



Reducing workload: managing change workshop

Schools have a wide range of responsibilities across the year and can often find there are 'pinch points' when workload can be higher.

Workshop aims

To help review the yearly calendar, consider the impact on workload and decide if elements can be streamlined, removed or can take place at a different time.

Why

In the 2016 Teacher Workload Survey¹, 60% of teachers disagreed that they have enough time to keep informed of changes to guidance and rules affecting professional practice. Respondents to the 2014 Workload Challenge² stated that working to policies set at local/school level (35%) and policy change at national level (34%) created unnecessary workload.

How

Use the workshop:

- To plot the peaks and troughs in your school year.
- To discuss in a supportive and open environment which of these could be removed, reduced, or moved to another time.
- When reviewing your School Development Plan.
- In a way that is most useful for you, e.g. you might want to have discussions as a whole school, team, or department.

Outcomes

- To agree SMART actions to ensure the school calendar is manageable and unnecessary workload is removed.

Key resources

- Case studies: <https://www.gov.uk/government/publications/managing-change-reducing-teacher-workload>
- Ways to reduce workload in your school: <https://www.gov.uk/government/publications/ways-to-reduce-workload-in-your-school-tips-from-school-leaders>
- Ofsted inspection: myths: <https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015/ofsted-inspections-mythbusting>

School leaders, teachers and other sector experts have worked in conjunction with the Department for Education (DfE) to design the workload reduction toolkit to help schools assess and address workload issues. For further information about action to support schools in reducing workload go to:

<https://www.gov.uk/government/publications/reducing-teachers-workload/reducing-teachers-workload>

¹Higton et al. (2017) 'Teacher Workload Survey 2016'

²Gibson, Oliver and Dennison (2015) 'Workload Challenge: Analysis of Teacher Consultation Responses'