time. Any such proposals should be reported to the appropriate NUT regional office in England or NUT Cymru in Wales.

**22. How should Leadership and Management Time be allocated?**

The School Teachers’ Pay and Conditions Document specifies that in order for the time to be meaningful ‘it should not be allocated in short blocks, for example ten to twenty minutes’. The NUT would argue that, as with PPA time, Leadership and Management Time should be allocated in blocks of no less than 30 minutes.

Unlike PPA time, Leadership and Management Time does not have to be allocated during the time when pupils are taught. It has to be allocated during ‘school sessions’. This means that it can be allocated during time devoted to assemblies or pupil registration, provided that this releases a meaningful amount of time.

**23. Can I be called upon to provide cover for absent colleagues during my Leadership and Management Time?**

The School Teachers’ Pay and Conditions Document provides that Leadership and Management Time may be used for cover, within the contractual limit of 38 hours per year, but it should not be used ‘disproportionately’.

Although no interpretation of the word ‘disproportionately’ is set out in the Pay and Conditions Document, the NUT considers that it means that teachers with such responsibilities should not spend more time than any other teacher covering for absent colleagues. Further,

head teachers have a duty, set out in the STPCD, to ensure that 'cover is shared equitably among all teachers in the school, including the head teacher, taking account of their teaching and other duties'.

The opportunities to use internal teaching staff to provide cover will be severely limited from September 2005, because PPA time is protected and at any given time, most teachers will either be teaching or taking PPA time. Staff with leadership and management responsibilities should not be disadvantaged because of this. They should be expected to provide cover from within their Leadership and Management Time only on an emergency basis and from within the 38 hour limit, which applies equally to them.

#### **24. How should Leadership and Management Time be made available in schools?**

As with PPA time, the NUT advises that Leadership and Management Time should be made available through the employment of qualified teachers. It is up to schools to devise the most appropriate means of making the time available. Some schools may wish to release staff from registration or assembly duties to free up time. Secondary schools may find it easier to offer reduced teaching timetables, incorporating Leadership and Management Time, from the beginning of each academic year.

#### **25. What if my head teacher tells me that the school cannot afford to provide me with adequate Leadership and Management Time?**

Although there is no definition of what constitutes a 'reasonable' allocation of Leadership and Management Time, NUT regional offices in England or NUT Cymru in Wales will take into account the nature and extent of your responsibilities and the management structure of your school when advising on what would constitute a 'reasonable' allocation.

## SECTION 3 – DEDICATED HEADSHIP TIME

### 26. What is Dedicated Headship Time and when does it take effect?

Head teachers must have dedicated time to lead their schools as well as manage them. From September 2005, governing bodies will be expected to ensure that head teachers have 'dedicated headship time'.

The amount of 'headship time' is not specified in the STPCD, but reference is made to those head teachers with significant teaching loads defined as those who teach for more than 50 per cent of the school timetable. Obviously, this load will be reduced by 10 per cent for PPA from September 2005 and, therefore, dedicated headship time will be allocated in addition to time for PPA.

NUT joining hotline

**0845 300 1669**

NUT membership helpline

**0845 300 1666**



**OUR AIM: PROFESSIONAL UNITY**

**[www.teachers.org.uk](http://www.teachers.org.uk)**

