

Lambeth NQT Induction Team

The twenty four tasks teachers should not be required to routinely undertake

Teachers should have support so that they can focus on teaching and learning, and expect administrative and clerical processing to be done by support staff.

Teachers should not routinely be required to undertake administrative and clerical tasks, including:

Collecting money

Chasing absences – teachers will need to inform the relevant member of staff when students are absent from their class or from school

Bulk photocopying

Copy typing

Producing standard letters – teachers may be required to contribute as appropriate in formulating the content of standard letters

Producing class lists – teachers may be required to be involved as appropriate in allocating students to a particular class

Record keeping and filing – teachers may be required to contribute to the content of records

Classroom display – teachers will make professional decisions in determining what material is displayed in and around their classroom

Analysing attendance figures – it is for teachers to make use of the outcome of analysis

Processing exam results – teachers will need to use the analysis of exam results

Collating pupil reports

Administering examinations – teachers have a professional responsibility for identifying appropriate examinations for their pupils

Administering work experience – teachers may be required to support pupils on work experience (including through advice and visits)

Administering teacher cover

ICT trouble shooting and minor repairs

Commissioning new ICT equipment;
Ordering supplies and equipment – teachers may be involved in identifying needs

Stocktaking

Cataloguing, preparing, issuing and maintaining equipment and materials

Minuting meetings – teachers may be required to communicate action points from meetings

Co-ordinating and submitting bids – teachers may be required to make a professional input into the content of bids

Seeking and giving personnel advice

Managing pupil data – teachers will need to make use of the analysis of pupil data

Inputting pupil data – teachers will need to make the initial entry of pupil data into school management systems