

School Teachers' Review Body

**TEACHERS' WORKLOADS
DIARY SURVEY**

March 2004

Report produced by the Office of Manpower Economics

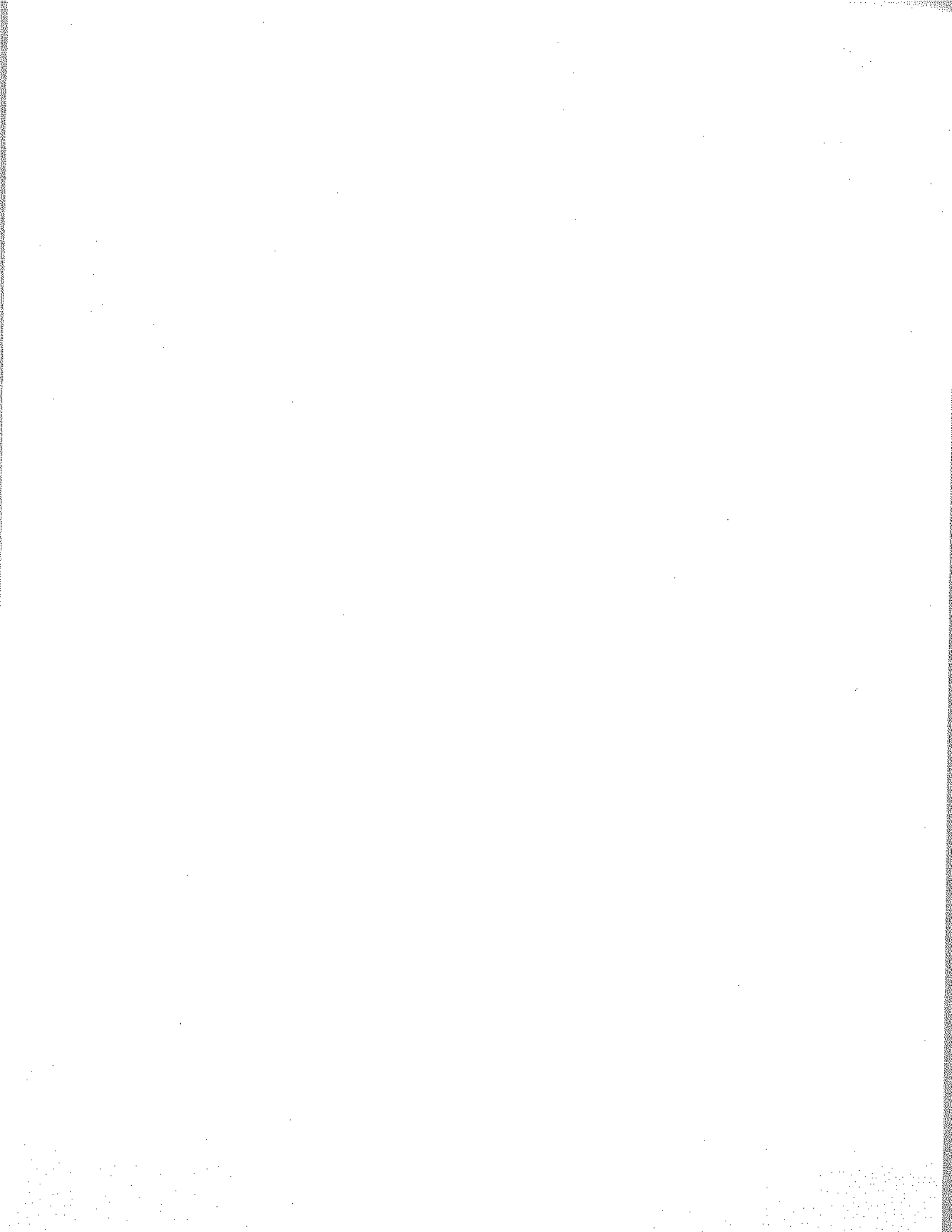
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Chapter 1

INTRODUCTION

1. The 2004 teachers' workloads survey provides independently-collected data on the hours and working patterns of the 2,300 randomly-selected teachers in primary, secondary and special schools in England and Wales who returned useable questionnaires. It is the fifth survey commissioned by the School Teachers' Review Body (STRB) to examine teachers' workloads; the previous surveys were carried out in 1994, 1996, 2000 and 2003.

Background

2. Evidence gathered by the STRB over recent years, from teacher associations and other parties as well as directly from teachers during school visits, showed mounting concern among the profession about teacher workload and its effect on morale. This concern reflected the results of three previous workload surveys commissioned by the Review Body, which showed clear increases in average teacher workload between 1994 and 2000.

3. Against this background, the STRB's Tenth Report, published in February 2001, recommended that the Department for Education and Employment (as it then was) organise an independent programme to look at the workload of teachers, and the factors contributing to it. The Department subsequently commissioned PricewaterhouseCoopers (PwC) to undertake such a study and formed a Steering Group comprising representatives of all main stakeholders to oversee and guide PwC's work.

4. After PwC's final report, in December 2001, the then Secretary of State remitted the STRB to consider teacher workload and conditions of service in some detail, and established a concurrent working party on the remodelling of teaching, with a membership similar to the earlier Steering Group. The STRB produced recommendations in May 2002 in its *Special review of approaches to reducing teacher workload*.

5. After a consultation period and further discussions within the working party, most of the organisations represented on that group signed up to a national agreement, *Raising standards and tackling workload*, in January 2003.

Acknowledgements

6. The Review Body wishes to thank BMRB who assisted with the design of the diary survey, carried out the fieldwork and data processing for it. The support of the parties and their detailed comments and suggestions also contributed to the successful mounting of the study.

7. Above all, the Review Body would particularly like to thank all the schools which agreed to co-operate in the study and the teachers who took the time to complete diaries and make themselves available to be interviewed. Without their co-operation the study would not have been possible.

The survey

8. This year's survey was conducted on a basis similar to the previous four surveys, with diaries being completed during a single week in March 2004. As such, it should be kept in mind that the survey statistics do not necessarily provide an accurate guide to working patterns in other weeks of the year, although an important factor in selecting the week was that it was generally felt not to be unusual for term-time.

9. In the 2003 survey, some activities were reclassified to different groupings (for example, "Administering test/invigilating exam" was classified as a "Teaching" activity in earlier surveys, but in 2003 was included as "Non-teaching contact"). These changes were made through consultation with the parties and were generally an attempt to reflect the intended separation of a teacher's professional role from other tasks, as indicated in the January 2003 agreement. No further changes were made for the 2004 survey.

10. All comparisons between the 2003 and 2004 surveys are valid but, as a result of the changes in 2003, grouped breakdowns of workload activities should not be compared directly with earlier surveys, although comparisons of total workload and of individual activities remain valid.

11. Technical notes on the survey are included in Annex B.

Chapter 2

SUMMARY OF FINDINGS

12. The diary survey analysis is set out in the tables in Annex A. Table A1 summarises the survey findings for headteachers, deputies and assistants, and other teachers. It confirms the broad picture shown by previous research that, as teachers' responsibilities increase, the average total hours they work in term-time increase but, within that total, the average hours they spend teaching decrease. Tables A11 to A19 illustrate the wide spread of total hours and of teaching hours worked by individual teachers in the survey.

13. Table 1 summarises the average total working hours for the various groups of teachers.

Table 1 – Average total hours worked by full-time teachers in a week in March 2004

	Total average hours
	2004
Primary	
Headteachers	55.6
Deputy/assistant heads	55.7
Classroom teachers	52.5
Secondary	
Headteachers	60.8
Deputy/assistant heads	54.1
Heads of faculty/department	51.6
Classroom teachers	49.9
Special (a)	
Classroom teachers	46.3

(a) Heads and deputy/assistants omitted because of low sample numbers (see Table A21)

Comparisons between the 1994, 1996, 2000, 2003 and 2004 surveys

14. Table 2 compares average total hours worked from the 1994, 1996, 2000, 2003 and 2004 surveys for various types of teacher. Table 3 gives the same comparison for average hours worked on teaching activities. As discussed in paragraphs 9 and 10, the activities coded under the heading of "Teaching" have changed slightly since 2000. In order to present a fair comparison between years, the hours shown for teaching in 2003 and 2004 represent a regrouping of activities to match the definition used in previous years.

15. None of the groups has seen a significant increase in total hours worked since 2000. In fact, the two groups for whom the change in total hours between 2000 and 2004 is statistically significant are primary school headteachers and secondary school deputy headteachers, with each showing significant decreases to around the levels recorded in the 1994 and 1996 surveys. However, other primary school groups still show significant increases in total hours worked since 1994.

16. None of the groups has seen a significant change in hours worked on teaching activities between 2004 and earlier years.

Table 3 – Average total teaching hours worked by full-time teachers in a week in March 1994, 1996, 2000, 2003 and 2004

	Total average teaching hours				
	1994	1996	2000	2003 (c)	2004 (c)
Primary					
Headteachers	5.1	6.9	6.2	5.1	5.9
Deputy/assistant heads (b)	16.8	17.5	18.0	16.7	16.4
Classroom teachers	19.4	20.0	20.5	19.9	19.9
Secondary					
Headteachers	2.7	3.9	3.5	2.6	3.0
Deputy/assistant heads (b)	9.0	9.9	10.0	11.5	10.1
Heads of faculty/department	18.8	19.4	19.7	19.7	19.6
Classroom teachers	19.9	20.9	21.2	21.4	20.8
Special (a)					
Classroom teachers	17.6	17.3	19.6	17.5	17.8

(a) Heads and deputies omitted because of low sample numbers (see table A21). Changes in hours not tested for statistical significance.

(b) Includes only deputy heads in 1994, 1996 and 2000.

(c) For the purposes of this time series comparison, teaching activities in 2003 and 2004 have been regrouped to match the definition used in previous years. For this reason, 2004 data will not match that shown in Annex A.

There have been no statistically significant changes in teaching hours between 2004 and previous years

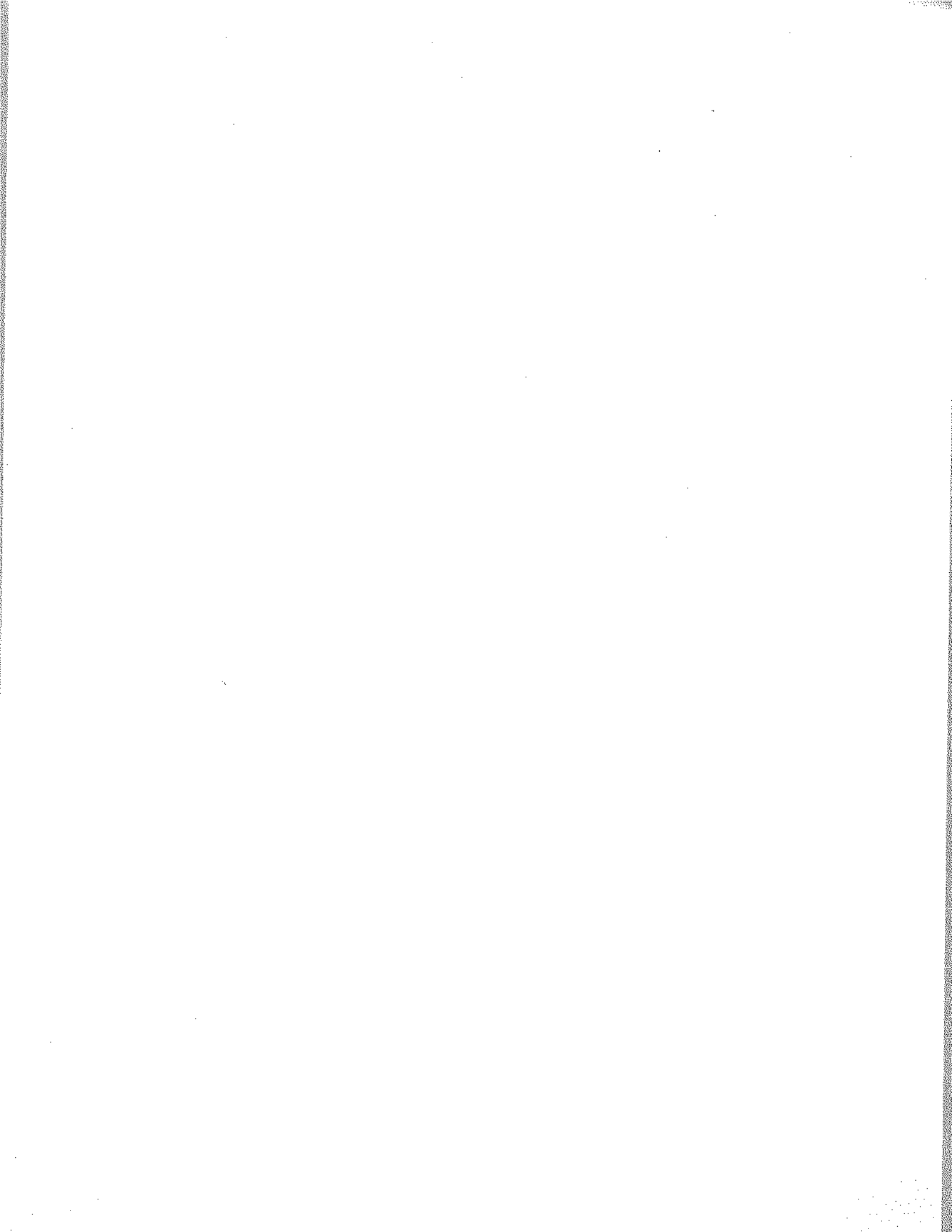
Total hours

17. Broad findings in relation to total hours for full-time teachers are as follow:

Gender, age and experience

- *Gender*

Where sample numbers are large enough to permit reliable comparisons, female teachers appear to work broadly similar hours to male teachers. Secondary heads of department are the only groups for whom the difference is notable, with female teachers working three hours more on average than male teachers. (Tables A2 to A7).



- *Age and experience*
There is no discernible pattern of working hours by age, for full-time classroom teachers.

Workloads in different contexts

- *Management Allowances*
In both primary and secondary schools, teachers in receipt of a management allowance recorded higher average working hours than those without a management allowance. Those with allowances appear to spend longer working on School/Staff management than those without and, in secondary schools, spend less time teaching (Tables A6 and A7).
- *Year groups taught*
Primary classroom teachers with a year 5 or 6 group appear to have slightly longer average hours than those with other year groups (Table A8).
- *Classroom support*
For classroom teachers in primary schools, there may be a broad pattern of average total hours worked reducing with higher levels of classroom support (Table A8).
- *Subjects taught*
In the secondary sector, among the few subjects where the sample size was sufficiently large to include them, those who teach mathematics recorded the highest average hours (Table A9).
- *Pupils with statements*
There is no clear pattern of average total hours worked in relation to the proportion of statemented pupils within either primary or secondary schools (Table A10).
- *Relative social deprivation of pupils*
No strong pattern emerges in the average hours worked by classroom teachers in schools with different degrees of social deprivation, as measured by the proportion of pupils in school eligible for free school meals. However, the sample sizes at the highest levels of eligibility were insufficiently large to make a comparison (Table A10).

Organisational factors

- *Class size*

There is no apparent relationship between class size and the average total hours worked by primary school teachers (Table A8).
- *Size of school*

There is no clear pattern linking size of school with the length of the working week for classroom teachers (Table A10).
- *Local management of schools*

Relatively large amounts of time are spent by heads on school policy development, on financial management, on working with governors and on liaising with external educational bodies (Tables A23 and A24).

Grouped activities

18. Information on the time spent on individual activities is set out in Tables A23 to A25, while Table A1 summarises the broader groupings. Findings in relation to the major activity groups are as follows:

Teaching

- Classroom teachers in primary and secondary schools spend, on average, just under two fifths of their time on teaching activities, with the figure slightly higher in secondaries than in primaries.
- Secondary school classroom teachers spend an hour more than primary school classroom teachers on teaching activities. Although secondary school classroom teachers spend less time than their primary counterparts teaching their own lessons, they spend more time covering for teacher absence and teaching outside the timetabled day.
- On average, primary school deputy and assistant heads spend about three and a half hours less than classroom teachers on teaching activities, whereas in secondary schools the difference is nearly ten hours.

Lesson preparation, marking etc

- On average, primary and secondary school classroom teachers spend just over a quarter of their time on preparation, marking etc.

- Overall, secondary school classroom teachers spend less time planning and preparing lessons but more time marking pupil work and writing reports than primary school teachers.

Non-teaching contact with pupils and parents

- For teachers in the leadership group, the average hours of non-teaching contact time are higher in secondary schools than primary schools. For classroom teachers, the average hours are about the same.

School/staff management

- Secondary school headteachers spend ten hours more on management than primary heads. For deputy and assistant heads the difference is nine hours.
- Classroom teachers in primary schools spend very slightly longer than their secondary counterparts on management activities.

General administrative tasks

- For all types of teacher, the average hours spent on general administrative tasks are higher in primary schools than in secondary schools – largely due to more time spent setting up / tidying classrooms, labs or other teaching areas.

Individual/professional activity

- Teachers in the leadership group spend more hours on average than classroom teachers on individual/professional activities.

Weekend and evening work

19. Table A26 shows that, on average, full-time teachers in primary schools perform between 9 and 10 per cent of their hours worked at weekends. In secondary schools, the average falls between 7 and 11 per cent. Generally, a further 13 to 16 per cent of hours worked in primary schools and 15 to 18 per cent of hours worked in secondary schools was carried out after 6.00 pm, or before school starts, on weekdays. In total, these periods account for around a quarter of total working time on average for primary and secondary school teachers.

20. Table A27 shows that 63 per cent of evening and weekend work by full-time primary classroom teachers is spent on lesson preparation, marking etc, within which just over 60 per

cent of time was spent on planning lessons and most of the rest on marking. For secondary teachers, the equivalent figure is 68 per cent, within which just under half was spent on planning, with the majority of the remainder spent on marking.

Part-time teachers

21. There are difficulties in interpreting data relating to part-time teachers as they are contracted to work for varying fractions of a full-time week and because of low sample numbers. However Table A20 shows that, on average, those contracted to work for part of a full week worked in excess of that proportion of the average time worked by full-time classroom teachers. For example, primary teachers contracted to work 50% of a full week worked, on average, 63% of the hours put in by their full-time colleagues.

Annex A

SURVEY RESULTS

Table

- A1 Average hours worked by full-time teachers, in total and on grouped activities
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- A3 Average hours worked by full-time deputy and assistant headteachers
- A4 Average hours worked by full-time heads of department in secondary schools
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- A11 Distribution of total hours worked by full-time headteachers
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- A20 Average hours worked by part-time classroom teachers working different FTE fractions

- A21 Average hours worked by full-time teachers in special schools
- A22 Distribution of total hours, and of teaching hours, worked by full-time classroom teachers in special schools
- A23 Average hours spent on individual activities by full-time headteachers, deputy and assistant headteachers and classroom teachers in primary schools
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- A26 Percentage of total hours worked by full-time teachers at weekends, and before school or after 6pm on weekdays
- A27 Composition of hours worked at weekends, before school and after 6pm for full-time classroom teachers
- A28 Relationship of total hours worked to hours worked at weekends, before school and after 6pm for full-time classroom teachers
- A29 General attitudes of teachers to their jobs and workloads
- A30 Average total hours, teaching hours and hours worked at weekends, before school and after 6pm for full-time classroom teachers, by the teacher's view of "how much of the time it was possible to do the job as it should be done"

All figures have been rounded independently, percentages have been calculated from unrounded figures, and the following conventions have been used:

-	nil
0.0	0.05 or less
()	less reliable because of low sample numbers
na	not applicable

Table A1 - Average hours worked by full-time teachers, in total and on grouped activities
Weighted

	Heads (a)						Deputy and assistant heads (a)						Classroom teachers												
	Primary			Secondary			Primary			Secondary			Primary			Secondary			Classroom			Special			
	Hrs	%		Hrs	%		Hrs	%		Hrs	%		Hrs	%		Hrs	%		Hrs	%		Hrs	%		
Teaching	5.8	10.3%	2.9	4.8%	14.8	26.6%	9.6	17.8%	18.5	35.3%	18.3	35.4%	19.4	38.8%	16.7	36.0%									
Lesson preparation, marking	2.7	4.8%	1.7	2.7%	11.8	21.1%	8.0	14.8%	13.6	25.9%	12.8	24.9%	14.0	28.1%	9.0	19.5%									
Non-teaching contact	8.5	15.3%	10.1	16.6%	7.9	14.2%	9.7	17.9%	6.0	11.5%	7.3	14.2%	6.1	12.1%	6.0	12.9%									
School/staff management	27.2	48.8%	37.2	61.1%	9.6	17.2%	18.6	34.5%	4.2	8.1%	5.8	11.2%	3.8	7.6%	4.4	9.6%									
General admin tasks	4.2	7.6%	2.4	4.0%	6.0	10.7%	3.3	6.1%	6.2	11.9%	4.0	7.8%	3.4	6.9%	4.8	10.3%									
Individual/professional	6.3	11.4%	4.9	8.1%	4.8	8.7%	3.6	6.7%	3.2	6.1%	2.5	4.9%	2.5	5.0%	4.0	8.5%									
All known working activities	54.6	98.1%	59.2	97.4%	54.9	98.5%	52.8	97.7%	51.8	98.7%	50.7	98.4%	49.2	98.5%	44.8	96.7%									
Other activities	1.0	1.8%	1.6	2.6%	0.8	1.5%	1.2	2.3%	0.7	1.3%	0.9	1.7%	0.7	1.5%	1.5	3.3%									
All activities	55.6	100%	60.8	100%	55.7	100%	54.1	100%	52.5	100%	51.6	100%	49.9	100%	46.3	100%									

(a) - excluding special schools where sample numbers were very low

Table A2 - Average hours worked by full-time headteachers

We Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
ALL				
Total	55.6	60.8	100%	100%
On grouped activities				
Teaching	5.8	2.9	10.3%	4.8%
Lesson preparation, marking	2.7	1.7	4.8%	2.7%
Non-teaching contact	8.5	10.1	15.3%	16.6%
School/staff management	27.2	37.2	48.8%	61.1%
General admin tasks	4.2	2.4	7.6%	4.0%
Individual/professional	6.3	4.9	11.4%	8.1%
Other activities	1.0	1.6	1.8%	2.6%
MALES (a)				
Total	(58.6)	57.4	100%	100%
On grouped activities				
Teaching		3.0		5.1%
Lesson preparation, marking		1.2		2.2%
Non-teaching contact		10.2		17.8%
School/staff management	(c)	35.0	(c)	61.0%
General admin tasks		2.1		3.6%
Individual/professional		4.2		7.3%
Other activities		1.7		2.9%
FEMALES (b)				
Total	53.8	(67.40)	100%	100%
On grouped activities				
Teaching	4.0		7.4%	
Lesson preparation, marking	2.8		5.2%	
Non-teaching contact	7.9		14.7%	
School/staff management	27.4	(c)	51.0%	(c)
General admin tasks	4.5		8.4%	
Individual/professional	6.1		11.4%	
Other activities	1.0		1.9%	

(a) (a) - 42 teachers in primary schools and 53 in secondary schools

(b) (b) - 70 teachers in primary schools and 25 in secondary schools

(c) (c) - Omitted because of low numbers

Note - in this and succeeding tables, data which are less reliable because of low sample numbers are shown in parentheses

Table A3 - Average hours worked by full-time deputy headteachers

Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
ALL				
Total	55.7	54.1	100%	100%
On grouped activities				
Teaching	14.8	9.6	26.6%	17.8%
Lesson preparation, marking	11.8	8.0	21.1%	14.8%
Non-teaching contact	7.9	9.7	14.2%	17.9%
School/staff management	9.6	18.6	17.2%	34.5%
General admin tasks	6.0	3.3	10.7%	6.1%
Individual/professional	4.8	3.6	8.7%	6.7%
Other activities	0.8	1.2	1.5%	2.2%
MALES (a)				
Total	(58.6)	(54.1)	100%	100%
On grouped activities				
Teaching				
Lesson preparation, marking				
Non-teaching contact				
School/staff management	(c)	(c)	(c)	(c)
General admin tasks				
Individual/professional				
Other activities				
FEMALES (b)				
Total	54.3	(54.1)	100%	100%
On grouped activities				
Teaching	15.0		27.6%	
Lesson preparation, marking	11.1		20.4%	
Non-teaching contact	6.6	(c)	12.1%	(c)
School/staff management	9.1		16.8%	
General admin tasks	6.3		11.6%	
Individual/professional	5.2		9.5%	
Other activities	1.1		2.0%	

(a) - 20 teachers in primary schools and 38 in secondary schools

(b) - 66 teachers in primary schools and 42 in secondary schools

(c) - Omitted because of low numbers

Table A4 - Average hours worked by full-time heads of department in secondary schools
 Weigh Weighted

	Average hours	Percentage of total
	Hrs	%
ALL		
Total	51.6	100%
On grouped activities		
Teaching	18.3	35.4%
Lesson preparation, marking	12.8	24.9%
Non-teaching contact	7.3	14.2%
School/staff management	5.8	11.2%
General admin tasks	4.0	7.8%
Individual/professional	2.5	4.9%
Other activities	0.9	1.7%
MALES (a)		
Total	50.0	100%
On grouped activities		
Teaching	18.4	36.7%
Lesson preparation, marking	12.7	25.4%
Non-teaching contact	6.8	13.6%
School/staff management	5.5	10.9%
General admin tasks	3.5	7.1%
Individual/professional	2.4	4.8%
Other activities	0.8	1.5%
FEMALES (b)		
Total	53.1	100%
On grouped activities		
Teaching	18.2	34.3%
Lesson preparation, marking	12.9	24.4%
Non-teaching contact	7.8	14.7%
School/staff management	6.1	11.4%
General admin tasks	4.4	8.4%
Individual/professional	2.7	5.0%
Other activities	0.9	1.8%

(a) - 1 (a) - 151 teachers

(b) - 1 (b) - 168 teachers

Table A5 - Average hours worked by full-time classroom teachers

Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
ALL				
Total	52.5	49.9	100%	100%
On grouped activities				
Teaching	18.5	19.4	35.3%	38.8%
Lesson preparation, marking	13.6	14.0	25.9%	28.1%
Non-teaching contact	6.0	6.1	11.5%	12.1%
School/staff management	4.2	3.8	8.1%	7.6%
General admin tasks	6.2	3.4	11.9%	6.9%
Individual/professional	3.2	2.5	6.1%	5.0%
Other activities	0.7	0.7	1.3%	1.5%
MALES (a)				
Total	52.9	48.8	100%	100%
On grouped activities				
Teaching	19.6	19.8	37.0%	40.6%
Lesson preparation, marking	15.6	13.1	29.5%	26.8%
Non-teaching contact	6.4	6.2	12.0%	12.8%
School/staff management	3.1	3.8	5.8%	7.8%
General admin tasks	4.4	2.9	8.3%	5.9%
Individual/professional	3.2	2.3	6.0%	4.8%
Other activities	0.7	0.7	1.4%	1.4%
FEMALES (b)				
Total	52.4	50.6	100%	100%
On grouped activities				
Teaching	18.4	19.1	35.1%	37.8%
Lesson preparation, marking	13.3	14.6	25.4%	28.9%
Non-teaching contact	6.0	6.0	11.5%	11.8%
School/staff management	4.4	3.8	8.4%	7.5%
General admin tasks	6.5	3.8	12.3%	7.4%
Individual/professional	3.2	2.6	6.1%	5.1%
Other activities	0.7	0.8	1.3%	1.5%

(a) - 74 teachers in primary schools and 167 in secondary schools

(b) - 568 teachers in primary schools and 265 in secondary schools

Table A6 - Average hours worked by full-time classroom teachers with management allowance

Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
ALL				
Total	53.9	50.3	100%	100%
On grouped activities				
Teaching	18.7	18.6	34.6%	37.0%
Lesson preparation, marking	13.4	13.7	24.8%	27.2%
Non-teaching contact	6.1	6.2	11.4%	12.4%
School/staff management	5.6	4.9	10.4%	9.8%
General admin tasks	6.3	3.8	11.6%	7.5%
Individual/professional	3.2	2.4	5.9%	4.8%
Other activities	0.7	0.7	1.2%	1.3%
MALES (a)				
Total	(54.7)	49.1	100%	100%
On grouped activities				
Teaching		19.0		38.6%
Lesson preparation, marking		12.6		25.7%
Non-teaching contact		6.4		13.0%
School/staff management	(c)	4.9	(c)	9.9%
General admin tasks		3.3		6.7%
Individual/professional		2.3		4.6%
Other activities		0.7		1.5%
FEMALES (b)				
Total	53.8	50.9	100%	100%
On grouped activities				
Teaching	18.5	18.4	34.3%	36.2%
Lesson preparation, marking	13.1	14.3	24.3%	28.1%
Non-teaching contact	6.1	6.1	11.4%	12.1%
School/staff management	5.8	4.9	10.9%	9.7%
General admin tasks	6.4	4.0	11.8%	7.9%
Individual/professional	3.3	2.5	6.1%	4.9%
Other activities	0.6	0.6	1.1%	1.2%

(a) - 30 teachers in primary schools and 82 in secondary schools

(b) - 209 teachers in primary schools and 119 in secondary schools

Table A7 - Average hours worked by full-time classroom teachers without management allowance

Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
ALL				
Total	51.8	49.4	100%	100%
On grouped activities				
Teaching	18.5	20.5	35.8%	41.6%
Lesson preparation, marking	13.8	14.6	26.7%	29.5%
Non-teaching contact	6.0	6.0	11.6%	12.1%
School/staff management	3.4	2.3	6.6%	4.6%
General admin tasks	6.3	3.1	12.1%	6.3%
Individual/professional	3.1	2.2	6.0%	4.5%
Other activities	0.6	0.7	1.1%	1.4%
MALES (a)				
Total	(52.8)	48.2	100%	100%
On grouped activities				
Teaching		21.2		44.1%
Lesson preparation, marking		13.4		27.8%
Non-teaching contact		6.4		13.2%
School/staff management	(c)	2.5	(c)	5.2%
General admin tasks		2.4		4.9%
Individual/professional		1.7		3.4%
Other activities		0.7		1.4%
FEMALES (b)				
Total	51.6	50.1	100%	100%
On grouped activities				
Teaching	18.4	20.1	35.6%	40.1%
Lesson preparation, marking	13.5	15.3	26.2%	30.5%
Non-teaching contact	5.9	5.8	11.5%	11.5%
School/staff management	3.5	2.2	6.8%	4.3%
General admin tasks	6.6	3.5	12.8%	7.1%
Individual/professional	3.1	2.6	5.9%	5.1%
Other activities	0.6	0.7	1.1%	1.4%

(a) - 35 teachers in primary schools and 69 in secondary schools

(b) - 295 teachers in primary schools and 124 in secondary schools

(c) - Omitted because of low sample numbers

Table A8 - Average total hours worked by full-time classroom teachers in primary school by demographics
Weighted

		Sample size (a)	Total hours worked
		Number	Hours
Age	under 25	60	52.0
	25-34	226	52.4
	35-44	100	53.2
	45-54	197	52.4
	55+	58	52.5
Sex	Male	74	52.9
	Female	568	52.4
Years in teaching	0-2	133	53.0
	3-9	217	52.4
	10-14	85	52.7
	15-19	32	(53.3)
	20+	166	52.2
Years in post	0	159	52.7
	1-2	178	52.6
	3-4	96	53.5
	5-9	109	52.5
	10+	85	51.2
Class size	< 25	182	52.7
	25-29	221	53.0
	30-34	172	51.4
	35+	22	(53.8)
Year group taught	Reception	78	51.8
	Y1	67	52.3
	Y2	66	52.7
	Y3	52	52.1
	Y4	48	51.8
	Y5	58	54.9
	Y6	36	54.9
Key stage taught	KS1	244	51.8
	KS2	269	53.2
	Other	70	52.7
Class type	Single yr	421	52.7
	Two yrs	135	51.5
% time classroom support	None/almost none	41	(53.3)
	10%	27	(51.6)
	20%	48	(55.0)
	30/40/50%	108	52.7
	60/70/80/90%	161	51.8
	All/almost all	102	51.7

(a) Data based on low sample numbers omitted.
Unweighted sample size given

Table A9 - Average total hours worked by full-time classroom teachers in secondary school by demographics
Weighted

		Sample size (a)	Total hours worked
		Number	Hours
Age	under 25	36	(49.8)
	25-34	156	48.7
	35-44	87	47.7
	45-54	123	51.7
	55+	30	(54.5)
Sex	Male	167	48.8
	Female	265	50.6
Years in teaching	0-2	124	51.1
	3-9	119	47.4
	10-14	44	(48.0)
	15-19	22	(47.7)
	20+	118	52.0
Years in post	0	117	51.4
	1-2	132	47.8
	3-4	71	49.7
	5-9	45	(49.7)
	10+	52	52.7
Subject	Maths	50	51.5
	Science	70	49.8
	Foreign langs	34	(54.6)
	English	59	49.6
	<70% one subject	59	49.3
% yr 12/13 teaching	None/almost none	34	(49.2)
	10%-19%	54	51.9
	20%-29%	46	47.4
	30%-49%	30	(54.8)
	50%+	16	(47.9)

(a) Unweighted sample size given

Table A10 - Average hours worked by full-time classroom teachers by further demographics
Weighted

	Primary		Secondary	
	Sample Nos (d)	Total hours	Sample Nos (d)	Total hours
	No	Hrs	No	Hrs
Size of school				
Under 50	8	(c)	-	-
51-200	204	53.3	-	-
201-400	326	52.2	2	(c)
401-600	91	52.0	3	(c)
601-800	13	(c)	65	49.9
801-1000	-	-	100	50.7
1000+	-	-	262	49.6
Unknown	-	-	-	-
% statemented children				
Under 0.5	149	53.9	29	(c)
0.5 -	90	53.1	40	(c)
1.0 -	163	51.0	159	50.8
2.0 -	187	53.2	166	48.7
5.0 or over	53	49.8	38	(c)
% pupils receiving free meals				
Under 5.0	145	54.2	119	50.5
5.0 -	107	52.8	110	52.6
10.0 -	167	51.0	113	48.3
20.0 -	101	51.0	49	(c)
30.0 -	83	52.6	29	(c)
40.0 or over	39	(c)	12	(c)
Catchment area (a)				
Inner city	99	52.5	45	(c)
Urban/suburban	286	53.0	139	51.5
Rural	115	52.8	52	48.5
Inner city/urban	52	48.1	33	(c)
Urban/rural	79	52.1	133	50.7
Representativeness of week (a)				
More busy	73	53.2	40	47.6
About same	476	52.5	334	49.6
Less busy	80	51.9	37	(c)
Workload normal? (b)				
Greater	60	55.1	33	(c)
About same	397	53.5	278	51.7
Less	176	49.2	109	45.2

(a) Headteacher's description

(b) Teacher's own assessment

(c) Omitted because of low sample numbers

(d) Unweighted sample size

Table A11 - Distribution of total hours worked by full-time headteachers
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 35	4.5%	2.0%
Over 35 up to 40	1.1%	1.1%
Over 40 up to 45	5.3%	1.4%
Over 45 up to 50	12.8%	4.0%
Over 50 up to 55	24.1%	15.7%
Over 55 up to 60	23.8%	19.8%
Over 60 up to 65	13.3%	17.4%
Over 65 up to 70	6.4%	27.4%
Over 70	8.8%	11.1%
	Hrs	Hrs
Highest decile	68.5	71.3
Upper quartile	61.7	66.6
Median	55.2	62.8
Lower quartile	51.2	56.2
Lowest decile	44.6	50.1
Teachers in sample (No) (a)	112	78

(a) unweighted sample size

Table A12 - Distribution of total hours worked by full-time deputy headteachers
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 35	1.0%	6.1%
Over 35 up to 40	2.0%	3.2%
Over 40 up to 45	3.1%	2.9%
Over 45 up to 50	13.9%	12.4%
Over 50 up to 55	34.1%	15.9%
Over 55 up to 60	21.5%	39.4%
Over 60 up to 65	17.8%	16.1%
Over 65 up to 70	2.9%	1.8%
Over 70	3.8%	2.1%
Highest decile	64.4	64.1
Upper quartile	60.0	59.1
Median	54.9	56.7
Lower quartile	51.1	50.2
Lowest decile	47.8	42.0
Teachers in sample (No) (a)	86	80

(a) unweighted sample size

Table A13 - Distribution of total hours worked by full-time heads of department in secondary schools
Weighted

Total hours worked	Percentage of teachers
	%
Up to 35	3.9%
Over 35 up to 40	8.1%
Over 40 up to 45	12.9%
Over 45 up to 50	17.2%
Over 50 up to 55	23.8%
Over 55 up to 60	17.6%
Over 60 up to 65	7.7%
Over 65 up to 70	5.4%
Over 70	3.5%
Highest decile	63.6
Upper quartile	56.8
Median	51.5
Lower quartile	45.3
Lowest decile	39.8
Teachers in sample (No) (a)	319

(a) unweighted sample size

Table A14 - Distribution of total hours worked by full-time classroom teachers
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 35	2.5%	3.6%
Over 35 up to 40	3.5%	7.0%
Over 40 up to 45	12.6%	20.4%
Over 45 up to 50	22.1%	22.9%
Over 50 up to 55	22.7%	21.1%
Over 55 up to 60	19.2%	13.2%
Over 60 up to 65	9.0%	5.0%
Over 65 up to 70	5.0%	4.5%
Over 70	3.3%	2.3%
Highest decile	64.2	61.9
Upper quartile	57.8	55.2
Median	52.2	49.3
Lower quartile	46.5	43.9
Lowest decile	42.4	39.8
Teachers in sample (No) (a)	642	432

(a) unweighted sample size

**Table A15 - Distribution of total hours worked by full-time classroom teachers with management allowance
Weighted**

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 35	1.8%	4.6%
Over 35 up to 40	2.2%	5.1%
Over 40 up to 45	8.3%	18.9%
Over 45 up to 50	20.8%	23.4%
Over 50 up to 55	27.6%	23.8%
Over 55 up to 60	19.0%	9.1%
Over 60 up to 65	8.9%	6.2%
Over 65 up to 70	7.0%	6.3%
Over 70	4.4%	2.6%
Teachers in sample (No) (a)	239	200

(a) unweighted sample size

Table A16 - Distribution of total hours worked by full-time classroom teachers without management allowance
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 35	2.8%	3.0%
Over 35 up to 40	4.3%	8.9%
Over 40 up to 45	15.2%	21.8%
Over 45 up to 50	21.5%	23.1%
Over 50 up to 55	20.0%	18.2%
Over 55 up to 60	20.2%	16.1%
Over 60 up to 65	9.9%	4.5%
Over 65 up to 70	3.8%	2.1%
Over 70	2.3%	2.3%
Teachers in sample (No) (a)	330	193

(a) unweighted sample size

Table A17 - Distribution of teaching hours (a) worked by full-time classroom teachers
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 12.5	7.2%	7.1%
Over 12.5 up to 15	7.7%	11.7%
Over 15 up to 17.5	20.4%	13.2%
Over 17.5 up to 20	28.4%	22.6%
Over 20 up to 22.5	24.9%	24.6%
Over 22.5 up to 25	10.5%	14.3%
Over 25	0.9%	6.5%
Highest decile	22.7	23.9
Upper quartile	21.2	22.1
Median	19.0	19.8
Lower quartile	16.5	16.3
Lowest decile	13.7	13.4
Teachers in sample (No) (b)	642	432

(a) Own lessons etc, cover, teaching outside the timetabled day, assisting in other lessons and educational visits

(b) Unweighted sample size

Table A18 - Distribution of teaching hours (a) worked by full-time classroom teachers with management allowance
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 12.5	7.9%	7.9%
Over 12.5 up to 15	8.3%	16.8%
Over 15 up to 17.5	18.8%	10.9%
Over 17.5 up to 20	27.3%	29.4%
Over 20 up to 22.5	24.6%	20.7%
Over 22.5 up to 25	12.0%	10.1%
Over 25	1.1%	4.5%
Teachers in sample (No) (b)	239	200

(a) Own lessons etc, cover, teaching outside the timetabled day, assisting in other lessons and educational visits

(b) Unweighted sample size

Table A19 - Distribution of teaching hours (a) worked by full-time classroom teachers without management allowance
Weighted

Total hours worked	Percentage of teachers	
	Primary	Secondary
	%	%
Up to 12.5	5.6%	5.0%
Over 12.5 up to 15	7.4%	6.4%
Over 15 up to 17.5	22.2%	15.1%
Over 17.5 up to 20	29.7%	15.3%
Over 20 up to 22.5	24.2%	31.0%
Over 22.5 up to 25	10.1%	18.0%
Over 25	0.8%	9.3%
Teachers in sample (No) (b)	330	193

- (a) Own lessons etc, cover, teaching outside the timetabled day, assisting in other lessons and educational visits
- (b) Unweighted sample size

A20 - Average hours worked by part-time classroom teachers (a) working different FTE fractions

Weighted	Average hours		Percentage of total	
	Primary	Secondary	Primary	Secondary
	Hrs	Hrs	%	%
0.4 FTE (b)				
Total	(25.5)	(24.0)	(100.0%)	(100.0%)
On grouped activities				
Teaching	(9.0)	(8.3)	(35.3%)	(34.5%)
Lesson preparation, marking	(6.8)	(9.2)	(26.8%)	(38.4%)
Non-teaching contact	(2.8)	(2.0)	(10.9%)	(8.3%)
School/staff management	(1.6)	(0.9)	(6.4%)	(3.9%)
General admin tasks	(3.1)	(2.3)	(12.2%)	(9.4%)
Individual/professional	(1.5)	(1.2)	(5.7%)	(4.9%)
Other activities	(0.6)	(0.2)	(2.5%)	(0.7%)
0.5 FTE (c)				
Total	33.2	(28.7)	100.0%	(100.0%)
On grouped activities				
Teaching	10.4	(9.3)	31.3%	(32.3%)
Lesson preparation, marking	8.3	(8.5)	25.0%	(29.7%)
Non-teaching contact	3.0	(2.3)	9.0%	(8.1%)
School/staff management	2.7	(0.8)	8.2%	(2.7%)
General admin tasks	5.4	(1.5)	16.2%	(5.2%)
Individual/professional	2.3	(4.4)	6.8%	(15.4%)
Other activities	1.2	(1.9)	3.5%	(6.6%)
0.6 FTE (d)				
Total	(33.1)	(35.6)	(100.0%)	(100.0%)
On grouped activities				
Teaching	(11.5)	(11.8)	(34.6%)	(33.2%)
Lesson preparation, marking	(9.5)	(12.4)	(28.8%)	(35.0%)
Non-teaching contact	(3.2)	(4.1)	(9.7%)	(11.6%)
School/staff management	(2.7)	(1.2)	(8.3%)	(3.5%)
General admin tasks	(3.8)	(3.3)	(11.5%)	(9.2%)
Individual/professional	(2.2)	(2.3)	(6.6%)	(6.4%)
Other activities	(0.2)	(0.4)	(0.6%)	(1.2%)

(a) Other FTE fractions and special schools not shown because of very low sample numbers

(b) 39 teachers in primary schools and 9 in secondary schools

(c) 63 teachers in primary schools and 18 in secondary schools

(d) 45 teachers in primary schools and 29 in secondary schools

A21 - Average hours worked by full-time teachers in special schools
Weighted

		Head teachers	Deputy heads	Classroom teachers
		%	%	%
Percentage distribution of hours worked on grouped activities				
Teaching		(1.3%)	(16.5%)	36.0%
Lesson preparation, marking		(1.1%)	(9.3%)	19.5%
Non-teaching contact		(14.2%)	(17.6%)	12.9%
School/staff management		(62.2%)	(40.8%)	9.6%
General admin tasks		(6.4%)	(7.8%)	10.3%
Individual/professional		(12.2%)	(6.8%)	8.5%
Other activities		(2.6%)	(1.2%)	3.3%
Average hours worked	Hrs	(54.1)	(49.5)	46.3
Teachers in sample (a)	No.	14	24	116

(a) unweighted sample size

Table A22 - Distribution of total hours and teaching hours worked by full-time classroom teachers in special schools

Weighted

	Percentage of teachers %
Total hours	
Up to 35	7.5%
Over 35 up to 40	13.1%
Over 40 up to 45	18.1%
Over 45 up to 50	21.6%
Over 50 up to 55	21.3%
Over 55 up to 60	11.0%
Over 60 up to 65	2.6%
Over 65 up to 70	4.0%
Over 70	0.9%
Teaching hours	
Up to 12.5	17.9%
Over 12.5 up to 15	16.0%
Over 15 up to 17.5	15.9%
Over 17.5 up to 20	16.6%
Over 20 up to 22.5	17.9%
Over 22.5 up to 25	13.7%
Over 25	1.9%
Teachers in sample (No.) (a)	116

(a) unweighted sample size

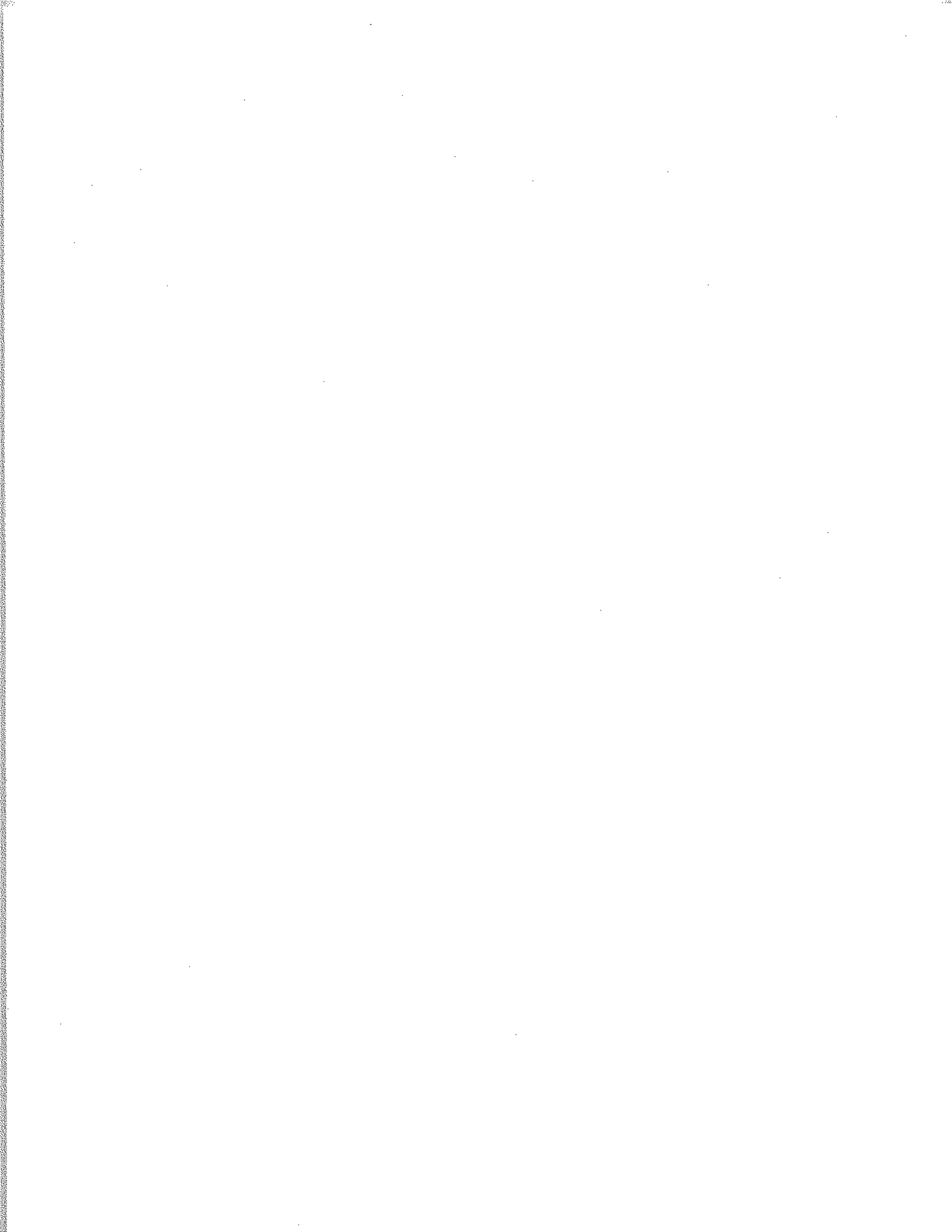


Table A23 - Average hours spent on individual activities by full-time headteachers, deputy headteachers and classroom teachers in primary schools
Weighted

	Headteacher Hrs	Deputy head Hrs	Classroom teacher Hrs
Teaching - Total	5.8	14.8	18.5
Of which:			
Own lesson/teaching/tutorial (include outside formal lesson-time, e.g. homework classes)	2.8	12.9	17.4
Covering absent teacher's lesson	1.0	0.3	0.1
Teaching/tutorial outside the timetabled day (e.g. homework classes)	0.1	0.2	0.2
Assisting pupils in another teacher's lesson	0.3	0.4	0.4
Educational visit	1.6	1.0	0.5
Non-teaching contact - Total	8.5	7.9	6.0
Of which:			
Supervising pupils before/during/after pupil day (eg. during breaks, assembly or worship including taking assembly)	3.5	2.8	2.3
Registration/general classroom management/pastoral/counselling session	0.1	0.7	1.3
Administering test/invigilating exam (including public and school exams/tests)	0.0	0.8	0.1
Coaching sport, rehearsing drama/music or organising pupil clubs/societies (not as part of timetabled teaching)	0.7	0.8	0.7
Disciplining/praising pupils (inc. detention)	0.6	0.6	0.2
Pastoral care with individual pupils	0.4	0.2	0.1
Any contact with parents/families (inc. PTA meetings and parents' evenings)	2.2	1.0	1.0
Other non-teaching activities relating to particular pupils or parents	0.9	1.0	0.5
Lesson planning/Marking - Total	2.7	11.8	13.6
Of which:			
Planning/preparing lesson, practical test or assessment (inc. gathering materials)	1.7	6.4	8.1
Marking pupil work (including exam/test)	0.6	4.2	4.2
Writing reports on pupil progress (eg. end of term report)	0.2	0.4	0.4
Other non-contact activities relating to a lesson or class	0.2	0.8	0.9
School/Staff management - Total	27.2	9.6	4.2
Of which:			
Any staff meeting (including preparation, writing agenda/minutes etc.)	2.1	1.8	1.5
Appraising teaching staff and monitoring lessons (excludes being appraised: code I71)	1.0	0.5	0.2
Training other staff (including teachers, students, teachers and associate staff)	0.6	0.6	0.4
Contact with teaching staff (eg. teachers within school and at other schools)	3.4	1.6	0.9
Arranging teaching duties, timetables, pupil allocation or supply	0.7	0.5	0.1
Contact with support staff (including management/supervision)	1.0	0.5	0.3
School policy development (including planning, implementation)	3.5	0.7	0.2
Financial management and planning (including LMS specific activities)	3.5	0.4	0.0
Publicity/marketing activities	0.2	0.1	0.0
Contact with governors (eg. meetings, telephone calls)	1.6	0.5	0.0
Contact with educational body (eg. DFEE, LEA, EWO, Inspectors, OFSTED, School Medical Services)	2.2	0.3	0.1
Contact with community (eg. newspapers, police, employers)	0.5	0.2	0.0
Other management related activities	7.0	2.0	0.5
General Admin - Total	4.2	6.0	6.2
Of which:			
Keeping records on pupil performance (eg. for National Curriculum, school records, examination boards etc.)	0.4	0.7	0.9
Keeping records or department records (excluding those on pupil performance)	0.2	0.2	0.2
Organising resources and premises (eg. buildings, equipment, books, computers)	0.8	1.1	1.0
Displaying/mounting pupils' work or information for pupils	0.1	0.3	0.7
Setting up/tidying classroom, lab or other teaching area	0.2	1.5	2.4
Simple clerical activity (eg. photocopying, filing, routine form filling/database entry)	0.8	0.8	0.6
Other kinds of administrative activities	1.7	1.3	0.5

	Headteacher Hrs	Deputy head Hrs	Classroom teacher Hrs
Individual/Professional activity - Total	6.3	4.8	3.2
Of which:			
Being trained or appraised (eg. attending training course, INSET)	3.2	2.3	1.2
Studying/background reading (excluding preparing for particular classes code M30)	1.0	0.8	0.4
Keeping this diary	0.7	1.0	1.0
Other individual/professional activity (please describe in notes column)	1.5	0.8	0.6
All known working activity - Total	54.6	54.9	51.8
Other working activities - Total	1.0	0.8	0.7
Of which:			
Authorised absence during school hours	0.3	0.2	0.1
Other activities (Multiple, unknown)	0.7	0.6	0.6
All activities - Total	55.6	55.7	52.5
Of which:			
Own time - non working break in school hours	2.1	3.4	3.5

Table A24 - Average hours spent on individual activities by full-time headteachers, deputy headteachers, heads of department and classroom teachers in secondary schools

Weighted

	Head teacher Hrs	Deputy head Hrs	Head of department Hrs	Classroom teacher Hrs
Teaching - Total	2.9	9.6	18.3	19.4
Of which:				
Own lesson/teaching/tutorial (include outside formal lesson-time, e.g. homework classes)	1.5	8.1	16.2	16.5
Covering absent teacher's lesson	0.4	0.7	0.8	0.7
Teaching/tutorial outside the timetabled day (e.g. homework classes)	0.2	0.6	0.6	0.8
Assisting pupils in another teacher's lesson	0.1	0.0	0.2	0.7
Educational visit	0.7	0.1	0.6	0.7
Non-teaching contact - Total	10.1	9.7	7.3	6.1
Of which:				
Supervising pupils before/during/after pupil day (eg. during breaks, assembly or worship including taking assembly)	3.8	4.3	1.3	1.1
Registration/general classroom management/pastoral/counselling session	0.1	0.4	1.2	1.3
Administering test/investigating exam (including public and school exams/tests)	0.0	0.1	0.1	0.1
Coaching sport, rehearsing drama/music or organising pupil clubs/societies (not as part of timetabled teaching)	0.2	0.3	1.1	1.0
Disciplining/praising pupils (inc. detention)	1.4	1.3	0.6	0.5
Pastoral care with individual pupils	0.9	0.8	0.7	0.4
Any contact with parents/families (inc. PTA meetings and parents' evenings)	2.7	1.5	1.2	0.9
Other non-teaching activities relating to particular pupils or parents	1.2	1.0	1.2	0.7
Lesson planning/Marking - Total	1.7	7.8	12.8	14.0
Of which:				
Planning/preparing lesson, practical test or assessment (inc. gathering materials)	0.6	4.1	5.4	6.6
Marking pupil work (including exam/test)	0.5	3.1	5.1	5.3
Writing reports on pupil progress (eg. end of term report)	0.4	0.6	1.7	1.5
Other non-contact activities relating to a lesson or class	0.1	0.2	0.6	0.7
School/Staff management - Total	37.2	18.6	5.8	3.8
Of which:				
Any staff meeting (including preparation, writing agenda/minutes etc.)	4.7	4.9	1.7	1.5
Appraising teaching staff and monitoring lessons (excludes being appraised: code I71)	0.9	0.4	0.3	0.1
Training other staff (including teachers, students, teachers and associate staff)	0.4	0.5	0.4	0.3
Contact with teaching staff (eg. teachers within school and at other schools)	5.1	2.2	1.1	0.8
Arranging teaching duties, timetables, pupil allocation or supply	0.4	0.9	0.4	0.2
Contact with support staff (including management/supervision)	1.2	0.9	0.2	0.1
School policy development (including planning, implementation)	5.1	3.4	0.3	0.2
Financial management and planning (including LMS specific activities)	2.7	0.5	0.1	0.1
Publicity/marketing activities	0.3	0.3	0.0	0.0
Contact with governors (eg. meetings, telephone calls)	2.4	0.2	0.1	0.0
Contact with educational body (eg. DFEE, LEA, EWO, Inspectors, OFSTED, School Medical Services)	2.8	0.8	0.3	0.2
Contact with community (eg. newspapers, police, employers)	1.1	0.3	0.1	0.0
Other management related activities	10.2	3.5	0.8	0.3
General Admin - Total	2.4	3.3	4.0	3.4
Of which:				
Keeping records on pupil performance (eg. for National Curriculum, school records, examination boards etc.)	0.0	0.5	0.6	0.6
Keeping records or department records (excluding those on pupil performance)	0.1	0.1	0.3	0.2
Organising resources and premises (eg. buildings, equipment, books, computers)	0.0	0.3	0.5	0.5
Displaying/mounting pupils' work or information for pupils	*	0.0	0.1	0.1
Setting up/tidying classroom, lab or other teaching area	0.0	0.2	0.7	0.7
Simple clerical activity (eg. photocopying, filing, routine form filling/database entry)	0.4	1.0	0.9	0.8
Other kinds of administrative activities	1.8	1.2	0.9	0.5

	Head teacher Hrs	Deputy head Hrs	Head of department Hrs	Classroom teacher Hrs
Individual/Professional activity - Total	4.9	3.6	2.5	2.5
Of which:				
Being trained or appraised (eg. attending training course, INSET)	1.4	1.4	0.7	0.8
Studying/background reading (excluding preparing for particular classes code M30)	1.0	1.0	0.4	0.5
Keeping this diary	0.7	0.8	0.8	0.7
Other individual/professional activity (please describe in notes column)	1.8	0.5	0.6	0.5
All known working activity - Total	59.2	52.8	50.7	49.2
Other working activities - Total	1.6	1.2	0.9	0.7
Of which:				
Authorised absence during school hours	0.2	0.4	0.1	0.1
Other activities (Multiple, unknown)	1.4	0.8	0.7	0.6
All activities - Total	60.8	54.1	51.6	49.9
Of which:				
Own time - non working break in school hours	2.6	1.8	3.5	3.5

Table A25 - Average hours spent on individual activities by full-time classroom teachers in special schools
Weighted

	Classroom teacher Hrs
Teaching - Total	16.7
Of which:	
Own lesson/teaching/tutorial (include outside formal lesson-time, e.g homework classes)	15.2
Covering absent teacher's lesson	0.5
Teaching/tutorial outside the timetabled day (e.g. homework classes)	0.0
Assisting pupils in another teacher's lesson	0.4
Educational visit	0.5
Non-teaching contact - Total	6.0
Of which:	
Supervising pupils before/during/after pupil day (eg. during breaks, assembly or worship including taking assembly)	2.9
Registration/general classroom management/pastoral/counselling session	1.1
Administering test/invigilating exam (including public and school exams/tests)	0.0
Coaching sport, rehearsing drama/music or organising pupil clubs/societies (not as part of timetabled teaching)	0.1
Disciplining/praising pupils (inc. detention)	0.3
Pastoral care with individual pupils	0.3
Any contact with parents/families (inc. PTA meetings and parents' evenings)	0.6
Other non-teaching activities relating to particular pupils or parents	0.7
Lesson planning/Marking - Total	9.0
Of which:	
Planning/preparing lesson, practical test or assessment (inc. gathering materials)	6.3
Marking pupil work (including exam/test)	0.4
Writing reports on pupil progress (eg. end of term report)	1.5
Other non-contact activities relating to a lesson or class	0.8
School/Staff management - Total	4.4
Of which:	
Any staff meeting (including preparation, writing agenda/minutes etc.)	1.5
Appraising teaching staff and monitoring lessons (excludes being appraised: code I71)	0.0
Training other staff (including teachers, students, teachers and associate staff)	0.2
Contact with teaching staff (eg. teachers within school and at other schools)	0.8
Arranging teaching duties, timetables, pupil allocation or supply	0.2
Contact with support staff (including management/supervision)	0.6
School policy development (including planning, implementation)	0.4
Financial management and planning (including LMS specific activities)	0.0
Publicity/marketing activities	*
Contact with governors (eg. meetings, telephone calls)	0.1
Contact with educational body (eg. DFEE, LEA, EWO, Inspectors, OFSTED, School Medical Services)	0.2
Contact with community (eg. newspapers, police, employers)	0.1
Other management related activities	0.5
General Admin - Total	4.8
Of which:	
Keeping records on pupil performance (eg. for National Curriculum, school records, examination boards etc.)	0.8
Keeping records or department records (excluding those on pupil performance)	0.2
Organising resources and premises (eg. buildings, equipment, books, computers)	0.9
Displaying/mounting pupils' work or information for pupils	0.3
Setting up/tidying classroom, lab or other teaching area	1.5
Simple clerical activity (eg. photocopying, filing, routine form filling/database entry)	0.6
Other kinds of administrative activities	0.6

	Classroom teacher Hrs
Individual/Professional activity - Total	4.0
Of which:	
Being trained or appraised (eg. attending training course, INSET)	1.1
Studying/background reading (excluding preparing for particular classes code M30)	0.9
Keeping this diary	1.2
Other individual/professional activity (please describe in notes column)	0.8
All known working activity - Total	44.8
Other working activities - Total	1.5
Of which:	
Authorised absence during school hours	0.4
Other activities (Multiple, unknown)	1.2
All activities - Total	46.3
Of which:	
Own time - non working break in school hours	2.9

Table A26 - Percentage of total hours worked by full-time teachers at weekends, before school or after 6pm on weekdays
Weighted

	Percentage of total hours worked	
	At weekends	Before school/after 6pm
	%	%
Primary schools		
Headteachers	8.7%	13.4%
Male	(8.5%)	(12.5%)
Female	8.8%	13.9%
Deputy head teachers	9.5%	16.3%
Male	(8.8%)	(18.2%)
Female	9.8%	15.4%
Classroom teachers	9.4%	14.3%
Male	9.3%	13.9%
Female	9.4%	14.3%
Classroom teachers with management allowance	9.4%	14.7%
Male	(10.0%)	(15.3%)
Female	9.3%	14.6%
Classroom teachers without management allowance	9.5%	14.2%
Male	(9.3%)	(13.5%)
Female	9.6%	14.2%
Secondary schools		
Headteachers	8.8%	17.8%
Male	7.1%	17.1%
Female	(11.6%)	(18.8%)
Deputy head teachers	7.7%	15.2%
Male	(7.8%)	(15.0%)
Female	(7.5%)	(15.3%)
Heads of department	8.8%	16.6%
Male	7.9%	15.9%
Female	9.7%	17.2%
Classroom teachers	9.5%	15.7%
Male	8.4%	14.9%
Female	10.2%	16.2%
Classroom teachers with management allowance	10.1%	16.1%
Male	9.1%	15.3%
Female	10.7%	16.5%
Classroom teachers without management allowance	8.9%	15.6%
Male	7.6%	14.6%
Female	9.6%	16.2%

Table A27 - Composition of hours worked at weekends, before school and after 6pm for full-time classroom teachers

Weighted

	Primary	Secondary
	%	%
Teaching	0.2%	2.0%
All lesson preparation, marking etc	62.5%	67.9%
Of which:		
<i>Planning</i>	39.2%	32.3%
<i>Marking</i>	17.4%	25.2%
<i>Other lesson preparation, marking etc (a)</i>	5.9%	10.3%
Non-teaching contact	2.3%	6.7%
School/staff management	5.2%	5.2%
General admin tasks	16.9%	8.1%
Individual/professional	11.9%	9.4%
Other activities	1.0%	0.7%
Total hours	12.4	12.6
Teachers in sample	642	432

(a) ie. "lesson preparation, marking etc" excluding planning and marking

Table A28 - Relationship between total hours worked and hours worked at weekends, before school and after 6pm for full-time classroom teachers

	Total hours worked											Total
	<35	35-	40-	45-	50-	55-	60-	65-	70+	No.	No.	
Primary schools	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Up to 2.5	8	6	7	2	1	-	-	-	-	-	-	24
Over 2.5 up to 5	4	7	25	16	1	-	-	-	-	-	-	54
Over 5 up to 7.5	3	4	26	37	9	2	-	-	-	-	-	82
Over 7.5 up to 10	1	5	23	48	37	5	-	-	-	-	-	118
Over 10 up to 12.5	1	-	3	35	54	12	1	-	-	1	-	106
Over 12.5 up to 15	-	2	1	12	30	41	7	-	-	-	-	94
Over 15 up to 17.5	-	-	1	-	19	42	11	2	-	-	-	75
Over 17.5	-	-	-	-	3	30	43	32	21	-	-	129
Weighted Total	17	24	86	150	155	132	62	34	22	22	22	681
Unweighted base	16	25	78	146	143	120	58	34	22	22	22	642
Secondary schools	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Up to 2.5	8	5	4	1	-	-	-	-	-	-	-	18
Over 2.5 up to 5	4	8	37	4	1	-	-	-	-	-	-	55
Over 5 up to 7.5	3	7	21	22	1	-	-	-	-	-	-	55
Over 7.5 up to 10	3	7	29	27	9	2	-	-	-	-	-	77
Over 10 up to 12.5	-	3	10	32	32	2	-	-	-	1	-	80
Over 12.5 up to 15	1	3	4	29	31	10	-	1	-	-	-	78
Over 15 up to 17.5	-	2	-	2	27	20	3	-	-	-	-	54
Over 17.5	-	1	1	2	9	34	23	22	11	-	-	103
Weighted Total	19	36	106	119	110	69	26	23	12	12	12	519
Unweighted base	18	36	81	103	83	64	24	12	11	11	11	432

Hours worked at weekends, before school and after 6pm

Weighted

Table A29 - General Attitudes of teachers to their jobs and workloads

	Head teacher		Deputy head		Head of dept		Classroom teacher					
	Secondary		Secondary		Secondary		Primary		Secondary		Special	
	Full-time	%	Full-time	%	Full-time	%	Full-time	%	Full-time	Part-time	Full-time	
Proportion of respondents who thought they:												
WERE EXPECTED TO DO THINGS WHICH SHOULD NOT BE PART OF THEIR JOB												
Ill of the time	9.9%	4.2%	1.7%	3.5%	4.2%	1.8%	-	3.2%	1.6%	2.0%		
Lost of the time	22.4%	7.3%	2.0%	12.5%	15.1%	12.1%	5.3%	11.2%	6.5%	13.6%		
From time to time	41.4%	46.6%	49.3%	46.1%	53.9%	55.7%	47.8%	55.1%	51.8%	44.9%		
Rarely	13.3%	14.0%	30.5%	21.4%	12.2%	17.8%	18.1%	15.5%	10.6%	27.4%		
Never	2.0%	6.5%	7.8%	8.2%	1.3%	4.4%	5.9%	1.5%	12.4%	8.6%		
WERE UNABLE TO DO THINGS WHICH SHOULD BE PART OF THEIR JOB												
Ill of the time	2.7%	2.2%	4.7%	4.8%	8.8%	2.7%	1.3%	3.7%	1.2%	4.1%		
Lost of the time	22.6%	15.3%	15.4%	14.2%	29.0%	17.6%	11.0%	15.9%	14.5%	24.4%		
From time to time	42.3%	38.8%	57.5%	51.0%	36.3%	50.9%	40.4%	42.1%	33.4%	46.5%		
Rarely	17.0%	18.8%	11.9%	15.6%	8.9%	16.4%	19.9%	18.4%	20.5%	15.6%		
Never	3.3%	3.6%	1.8%	6.1%	3.7%	3.9%	4.5%	6.7%	13.2%	5.4%		
WERE CONFIDENT IN THEIR ALLOCATION OF TIME												
Ill of the time	4.9%	1.5%	0.9%	1.2%	5.5%	3.3%	1.7%	2.8%	2.4%	1.8%		
Lost of the time	54.3%	45.7%	55.1%	63.3%	50.4%	59.6%	53.9%	56.8%	61.8%	66.5%		
From time to time	19.4%	15.9%	14.5%	16.9%	17.3%	19.2%	12.9%	14.6%	9.8%	19.0%		
Rarely	9.5%	14.8%	20.7%	8.3%	11.8%	8.5%	6.0%	10.9%	7.4%	6.6%		
Never	0.8%	0.8%	1.0%	2.0%	1.3%	1.1%	1.0%	1.3%	1.5%	2.6%		

	Head teacher		Deputy head		Head of dept		Classroom teacher					
	Primary Full-time	Secondary Full-time	Primary Full-time	Secondary Full-time	Secondary Full-time	Secondary Full-time	Primary		Secondary		Special Full-time	
							Full-time	%	Full-time	%		Part-time
	%	%	%	%	%	%	%	%	%	%	%	
Proportion of respondents who thought they BELIEVED THEY HAD THE TIME TO DO THE JOB AS IT SHOULD BE DONE												
All of the time	-	-	-	-	1.0%	0.3%	1.9%	0.7%	9.0%	0.6%		
Most of the time	37.4%	28.1%	34.1%	44.4%	23.6%	46.5%	44.2%	36.2%	43.0%	50.1%		
From time to time	28.9%	28.5%	27.9%	21.9%	31.2%	23.3%	19.2%	27.7%	8.8%	29.8%		
Rarely	20.7%	22.1%	25.2%	18.6%	22.9%	18.9%	9.9%	19.3%	18.0%	12.8%		
Never	1.6%	-	5.0%	4.6%	7.2%	2.8%	1.9%	2.7%	3.3%	2.5%		
FELT THEIR DUTIES REPRESENTED A GOOD USE OF THEIR TIME												
All of the time	-	-	1.9%	1.7%	2.5%	0.9%	1.5%	1.6%	19.0%	3.5%		
Most of the time	35.0%	35.1%	49.2%	4.0%	32.1%	41.0%	40.7%	29.6%	31.2%	43.4%		
From time to time	41.5%	32.0%	37.7%	40.2%	34.8%	37.9%	25.4%	41.2%	21.4%	40.1%		
Rarely	10.8%	11.5%	3.6%	7.4%	15.3%	11.4%	6.5%	13.3%	10.5%	8.1%		
Never	-	-	-	2.2%	0.6%	0.4%	0.4%	1.0%	0.7%	-		
FELT THEIR WORKLOAD ALLOWED THEM TO PURSUE PERSONAL INTERESTS OUTSIDE WORK												
All of the time	-	-	1.0%	2.4%	1.5%	0.5%	2.2%	1.6%	11.4%	2.4%		
Most of the time	16.6%	14.0%	22.4%	15.3%	15.7%	16.0%	30.7%	17.8%	25.1%	29.7%		
From time to time	35.0%	12.3%	28.2%	34.4%	32.1%	32.7%	22.4%	32.9%	31.2%	32.4%		
Rarely	34.9%	41.5%	32.3%	31.4%	31.1%	39.3%	19.6%	29.8%	12.9%	30.1%		
Never	2.5%	10.8%	8.4%	8.3%	6.2%	3.2%	1.3%	4.7%	2.3%	1.9%		
NUMBER OF TEACHERS	112	78	86	80	319	642	212	432	94	116		

NB Proportions do not add to 100 as some teachers did not respond

Table A30 - Average total hours, teaching hours and hours worked at weekends, before school and after 6pm for full-time classroom teachers, by the teachers view of "how much of the time it was possible to do the job as it should be done"

Weighted

How much of the time is it possible to do your job as it should be done	Sample Number (a)	Hours		
		Total	Teaching	At weekends, before school & after 6pm
	No	Hrs	Hrs	Hrs
Primary schools	642	52.5	18.5	12.4
All of the time	3	(b)	(b)	(b)
Most of the time	298	51.4	18.3	11.7
From time to time	150	53.2	18.7	13.1
Rarely	121	53.2	18.8	13.1
Never	19	(b)	(b)	(b)
Secondary schools	432	49.9	19.4	12.6
All of the time	3	(b)	(b)	(b)
Most of the time	161	49.4	18.7	12.7
From time to time	116	49.8	19.5	12.5
Rarely	94	51.6	19.6	14.0
Never	12	(b)	(b)	(b)

(a) those giving no answer are included in the total but not the breakdown; unweighted sample numbers

(b) Omitted because of low sample numbers