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| **Staff Workload Survey Spring 2019 NAME: …………………………………………** |  |  |  |  |  |
|  |  |  |  |  |  |
| We would be very grateful if you could complete this short survey about your workload. We will use the responses to review processes in the school and discuss resulting actions to reduce your workload with you. We will also use responses over time to review progress. We expect it will take no more than 10 minutes to complete. If you have any questions about the survey please contact either [Name].  |  |
| 1)      Consider how long you spent on the following activities other than teaching in your most recent full working week, including activities that took place during weekends, evenings or other out of classroom hours. Was the time spent on each activity too little, about right or too much when considering the impact it had on pupil outcomes? |  |
|   |   |  |  |  |  |
|  | **Too little** | **About right** | **Too much** | **N/A** |  |
| Individual planning or preparation of lessons either at school or out of school |   |   |   |   |  |
| Team work and dialogue with colleagues within this school |   |   |   |   |  |
| Marking/correcting pupils’ work |   |   |   |   |  |
| Pupil supervision and tuition outside of timetabled lessons (including reflection club) |   |   |   |   |  |
| Communicating child protection concerns, behaviour incidents and other key communication using CPOMS |  |  |  |  |  |
| Participation in school leadership activities / School development priorities  |   |   |   |   |  |
| General administrative work (including communication, paperwork, work emails and other clerical duties you undertake in your job) |   |   |   |   |  |
| Communication and co-operation with parents or guardians |   |   |   |   |  |
| Engaging in extracurricular activities (e.g. sports and cultural activities after school) |   |   |   |   |  |
| Preparing lessons for absent colleagues within school's timetabled day  |   |   |   |   |  |
| Appraising, monitoring, coaching, mentoring and training other staff  |   |   |   |   |  |
| Contact with people or organisations outside of school other than parents |   |   |   |   |  |
| Organising resources and premises, setting up displays, setting up/tidying classrooms |   |   |   |   |  |
| Staff meetings |   |   |   |   |  |
| School policy development and financial planning  |   |   |   |   |  |
| Recording, inputting, monitoring and analysing data in relation to pupil performance and for other purposes |   |   |   |   |  |
| Planning, administering and reporting on pupil assessments |   |   |   |   |  |
| Undertaking professional development opportunities / training  |  |  |  |  |  |
| Other activities (you may wish to specify) |   |   |   |   |  |
|  |  |  |  |  |  |
| 2)    To what extent do you agree or disagree with the following statements about your working hours?  |  |
|  |  |  |  |  |  |
|  | **Strongly disagree** | **Tend to disagree** | **Neither agree nor disagree** | **Tend to agree** | **Strongly agree** |
| I have an acceptable workload |   |   |   |   |   |
| I have been proactive and requested additional time when needed |  |  |  |  |  |
| I have someone I could talk to if I felt my workload was not acceptable  |   |   |   |   |   |
| Overall, I achieve a good balance between my work life and my private life |  |  |  |  |  |

Any further comments to improve wellbeing or work life balance…