**Staff workload audit**

This audit is designed to gain a better understanding of staff workload, identify potential issues, and develop strategies to optimise employee satisfaction, wellbeing, productivity, and efficiency.

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| **Name** |  |
| **Role/roles** |  |
| **Year group you work in** |  |
| **How many hours a week do you typically work?** |  |
| **How long do you usually take for a break for lunch or during the school day?** |  |
| **Can you complete your work in your contracted hours?** |  |

These questions have been designed to help us gain insight into specific challenges faced by staff and develop strategies for optimising workload and improving job satisfaction.

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| **Key questions and reflections** | **Answers** |
| **Questions relating to general workload** |
| 1. | Do you feel like your workload has increased or decreased in the last year? | **Please circle answer** Increased Decreased Stayed the same |
| 2. | Are there any tasks that are consistently causing you to work beyond your regular hours? |  |
| 3. | What percentage of your time is spent on administrative tasks? |  |
| 4. | Are there any administrative tasks or responsibilities that take away from teaching time? |  |
| 5. | How satisfied are you with your workload, and do you have any suggestions for improving your work-life-balance? |  |
| 6. | How much of your time per week do you spend responding to emails and communicating with parents and carers? |  |
| 7. | Are there any policies or procedures that could be modified or improved to reduce your workload? |  |
| 8. | What is the biggest challenge you face in managing your workload, and how can this be addressed? |  |
| 9. | How much time do you spend collecting data around student attainment per week? |  |
| 10. | How does technology impact your workload, and are there any tools or resources that could help you work more efficiently? |  |
| 11. | What tools or technologies are you using to complete your work, and are these tools helping or hindering your productivity? |  |
| 12. | Do you feel there is adequate professional development opportunities available to you, and if so, how much time do you spend participating in these opportunities? |  |
| 13. | Do you feel everything you do in your role has an impact? |  |
| 14. | How many staff meetings do you have per week? |  |
| 15. | How many briefing meetings do you have per week? |  |
| 16. | How many phase/department meetings do you have per week? |  |
| 17. | Do you know of any initiative or programs in place at your workplace to support your wellbeing and reduce workload? |  |
| **Questions relating to planning** |
| 18. | How many hours per week do you spend on planning? |  |
| 19. | Are there any subjects that require more preparation time than others? |  |
| 20. | Do you regularly take your allocated PPA time? |  |
| 21. | Do you feel you have access to good-quality schemes of work? |  |
| 22. | Do you have opportunities for collaborative planning? |  |
| **Questions relating to marking** |
| 23. | How many hours do to you spend each week on marking and written feedback? |  |
| 24. | Do you believe that the school’s marking policy makes unseasonable demands on staff? |  |
| 25. | Are marking practices meaningful, manageable, and motivating? |  |
| 26. | Are you using a full range of feedback including spoken, peer-marking and self-assessment? |  |
| Any further comments, feedback, or suggestions |
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