



TEACHER WORKLOAD SURVEY 2013

Workload is a key issue for both teachers and the Department for Education. To support decision making in this area, the Department has funded this research to find out more about workload and explore any changes in workload over recent years. We would very much like you to participate in this research by keeping the two-page diary in this booklet, recording all the activities you do as part of your job.

All of the information you provide will be treated in the strictest confidence by TNS BMRB. No information you provide which could identify you or your school will be released to any organisation, including the Department for Education.

THIS DIARY SURVEY IS TO BE FILLED IN FOR

MONDAY 11 MARCH

TUESDAY 12 MARCH

Please complete the diary pages for both nominated days accurately, even if you do not do any work related activities on one or both of these days, *except if you work part time (see below)*.

IF WEEKEND: The weekend is treated as one diary day. This means that no teacher is asked to fill in their diary just at the weekend, and ensures we measure all work done outside of school hours.

IF YOU WORK PART TIME

IF WEEKDAYS ONLY: If you are not contracted to work on one or both of the days assigned to you, then please replace the non-working day(s) with the nearest day(s) that you do work on.

IF WEEKEND: If you are not contracted to work on the weekday assigned to you, then please replace the non-working day with the nearest day that you do work on. However, we would like you to fill out the work-related activity you do in the weekend, if any.

THINGS YOU NEED TO KNOW BEFORE YOU START

On pages 2 and 3 before the diary pages there is an example which will show you how to fill out your diary. We hope that this will give you a good idea of what we would like you to do but if you need further information please turn to the Frequently Asked Questions on pg 11.

If you have any further queries please do not hesitate to contact the TNS BMRB research team on 0800 015 1882 or by email at teacherworkload@tns-bmr.co.uk and we will be happy to assist in whatever way we can.

When you have completed your diary, please return it in the reply paid envelope provided.

DIARY: EXAMPLE DAY

Which day(s) are you completing this diary page for?

Tick one box only

- Monday Tuesday Wednesday Thursday Friday Saturday / Sunday

► If you have ticked a weekday please go to Question A. Otherwise please go to Question B.

A. Have you done any work on this day?

Tick one box only

- Some work activity to record on this day ► Please complete the diary page opposite using the activity codes below
 Authorised absence (e.g. Sickness, jury service etc.) ► Please go to the next diary day

B. Have you done any work on either Saturday or Sunday?

Tick all that apply

- Work activity on Saturday ► Please complete the diary page opposite using the activity codes below
 Work activity on Sunday ► Please complete the diary page opposite using the activity codes below
 Did not work on Saturday or Sunday ► Please go to the next diary day

ACTIVITY CODES

For every activity recorded on the opposite page please enter one of these codes in the Type of Activity column.

TEACHING	
T01	Regular timetabled teaching within own timetabled day
T02	Non-regular teaching during cover for absent colleague within school's timetabled day (<u>not cover supervision – this is code P</u>)
T03	Other teaching activity - includes outside of school day, in another teacher's lesson and outside of the classroom (<u>not just supervision – this is code P</u>)

NON TEACHING PUPIL/PARENT CONTACT	
P11	Supervising pupils at any time (e.g. at break, assembly, going to and from sporting or cultural activities, on an education visit or while external provider is teaching)
P12	Covering for absent colleague, when cover takes the form of supervising pre-set work
P13	Coaching sport, rehearsing drama or music, organising pupil clubs or societies (<u>not as part of timetabled teaching</u>)
P14	Disciplining or praising pupils - includes detention
P15	Registration , general classroom management or pastoral care with individual pupils
P16	Any contact with parents and families - includes contact with individual parents, PTA, parents' evening
P17	Other non-teaching activities relating to particular pupils or parents - includes examination related activity (please describe in notes column)

PLANNING, PREPARATION AND ASSESSMENT	
M21	Planning/preparing lesson , practical test or assessment - includes preparing resources and joint planning sessions with other members of staff
M22	Assessing/marking pupil work and writing reports on pupil progress - includes exam/test or assessing pupils more generally, including discussions with other staff members
M23	Other non-contact activities relating to lesson planning, preparation or assessment (please describe in notes column)

SCHOOL/STAFF MANAGEMENT	
S31	General staff/management meeting - includes preparation, writing agenda/minutes etc.
S32	Appraising , monitoring, coaching , mentoring and training other teaching staff
S33	Other contact/interaction with teaching and support staff in your own school (<u>not about specific pupils or planning – this is code M</u>)
S34	School policy development and financial planning (including planning, implementation)
S35	Contact with someone outside of school - includes Governors, educational bodies, local education providers and the community (<u>not contact with parents - code P16</u>)
S36	Other management related activities - includes publicity/marketing, arranging teaching duties, timetables, pupil allocation or supply (please describe in notes column)

GENERAL ADMINISTRATIVE SUPPORT	
A41	Keeping records - includes records on pupil performance and departmental records
A42	Organising resources and premises, setting up displays, setting up/tidying classrooms
A43	Other kinds of administrative activities - includes photocopying etc. but DOES NOT include contact/emailing – code by person contacted under S codes or P (please describe in notes column)

INDIVIDUAL/PROFESSIONAL ACTIVITY	
I51	Training or development activity , including INSET, peer observation or being mentored, and studying and background reading (<u>other than for lesson preparation code M21</u>)
I52	Other individual/professional activity including keeping this diary (please describe in notes column)

NOT WORKING	
N61	Non-working breaks/absences during school hours
N62	Own time outside school hours

EXAMPLE DIARY PAGE

Please only use BLUE or BLACK pen.

Please write just one activity on a line, starting with your first work related activity of the day until your last.

Do not enter more than one activity for any duration of time.

If you are recording activities for a weekday ► Make sure that there are no gaps in the time you record.

If you are recording activities for Saturday /Sunday ► Record work related activities only.

TYPE OF ACTIVITY	TIME ACTIVITY STARTED	TIME ACTIVITY ENDED	NOTES
Enter an activity code from opposite page	Enter time started (24 hour clock)	Enter time ended (24 hour clock)	Please write in activity if using an "Other" activity code
M 2 2	7 : 3 0	8 : 0 0	
N 6 2	8 : 0 0	8 : 3 5	
S 3 1	8 : 3 5	9 : 0 0	
P 1 6	9 : 0 0	9 : 1 0	
P 1 1	9 : 1 0	9 : 1 5	
T 0 1	9 : 1 5	1 0 : 4 5	
A 4 2	1 0 : 4 5	1 1 : 0 0	
T 0 1	1 1 : 0 0	1 1 : 4 5	
P 1 7	1 1 : 4 5	1 1 : 5 0	Fire drill practice
T 0 1	1 1 : 5 0	1 3 : 0 0	
N 6 1	1 3 : 0 0	1 4 : 0 0	
M 2 2	1 3 : 4 5	1 4 : 0 0	
T 0 1	1 4 : 0 0	1 5 : 3 5	
P 1 3	1 5 : 3 5	1 7 : 1 5	
N 6 2	1 7 : 1 5	1 9 : 4 5	
M 2 2	1 9 : 4 5	2 0 : 0 5	
M 2 1	2 0 : 0 5	2 1 : 1 5	
N 6 1	1 3 : 0 0	1 3 : 4 5	

PLEASE CHECK THAT YOU HAVE ACCOUNTED FOR ALL THE TIME BETWEEN YOUR FIRST AND LAST WORK RELATED ACTIVITY AND HAVE NOT LEFT ANY GAPS

DIARY: DAY ONE

Which day(s) are you completing this diary page for?

Tick one box only

Monday Tuesday Wednesday Thursday Friday Saturday / Sunday

► If you have ticked a weekday please go to Question A. Otherwise please go to Question B.

A. Have you done any work on this day?

Tick one box only

Some work activity to record on this day ► Please complete the diary page opposite using the activity codes below
 Authorised absence (e.g. Sickness, jury service etc.) ► Please go to the next diary day

B. Have you done any work on either Saturday or Sunday?

Tick all that apply

Work activity on Saturday ► Please complete the diary page opposite using the activity codes below
 Work activity on Sunday ► Please complete the diary page opposite using the activity codes below
 Did not work on Saturday or Sunday ► Please go to the next diary day

ACTIVITY CODES

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P13	Coaching sport, rehearsing drama or music, organising pupil clubs or societies (<u>not as part of timetabled teaching</u>)
P14	Disciplining or praising pupils - includes detention
P15	Registration , general classroom management or pastoral care with individual pupils
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NOT WORKING	
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N62	Own time outside school hours

DIARY: DAY TWO

Which day(s) are you completing this diary page for?

Tick one box only

Monday Tuesday Wednesday Thursday Friday Saturday / Sunday

► If you have ticked a weekday please go to Question A. Otherwise please go to Question B.

A. Have you done any work on this day?

Tick one box only

Some work activity to record on this day ► Please complete the diary page opposite using the activity codes below
 Authorised absence (e.g. Sickness, jury service etc.) ► Please answer the questionnaire starting on pg 8

B. Have you done any work on either Saturday or Sunday?

Tick all that apply

Work activity on Saturday ► Please complete the diary page opposite using the activity codes below
 Work activity on Sunday ► Please complete the diary page opposite using the activity codes below
 Did not work on Saturday or Sunday ► Please answer the questionnaire starting on pg 8

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DIARY QUESTIONNAIRE

The following questions give you the opportunity to have your say on topical issues.
Please answer by either ticking boxes or by writing in the answer in BLUE or BLACK pen.

Q1. The following questions are about unnecessary bureaucracy and administrative burdens in schools...

- a. Some teachers tell us that some 'paper work' can be unnecessary and bureaucratic, can you give any examples of this in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

- b. Some teachers tell us that some of their tasks relating to 'marking or recording pupil progress' can be unnecessary and bureaucratic, can you give any examples of this in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

- c. Some teachers tell us that some of their tasks relating to 'data (analysing/reporting/evidence gathering)' can be unnecessary and bureaucratic, can you give any examples of this in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

- d. Some teachers tell us that 'the level of detail and format of planning and preparation' in their schools can be unnecessary and bureaucratic, can you give any examples of this in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

- e. Some teachers tell us that they spend a lot of time doing unnecessary or over burdensome activities relating to SATS and exams, can you give any examples of this in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

- f. Are there any other aspects/elements of your work that you consider are unnecessary and bureaucratic examples in your work, please be as specific as possible.**

Please write your answer in the box or write "None" if there are no examples

Q2. How much of your time is spent on tasks you consider are unnecessary or bureaucratic?

Tick one box only

- All
- Most
- Some
- A little
- None
- I don't know

Q3. Over the last 12 months has the amount of time you spend on unnecessary and unnecessarily bureaucratic tasks changed?

Tick one box only

- Yes – it has increased ► *Go to Q4*
- Yes – it has reduced ► *Go to Q4*
- No – it has stayed about the same ► *Go to Q5*
- I don't know ► *Go to Q5*

Q4. You said the amount of time you spend on unnecessary and bureaucratic tasks has changed. Why has this been?

Please write your answer in the box

Q5. If you could ask the Department for Education to remove one requirement, what would it be?

Please write your answer in the box

Q6. Of the following activities, which THREE would improve the quality of teaching and pupil learning the MOST if you were able to spend more time on them than you currently do?

Please tick THREE boxes only

Planning my own lessons	<input type="checkbox"/>
Collaborative planning with colleagues	<input type="checkbox"/>
Exploring and selecting resources	<input type="checkbox"/>
Long term curriculum review, developing schemes of work, researching new topics	<input type="checkbox"/>
Moderation of assessments with colleagues	<input type="checkbox"/>
Reviewing pupil data	<input type="checkbox"/>
Observing colleagues teaching	<input type="checkbox"/>
Observing good practice in other schools	<input type="checkbox"/>
One-to-one and small group teaching	<input type="checkbox"/>
Planning for differentiation	<input type="checkbox"/>
Marking pupils work	<input type="checkbox"/>
Discussing work with individual pupils	<input type="checkbox"/>
Professional learning and development	<input type="checkbox"/>
Time instructing support staff	<input type="checkbox"/>
Mentoring and coaching teaching staff/being mentored or coached	<input type="checkbox"/>

Q7. What other tasks, if any at all, would improve the quality of teaching and pupil learning, if you were able to spend more time on them?

Please write your answer in the box or write "None" if there are no tasks

Q8. For each of the days of the week starting 11th March, roughly how much time did you or will you spend in total on work related activity (excluding non working breaks)?

Please write in your best estimate in hours and minutes

Monday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know
Tuesday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know
Wednesday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know
Thursday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know
Friday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know
Saturday & Sunday	<input type="text"/>	HRS	<input type="text"/>	MINS	<input type="checkbox"/> Don't know

Q9 a. Over the last 12 months, approximately how many hours have you spent in total on each of the following tasks?

Please enter the number of hours to the nearest whole hour for all tasks that apply to you

b. For each task, is this more, less or about the same amount of time as the previous year?

Please tick one box only per row

	a) Hours spent in last year <i>Please write in number</i>	b) Whether more or less than previous year <i>Please tick one box per row</i>				
		Does not apply	More	Same	Less	Don't know
Leading, or participating in staff appraisal	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involvement in capability procedures	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting or appointing staff	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with parent complaints	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with trade unions	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHEN YOU HAVE COMPLETED YOUR QUESTIONNAIRE, PLEASE RETURN IT TO TNS BMRB IN THE REPLY PAID ENVELOPE PROVIDED

FREQUENTLY ASKED QUESTIONS

What will this research be used for?

This research will have a direct impact on the Department's policy and decision making and will help identify whether their policies are having any impact. There are questions in this booklet which give you the opportunity to have your say on topical issues.

What if the days assigned to me do not reflect my usual workload?

We ask that you complete the diary pages in this booklet for the days assigned to you. You may feel that your workload on the days allocated to you does not reflect your workload on a "normal" day. Even if this is the case, we still want you to keep the diary on these days. At the end of this booklet you will be asked to tell us how many hours you worked on each of the other days during the week.

Are my answers anonymous?

All of the information you provide will be treated in the strictest confidence by TNS BMRB. No information you provide which could identify you or your school will be released to any organisation, including the Department.

Can I get a copy of the results from the survey?

Results will be published on the Department's website in late 2013.

Are you interested in the work I do away for school premises?

We want to know what work activities you do both on and off school premises and inside and outside of school hours. However, record travel time to and from work as 'own time' unless you work during the journey, e.g. do some marking on the train.

I travel between schools during the day as part of my job. Is this a work related activity?

You should include all work carried out as part of your contract. If this includes travelling to other schools or another site, it can be coded under I52.

I have been assigned Friday, Saturday and Sunday but there are only two diary pages in my booklet. How do I fill in my diary?

If you have been assigned the weekend record the work related activities you do on Saturday and Sunday on the same page.

Not everything I do during the day is work related. Do you want to know about my non-work related activities?

Use the "N" codes to record any non-work related activities you do during the day. There should be no time gaps between entries. The only exception is if you are recording time spent working during the weekend. In this case we are only interested in your work related activities.

I spent some of the time during my day multitasking, how should I record this?

For any one entry only use one activity code – the main activity and make sure that no two activities overlap. If there are periods of time during which you switch between activities, work out the proportion of time spent on each then allocate and code them separately. Treat very brief activities as part of longer entries, using the activity code which best applies to the time as a whole.

I have made a mistake when recording one of my activities, what should I do?

If you need to amend an entry, cross out the original and write the correct entry below it or at the end ensuring that it is clear to us what you mean.

What sorts of activities does each of the main activity groups cover?

- *Teaching (T)*: any teaching whether with a group of pupils or an individual pupil.
- *Non teaching pupil/parent contact (P)*: contact with individual pupils, groups of pupils and their families including supervision, disciplining and pastoral care.
- *Planning, preparation and assessment (M)*: preparation for a lesson including joint planning sessions with other teachers or members of support staff, and assessing pupils (marking, report writing etc.).
- *School/staff management (S)*: general management activities relating to the school including management and supervision of staff.
- *General administrative support (A)*: relatively routine administrative or clerical tasks which do not require professional decision-making or expertise.
- *Individual/professional activity (I)*: individual activities or professional development such as being trained or studying.
- *Not working (N)*: time spent not working during the school day.

I'm having trouble choosing a specific activity code that matches the activity I am doing.

First, look through the group headings and choose one which suits the type of activity you are trying to code. Then choose the most appropriate specific code within that category. If you cannot find a code which exactly fits your particular activity, choose the 'other' category under the chosen group and write a brief description in the notes column.

What activity code does emailing come under?

Any contact, which includes phone calls, letters, emails, etc., should be coded according to who the contact was with, so for example emailing a parent would be P16, emailing the Governors would be S35 and emailing another member of staff could be S33 unless it was about pupils or planning, in which case it would be an "M" code. Emailing should not be recorded as clerical or administrative activity.

I don't want to take part but one of my colleagues does. Can I pass on this diary to them?

No, we would like it to be filled out by the person it has been addressed to. Teachers have been randomly selected to take part based on their demographic characteristics. This will ensure that the views expressed in the survey are representative of all teachers across England and Wales.