

TEACHERS' SALARIES AND CONDITIONS OF SERVICE COMMITTEE (SCHOOLS) MANAGEMENT SIDE

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29th June 2021

Dear Colleagues,

TNC 2020/1 - Directed Time Budgets

As you are aware, the Agreement between Management Side and Trade Union Side of the Negotiating Committee (TNC 2020/1) required school Principals to develop a Directed Time Budget in consultation with each member of teaching staff for the 2020-21 academic year.

Despite the unprecedented challenges presented by Covid-19 during this academic year, there is clear evidence that most schools developed and implemented a Directed Time Budget for staff. We wish to acknowledge and commend school leaders on their absolute commitment and successful response to this key out-working of the Agreement.

We appreciate that ongoing training and support is needed for this system-wide practice to become established. The Education Authority will therefore continue to support school leaders in 2021-22 as they develop Directed Time Budgets by:

- providing an updated round of training to all Principals early in the new academic year;
- assigning an officer to each school in order to support the further development of Directed Time Budgets in individual schools and across the system;
- continuing to include modules on developing time budgets in all First Time Principals' training; and
- providing training for Boards of Governors.

We are committed to identifying and sharing the many high-quality examples of Directed Time Budgets, and the processes which underpinned their effective development, to further support schools as they continue to embed the Directed Time Budgeting process.

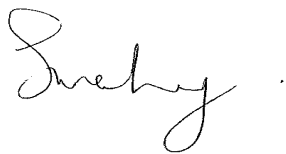
An interactive training toolkit was issued to schools in August 2020 and remains available to support the development of Directed Time Budgets for staff for September 2021. The toolkit can be accessed via this ([link](#)) and contains the following resources:

- a Sway presentation providing advice on developing Directed Time Budgets;

- a detailed professional learning resource in the form of a PowerPoint for school leaders, enabling them to facilitate discussion with staff in their respective schools;
- a checklist to enable school leaders review and quality assure their Directed Time Budget planning;
- a Frequently Asked Questions document; and
- further reading and links, including key reference documents.

This package of support and guidance for school leaders and teachers will facilitate the ongoing implementation of Directed Time Budgets in accordance with the Teachers' Agreement.

Yours Sincerely



Sara Long
Chair, TNC Management Side