

GOOD FOR CHILDREN, GOOD FOR TEACHERS

To School Representatives in England and Wales



June 2008

WORKLOAD 2008

Dear Colleague

NUT school representatives have always played a major role in the NUT's sustained campaign to reduce teacher workload. The Union's 2008 Conference re-affirmed the objective of reducing workload. This will be pursued alongside the campaign to secure fair pay for all teachers.

The *Guidance on Work Life Balance* document gives practical advice on simple changes which can be made to the way schools operate – changes with the potential to make a huge difference to teachers' working lives, without hindering the effectiveness of schools.

Guidance to Head Teachers on Preventing Work-Related Mental Ill-Health by Tackling Stress was published in association with UNISON, UNITE and GMB. Working jointly with representatives of support unions, NUT school representatives are invited to print off a copy of this document and its accompanying letter – from teachers.org.uk – and draw it to the attention of their head teacher. A meeting can then be arranged to discuss how management and unions can work together to tackle stress.

Focusing attention on workload issues now will help ensure that members start the new academic year with the necessary protections in place and knowing what their commitments will be in terms of directed time.

To assist you, a checklist of key workload issues has been prepared overleaf which will assist in focusing on specific areas where improvement is needed.

Where reductions in workload cannot be secured by negotiation the Union will support strike action to achieve such reductions, including co-ordinated action over a number of schools. School representatives should contact their division secretary for any advice and assistance they might require to remedy workload problems in their schools.

If there are any other workload issues at your school, not covered by the guidance to which this letter refers, for example, classroom observation or paperwork associated with the Intensifying Support Programme, please contact your division secretary to seek advice.

With thanks for your continuing support.

CHRISTINE BLOWER
Acting General Secretary

WORKLOAD

For information,
guidance and
support go to
[teachers.org.uk/
workload](http://teachers.org.uk/workload)

teachers.org.uk

NUT

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Checklist of Workload Targets to be achieved by September 2008

● TWENTY ONE TASKS

Target – no teacher required to routinely undertake tasks of a clerical or administrative nature which do not require their professional skills and judgement.

Since September 2003, teachers cannot routinely be required to undertake the following clerical and administrative tasks.

- Collecting money from pupils and parents;
- Investigating a pupil's absence;
- Bulk photocopying;
- Typing or making work-processed version of manuscript material and producing revisions of such versions;
- Word-processing, copying and distributing bulk communications to parents and pupils;
- Producing class lists on the basis of information provided by teachers;
- Keeping and filing records, including records based on data supplied by teachers;
- Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers;
- Producing analyses of attendance figures;
- Producing analyses of examination results;
- Collating pupil reports;
- Administration of work experience but not selecting placements and supporting pupils by advice or visits;
- Administration of public and internal examinations;
- Administration of cover for absent teachers;
- Setting up and maintaining ICT equipment and software;
- Ordering supplies and equipment;
- Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same;
- Taking verbatim notes or producing formal minutes of meetings;
- Co-ordinating and submitting bids, for funding, school status and the like, using contributions by teachers and others;
- Transferring manual data about pupils not covered by the above into computerised school management systems;
- Managing the data in school management systems.

Please note that this list is illustrative, not exhaustive.

● CALENDAR OF DIRECTED TIME

Target – school to publish a directed time calendar at the beginning of every Autumn term.

The Union would expect head teachers to provide teachers with a calendar of directed time activities in time for the beginning of the Autumn term. Such a calendar should include not only teaching and PPA time but also dates and times for staff meetings, parents' evenings and INSET. Where such calendars are in place, disputes over directed time are much less likely to arise.

An example of such a calendar is included in the Teachers' Working Time and Duties document referred to above.

● COVER

Target – fewer hours than in 2007/2008.

The 2007 STPCD states that schools should expect to implement the objective that teachers should only rarely cover from 1 September 2009. Leading up to that date, the expectation is that there should be continued downward pressure on cover.

By September 2008, all schools should set an annual limit on cover which should be considerably less than the current 38 hours. The 2008 limit should serve as a 'stepping stone' to the minimal cover levels required from September 2009.

The annual STRB Teacher Workload Diary Survey reports the average amount of cover provided by teachers across all sectors. This data allows schools to assess their progress towards 2009 with reference to national benchmarks. For example, in 2007¹, primary classroom teachers spent on average 7.6 hours covering for absent colleagues; whilst secondary teachers covered for around 23 hours across the year.

A school with 'average' cover levels might make the following cuts to the annual limit:

	2007	2008	September 2009
Primary annual cover limit (hours)	7.6	3.5	0
Secondary annual cover limit (hours)	23	11	0

By adopting this 'tapered' approach, schools should be more easily able to eliminate routine cover duties from teachers' timetables by the September 2009 deadline.

● PLANNING

Target – policy on planning in accordance with NUT policy.

Plans should not be very long or complex. They can be set out in the form of bullet points or notes, including how learning objectives will be achieved. Plans should be updated when necessary and not more than once a year, for example, to adjust long to medium-term plans in light of their usefulness in the previous year. Teachers should not be asked to plan according to prescribed formats. Short term plans such as separate weekly and daily lesson plans are not necessary. Any further 'plan' will develop as teaching progresses.

● PPA TIME

Target – ten per cent of timetabled teaching time for planning, preparation and assessment.

Since September 2005, all teachers employed under STPCD conditions have been entitled to ten per cent of their teaching timetable as PPA time. Although this provision should by now be thoroughly embedded into timetabling arrangements, it is, nevertheless, worth publishing a reminder about this.

Detailed guidance on PPA time 'Planning, Preparation and Assessment – NUT Guidance' is available on Hearth at www.hearthcommunity.teachers.org.uk/files/active/0/PPA207sq3915.pdf.

¹ Available at <http://www.ome.uk.com/review.cfm?body=7>

● **LEADERSHIP AND MANAGEMENT TIME**

Target – reasonable levels, on top of PPA time, for those entitled to it.

Teachers with leadership and management responsibility are entitled to leadership and management time. Although there is no minimum entitlement, NUT policy is that it should reflect levels of responsibility.

● **MEETINGS**

Target – sensible meetings policy in line with NUT policy.

NUT policy is that meetings should last no more than 60 minutes, be held on no more than an average of one evening per week during each term, with a maximum of two evenings in any week.

● **MIDDAY BREAK**

Target – all teachers to be able to take a break in line with the provisions of the School Teachers' Pay and Conditions Document.

Teachers cannot be required to undertake midday supervision and are entitled to a break of reasonable length either between school sessions or between the hours of 12 noon and 2 pm.

Useful sources and links:

NUT guidance

- Teachers' working time and duties – www.teachers.org.uk/story.php?id=3651
- Preventing work-related mental health conditions by tackling stress – guidance for head teachers – www.teachers.org.uk/story.php?id=4353
- PPA /leadership & management time – www.teachers.org.uk/story.php?id=3403
- Planning – www.teachers.org.uk/story.php?id=2812
- Working time guidance for NUT reps – www.teachers.org.uk/story.php?id=3856
- Workload checklist for NUT reps – www.teachers.org.uk/story.php?id=3885
- Workload in sixth form colleges www.teachers.org.uk/story.php?id=3929

Government guidance

- School workforce remodelling – www.teachernet.gov.uk/wholeschool/remodelling/
- TDA remodelling pages – <http://www.tda.gov.uk/remodelling.aspx>

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