

## Workload recommendations checklist

Based on the recommendations from the DfE January 2024

Tasks	Are we asking Teachers to do this Y/N?
1. Managing data and transferring data about pupils into school management systems (e.g. Question Level Analysis) or printing electronic records for paper filing.	No
2. Reformatting data or re-entry of data into multiple systems.	No
3. Production of photographic evidence of practical lessons e.g. for assessment purposes or to 'evidence' learning.	Yes - but only where there is no further evidence for progress e.g. no tracker or books
4. Creation or duplication of files and paperwork perceived to be required in anticipation of inspection, such as copies of evidence portfolios, or regularly updated seating plans.	No
5. Administration or data analysis relating to wraparound care and preparation of food / meals.	No
6. Administration of public and internal examinations.	No
7. Collating pupil reports e.g. reports of pupil examination results.	No
8. Producing and collating analyses of attendance figures.	No
9. Investigating a pupil's absence	No
10. Responsibility for producing, copying, uploading and distributing bulk communications to parents and pupils, including standard letters, school policies, posts on electronic platforms.	No
11. Administration relating to school visits, trips and residential (including booking venues, collecting forms and recording lunch requirements) and of work experience (but not selecting placements and supporting pupils by advice or visits).	Yes - but 2:30 times to support with the Team of TAs Family team support with phone calls, collecting forms, money.
12. Organisation, decoration and assembly of the physical classroom space e.g. moving classrooms, moving classroom furniture, putting up and taking down classroom displays.	Yes - but directed time allocated Support from site and ELT team
13. Ordering, setting up and maintaining ICT equipment, software, and virtual learning environments (VLEs), including adding pupils to VLEs and online subscription	No

platforms.	
14.Ordering supplies and equipment.	No
15.Cataloguing, preparing, issuing, stocktaking, and maintaining materials and equipment, or logging the absence of such.	No
16.Collecting money from pupils and parents	No
17.Administration of cover for absent teachers.	No
18.Co-ordinating and submitting bids (for funding, school status and the like).	No
19.Administration of medical consent forms and administering of medication on a routine or day-to-day basis.	No
20.Taking, copying, distributing or typing up notes (e.g. verbatim notes) or producing formal minutes.	No
21.Producing class lists or physical copies of context sheets.	Yes - snapshots, but directed time allocated for this
22.Keeping and filing paper or electronic records and data e.g. in school management systems or physical office files.	No
23.Bulk photocopying.	No