

Information And Guidance From
The National Union Of Teachers

Checklist of workload targets

How to Join

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Introduction

The NUT has long-campaigned to seek to establish effective limits to teachers' workload. The School Teachers' Review Body undertakes an annual working time survey to obtain a picture of the average hours worked by teachers – in 2009, all categories of teacher were found to be working in excess of 50 hours per week.

It is against the background of long working hours and the NUT's campaign to reduce teachers' onerous workload that the Workforce Agreement was introduced. The Union did not sign the Agreement because of its emphasis on the use of non-teacher qualified staff taking classes. The NUT remains determined, however, to ensure that members benefit from the contractual entitlements arising from the Agreement whilst defending their professional status.

The Workload Checklist has been developed to act as a reminder of teachers' statutory and contractual rights in relation to their workload.

Members and school groups are encouraged to organise meetings and discuss the Checklist contents. Are there particular issues in your school? Raise concerns with school management collectively and via your School Representative. Seek advice from your local officer if you need assistance and support in your school.

Together, we can tackle the long hours' culture and unacceptable workload burden on teachers and restore teachers' professionalism and status.



CHECKLIST OF WORKLOAD TARGETS

- **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 clerical and administrative tasks including bulk photocopying, collecting lunch money and data entry. A full list is set out in the NUT document: 'Teachers' Working Time and Duties'.

- **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. This will also ensure that the system for managing cover is robust, as required by the new cover provisions from September 2009. 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 NUT guidance document Teachers' Working Time and Duties.

- **PPA TIME**

Target – a minimum 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. This provision should by now be thoroughly embedded into timetabling arrangements.

- **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.

- **COVER**

Target – Rarely Cover from September 2009

From 1st September it is the individual contractual right of every teacher to 'only rarely' cover for absent colleagues. This does not apply to teachers employed as supply or cover teachers.

The Union's view is that teachers should only be asked to undertake cover only in exceptional circumstances, such as emergency situations.

In addition, our view is that 'only rarely' applies not just to the number of individual occasions, but to the total number of hours that a teacher is asked to provide cover on a particular occasion. A teacher who is asked once in a year to take pupils from a split class for a whole day while their teacher is absent would be covering for at least five hours, which would not fall within the definition of 'rarely'.

The Union opposes the retention of a fixed hours limit to cover duties after 1st September 2009 as this would be incompatible in practice with cover being undertaken only rarely or exceptionally, as it would become an expectation that teachers could be asked to provide cover to that limit.

- **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. Plans are working documents and do not need to be beautifully presented or copied out for others. 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.

- **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 2.00 p.m.