

Annex 5 - list of administrative that teachers should not be expected to undertake

Defining administrative tasks

1. It has been a long-standing principle that teachers should not ordinarily be required to carry out tasks that are largely administrative or clerical in nature and which do not require the professional expertise of a teacher. This list is an updated version of the “21 tasks list” that was in this Document until 2013.
2. Some administrative tasks are straightforward – filing pupil records, recording absence data, and collecting money. Others, such as administering examinations, ordering equipment, and compiling and submitting bids require more expertise, but not necessarily that of a teacher.
3. Many activities in schools require a mixture of professional and administrative input. For example, writing reports on pupils’ progress requires the expertise of a teacher. But that expertise is not required for many of the processes involved in producing the report – for example, “topping and tailing” reports or collating them either manually or using an ICT-based system. These elements should not routinely be done by teachers. To note, tasks do not have to be done on a daily basis to be classed as routine. Many tasks, such as collating reports, may only be done once per year – this would still be classed as routine.
4. Tasks and activities related to the safeguarding of pupils will often require the professional expertise and input of teachers, e.g. if a safeguarding disclosure is made to a teacher, it is part of their role to record the details of that disclosure.
5. For the purposes of paragraph 3, the key tests for any task must be:
 - a. Does it need to be done at all?
 - b. Is the task of an administrative or clerical nature?
 - c. Does it call for the exercise of a teacher’s professional skills or judgment?
6. If the answers to a) and b) are yes but the answer to c) is no, then the task should not be carried out by a teacher. The list below contains a number of examples. It is not intended to be exhaustive.
7. Whilst the list applies to classroom teachers, the same principles outlined above also apply to leaders.

Updated example administrative task list for teachers

1. Managing data and transferring data about pupils into school management systems (e.g. Question Level Analysis) or printing electronic records for paper filing.
2. Reformatting data or re-entry of data into multiple systems.
3. Production of photographic evidence of practical lessons e.g. for assessment purposes or to 'evidence' learning.
4. Creation or duplication of files and paperwork perceived to be required in anticipation of inspection, such as copies of evidence portfolios, or regularly updated seating plans.
5. Administration or data analysis relating to wraparound care and preparation of food/meals.
6. Administration of public and internal examinations.
7. Collating pupil reports e.g. reports of pupil examination results.
8. Producing and collating analyses of attendance figures.
9. Investigating pupil absence
10. Responsibility for producing, copying, uploading and distributing bulk communications to parents and pupils, including standard letters, school policies, posts on electronic platforms.
11. Administration relating to school visits, trips and residentials (including booking venues, collecting forms and recording lunch requirements) and of work experience (but not selecting placements and supporting pupils by advice or visits).
12. Organisation, decoration and assembly of the physical classroom space e.g. moving classrooms, moving classroom furniture, putting up and taking down classroom displays.
13. Ordering, setting up and maintaining ICT equipment, software, and virtual learning environments (VLEs), including adding pupils to VLEs and online subscription platforms.
14. Ordering supplies and equipment.
15. Cataloguing, preparing, issuing, stocktaking, and maintaining materials and equipment, or logging the absence of such.
16. Collecting money from pupils and parents.

17. Administration of cover for absent teachers.
18. Co-ordinating and submitting bids (for funding, school status and the like).
19. Administration of medical consent forms and administering of medication on a routine or day-to-day basis.
20. Taking, copying, distributing or typing up notes (e.g. verbatim notes) or producing formal minutes.
21. Producing class lists or physical copies of context sheets.
22. Keeping and filing paper or electronic records and data e.g. in school management systems or physical office files.
23. Bulk photocopying.