

SLT Report to Staff, November 2017

Reducing Teacher Workload – What have we done so far?

Issues	Action taken	Next steps
<i>All marking should be meaningful & manageable</i>	<ul style="list-style-type: none"> Recommendations to provide feedback using T1, T2. These do not have to be written in exercise books. Detailed marking tasks reduced following feedback from HODs to 2 per term. Y11 mock exam – recommended one exam per subject area PBE – advised to reduce duration and number of questions for test HODs advised to strategically plan activities that require less marking at ‘peak assessment’ times Advised to strategically plan home work tasks at ‘peak assessment’ times 	<p>Frequency of marking to be reduced to once every 3 weeks. Change assessment policy. Emphasis on ‘feedback’ and not ‘written feedback’.</p> <p>In Jan – share practice that supports minimal marking but high quality feedback impact on feedback.</p>
<i>Planning</i>	<ul style="list-style-type: none"> Professional learning this year is subject specific which supports collaborative planning Ofsted & the school do not require staff to provide lesson plans Staff planning on 19th July. End of term for students 18th July 	
<i>Well-being</i>	<ul style="list-style-type: none"> Commitment to improving well-being included in SIP. Thanks to Debra well-being sessions are included in CPD. Lesson observations are no longer graded Improved environment conducive to health eg clean toilets & eating facilities 	<p>Use feedback from the well-being survey to devise well-being policy. Well-being steering team to conduct stress risk-assessment and develop strategies to improve well-being</p>
<i>Time spent dealing with behaviour</i>	<ul style="list-style-type: none"> We have a Behaviour Policy that clearly outlines the sanctions. It has been regularly reviewed following consultations by staff. 	
<i>Data collection & duplication</i>	<ul style="list-style-type: none"> Removed the year 7 data collection in October Reduced data collection for Y12 to just R4-R1 in Oct Removed spring term data collection for Y7-10 during the building programme last year. Students marked their tests & scores were used as a diagnostic tool to support preparation for summer exams. This will continue this year. Y11 data collection in Oct will be incorporated into the written reports. This will avoid duplication. 	
<i>Teaching of classes over 30 – are the rooms suitable? Marking workload for A level</i>	<ul style="list-style-type: none"> Year 7 – lower attaining group being supported by James T. Y10 – triple science, maths class A level: History- 1 hour under allocation can be used to support teacher marking, PBE – provide cover for 1 day per term 	<p>DOK moving students from 7 Kapoor to Hepworth and Blake and 7 DV to Kahlo (one student is leaving Kahlo). Maths reduce Y7 set sizes.</p>
<i>Late Evening Events</i>	<ul style="list-style-type: none"> As suggested by David evening events – open evening on 28th Sept, presentation evening on 23rd Nov are followed by a professional day 	
<i>Meetings</i>	<ul style="list-style-type: none"> All leaders have been encouraged to keep to time allocated for meetings & not to run over 	<p>Please inform me if meetings regularly extend allocated time.</p>
<i>Monitoring activities & forms</i>	<ul style="list-style-type: none"> Number of lesson observations reduced. Monitoring forms have decreased & amended to: Work scrutiny, lesson observation & learning walk 	<p>Evaluate new forms</p>
<i>Seating plans</i>	<ul style="list-style-type: none"> Advised to use admin support to devise seating plans 	
<i>Raising achievement plans</i>	<ul style="list-style-type: none"> These do not have to be documented on specific proformas. Advised to have discussions with teachers about next steps & evidence seen in department meetings. 	

