

Staff workload



Adapt the survey below for your own school context and provide to staff to complete. It is important that participants acknowledge that there are many elements of the role of a teacher which are non-negotiable. This survey is intended to assist in identifying how teachers and school leaders use their time, and where processes could be streamlined to free up teacher and school leader time, to shift the balance towards teaching and learning.

Please complete this short survey about your workload. Your response will be used to review processes in the school and discuss resulting actions to reduce your workload with staff.

The survey does not include any information that could identify you so your answers will all be anonymous.

We expect it will take no more than 10 minutes to complete.

Where possible, specifying examples of workload tasks will allow survey results to be more illustrative of the workload aspects most burdensome amongst staff.

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?

	Too little	About right	Too much	n/a
Teamwork and dialogue with colleagues within the school:				
• For team planning				
• For non-teaching responsibilities such as extracurricular activities				
• As part of Professional Learning or similar purposes				
• <i>Teamwork and dialogue: Please specify if other</i>				



	Too little	About right	Too much	n/a
General administrative work:				
• Clerical duties, such as for preparation and record-keeping				
• Communication with colleagues, parents or other agencies				
• Paperwork for meetings				
• Data collection and reporting				
• Emailing and inputting of information to databases				
• Professional learning-related administration				
• Permission slips, and following up on missing slips				
• <i>General administrative work: Please specify if other</i>				
Annual planning and preparation:				
• Start of year / term orientation sessions, information days)				
• End of year / term (such as class allocations and student lists, book and stationery lists, subject options and timetabling)				
• Student commencements (such as information and orientation, parent/carer meetings)				
• Yearly Calendar Planning				
• <i>Annual planning and preparation: Please specify if other</i>				
Communication and co-operation with parents/carers				
• Reporting and escalating incidents and issues				
• Building and maintaining contacts				
• Updating school community regarding school closures and events				
• Ensuring support and access				
• <i>(such as ensuring student access to learning and support – e.g., digital technologies, internet)</i>				



<ul style="list-style-type: none"> • <i>Communication and co-operation with parents/carers: Please specify if other</i> 				
Engaging in extracurricular activities <i>(such as sports and cultural activities after school, community events or liaison, school holiday events or travel/exchange)</i>				

	Too little	About right	Too much	n/a
Cover for absent colleagues:				
<ul style="list-style-type: none"> • Sourcing and onboarding relief teachers 				
<ul style="list-style-type: none"> • Within school duties, such as leadership or management duties 				
<ul style="list-style-type: none"> • Out of school, such as jurisdiction-wide meetings or school board activities 				
<ul style="list-style-type: none"> • Yard duty or supervision cover, to complete other tasks 				
<ul style="list-style-type: none"> • <i>Cover for absent colleagues: Please specify if other</i> 				
Contact with people or organisations outside of school other than parents <i>(Such as Allied health services, visitors)</i>				
Participation with professional bodies <i>(Such as subject associations)</i>				
Staff meetings <i>(Including preparation, attendance, follow up)</i>				
Staff events (for example mandatory participation in staff birthdays, end of term events, wellbeing initiatives)				
School culture events (fundraising activities, clubs, religious or cultural events)				
School policy development <i>(Including preparation, meeting attendance, review or follow up)</i>				
School financial planning <i>(Including preparation, meeting attendance, review or follow up)</i>				



	Too little	About right	Too much	n/a
Participation in school management: For school leadership roles				
• Partnerships with industry/groups				
• Budgeting, asset management and auditing duties				
• Yearly calendar and annual planning				
• Resourcing, staffing and performance/team management				
• Forward planning for longer term planned staff absences				
• Student teacher placement – additional organisation, feedback, reporting, liaison, etc				
• Planning for new school programs such as IB or VET units				
• Work experience (organising, assessing, following up)				
• Cluster meetings				
• Risk Assessment: incident/medical/behaviour management assessments; OH&S; procurement				
• School management: Please specify any other				
School representation duties <i>(Such as school board or council, jurisdiction or departmental presence; including preparation, meeting attendance or follow up)</i>				
Professional Learning activities <i>(Including preparation, attendance, review or follow up)</i>				
Engagement with school programs and innovations <i>(Such as seeking out and engaging with new research and best practice, jurisdictional requirements, new legislation and their impact, upskilling for new professional practice guidelines, software for recording data)</i>				
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
When considering activities not related directly to teaching and learning, I have an acceptable workload					
My workload diminishes over time, as I find ways to reduce my own burden					
Overall, I achieve a good balance between my work life and my private life					