

Supporting teachers to manage their workload

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

- We dedicate one staff meeting per term to well-being. This can involve hearing from an external speaker or self-reflection exercises.
- Teachers are scheduled to complete a 30-minute lunch duty once every two weeks. This means they have lots of time at lunch for a proper break every day.
- There is a daily morning briefing to meet and greet staff and communicate key events for the day
- Teachers have daily teaching assistant support from 8.30am to 12.15pm daily to help with preparation, marking, display, photocopying etc.
- Teaching assistants receive weekly professional development training in TA meetings
- 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.
- Staff meetings generally only last for one hour
- Meetings are punctual, have a specific objective and are fit for purpose.
- The highly detailed termly calendar with all events mapped on to it, is available for staff many weeks in advance to help them plan their time efficiently
- Extremely detailed curriculum planning, right down to individual lesson planning is available for teachers in every subject.
- The formats we use to report to parents on pupil progress have been refined and 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 during holidays in order to suit the working styles and circumstances of different individuals.
- New staff or those new to role are allocated a mentor
- Staff have time in KS meetings to scrutinise books/mark collaboratively/moderate assessments
- SLT oversee key duties at lunchtime (line duty, club) and address any behaviour issues so that children return to class ready to learn
- SLT support teachers in meetings with parents where requested
- Staff socials once per term!