# Staff workload survey

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| We would be grateful if you could complete this survey about your workload.  Taking part is voluntary, but we would really value your opinion as this will help us to review processes in the school. You do not have to complete it all in one session.  The responses from this survey will be gathered and analysed to identify and address any workload issues. Any resulting actions to reduce staff workload will be shared and discussed as a group. |

Regarding each of the following activities, would you describe your workload as not excessive, occasionally excessive, or regularly excessive?

Communications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Communicating with other staff, such as emails |  |  |  |  |
| Staff meetings |  |  |  |  |
| Engaging and communicating with parents and carers |  |  |  |  |
| Liaising with external agencies |  |  |  |  |

Data management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Recording and inputting data, for example, pupil progress |  |  |  |  |
| Analysing and reporting on data, for example, pupil progress |  |  |  |  |

Behaviour management

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Managing pupil behaviour |  |  |  |  |
| Recording and reporting behaviour incidents |  |  |  |  |

Curriculum planning and delivery

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Planning a curriculum |  |  |  |  |
| Planning and preparing lessons |  |  |  |  |
| Monitoring curriculum delivery and observing lessons |  |  |  |  |
| Learning new curriculum approaches or schemes |  |  |  |  |

Feedback and marking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Marking and giving feedback on pupil work |  |  |  |  |
| Marking pupil assessments |  |  |  |  |
| Setting and marking homework |  |  |  |  |

Other activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not excessive | Occasionally excessive | Regularly excessive | Not applicable to my role |
| Providing cover for others |  |  |  |  |
| Coaching, mentoring or training other staff |  |  |  |  |
| Fixing technology issues or learning how to use technology |  |  |  |  |
| Staff recruitment |  |  |  |  |
| Preparing for internal and external inspections |  |  |  |  |
| Pastoral activities and support for pupils outside of lessons |  |  |  |  |
| Break duties and lunch supervision |  |  |  |  |
| Running and organising clubs and extracurricular activities |  |  |  |  |
| Preparing displays, resources and classrooms |  |  |  |  |
| Managing and reporting safeguarding issues |  |  |  |  |
| Meeting the needs of pupils with SEND |  |  |  |  |
| Report writing |  |  |  |  |
| Undertaking CPD |  |  |  |  |
| Organising school trips |  |  |  |  |

## To what extent do you agree or disagree with the following statements about your work or workload?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Disagree | Neither agree nor disagree | Agree |
| There is a safe and supportive way for me to talk about my workload, without worrying about how my performance may be viewed |  |  |  |
| The tasks I am asked to do contribute to improving teaching or pupil outcomes |  |  |  |
| Overall, I achieve a good balance between my work life and my private life |  |  |  |
| My workload has improved over the last 12 months |  |  |  |

Please add any further details on the activities that are adding to your workload, including any not mentioned in the survey.

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Do you have any suggestions to reduce staff workload in our school?

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