



Supporting teachers to manage their workload

September 2022

This paper was last presented to staff during INSET in September 2022 for discussion, amendments, additions and agreement.

For many years there has been much discussion in the media and at teaching union conferences about teacher workload.

Of course, every professional role, by its very nature, has 'workload'. We all have job descriptions setting high standards and that is what employees are paid for.

In our school we regularly review teacher workload in order to ensure that it is reasonable. We do this as a part of our scheduled monitoring programme and in discussion with staff.

Here are some of the things that we do in our school in order to help staff to manage their workload well...

- Planning, preparation and assessment (PPA) time is available to teachers in a 'block' of time where possible i.e. not half an hour a day.
- No staff meetings last for more than one hour and if they do, this time is taken off another meeting.
- Meetings are punctual, have a specific objective and are fit for purpose.
- Time for moderation as well as assessment and data uploading is included in the INSET programme each term.
- The termly calendar with all events mapped on to it, is available for staff at the start of half term to help them plan their time efficiently.
- Supervision of children at morning break times is kept to a minimum but there is no lunchtime supervision so that teachers have time for a proper break and to prepare for the next set of lessons properly.
- The two evening parent meetings must finish by 7.30pm to ensure staff do not get home too late. We encourage staff to put in at least one break in their schedule and remind parents that timings are to be kept to.

- Social/community events run by NESA (the school's PTA) over the course of the school year are never compulsory to attend. Staff are always welcome to attend.
- The formats we use to report to parents on pupil progress and attainment at the end of the year have been refined so that they are fit for purpose and not onerous for staff to complete.
- If teachers so wish, they have access to the school in the evenings and during holidays in order to suit the working styles and circumstances of different individuals.
- There is no expectation to run after school clubs. Only teachers and teaching assistants who volunteer run these clubs and are paid for their time.