

Juniper



Identifying workload issues in your school

Helping primary school leaders reduce admin and gain more time for pupil progress.

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The impact of time pressures on teachers and retention

Primary school teachers are dedicating an average of 51.2 hours per week, according to a recent report from Teachers UK.

This makes it clear that while teachers are incredibly dedicated to their role, teaching remains a highly demanding profession. The time teachers spend on tasks like lesson planning, marking, and tracking pupil progress can quickly add to their stress and workload. In fact, a recent report shows that 53% of primary teachers find their workload overwhelming. This ongoing pressure is a major factor behind the teacher retention crisis, with 40,000 teachers leaving the profession in 2022, according to [GOV.UK](https://www.gov.uk).



How to free up more time for supporting pupil progress

Monitoring pupil progress is essential, but it doesn't have to be time-consuming.

Using software like Juniper's leading pupil progress tracking tool, [Sonar Tracker](#), teachers can easily monitor pupil progress without the burden of long-winded data entry. This allows them to focus more on teaching and less on admin tasks while still getting accurate insights to better support their pupils.

Our team of experienced primary school experts has created this guide, the first in a four-part series focused on identifying workload issues to support teacher retention, improve data management, and free up more time for pupil progress. Best of all, these practical strategies enable early interventions, ensuring your pupils thrive and reach their full potential!

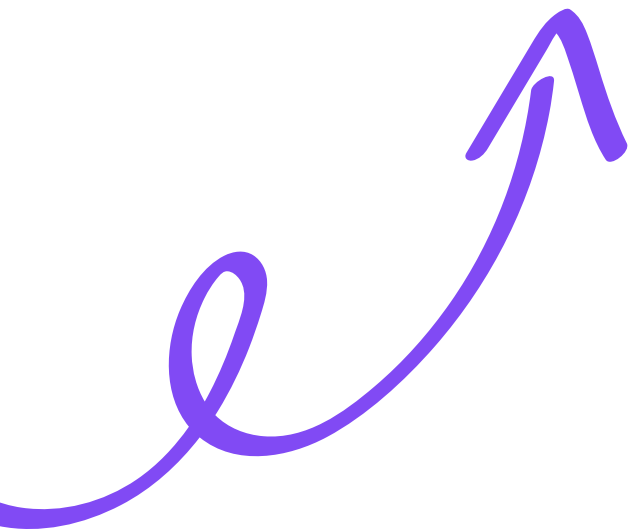


Identifying workload issues in your school to support teacher retention

Let's focus on what truly matters: supporting your pupils to thrive and feel happy at school. Teaching is the heart of every school day, the reason educators step into the classroom each morning with passion and purpose. But how can we make more time for what matters most?

With the right strategies, it's possible to reduce the pressures of lesson planning, marking, assessments, and admin tasks, creating more space for meaningful teaching and creating a healthy work-life balance. This guide is here to help you reflect on your current practices, explore proven time-saving approaches, and unlock more opportunities to focus on pupil progress and staff well-being.

By taking a step back, you can embrace small changes that make a big difference. This will help you feel more fulfilled in your role and allow your pupils to benefit from your energy and enthusiasm.



Actions to address workload issues

Today

Feedback

Ask staff to list 6 admin tasks and rank them in order.

Next term

Workshop

Arrange a workload workshop. Agree to **keep, tweak or abandon** tasks.

This year

Change

Act on outcomes and review impact.



What could I do right now?

The past few years have added new tasks to staff workloads, often without anyone noticing, until suddenly, everyone feels the strain. Now is the perfect time to review what's taking up their time and make meaningful changes.

Simple steps to get started

Contact staff and ask them to do the following:

- Write down six administrative tasks that they do every day.
- Rank them from high to low in terms of time and effort, plus high to low in terms of impact on pupils.
- Ask them to comment on what they think would be the consequence if they stopped doing it and how this would impact teaching and learning.

You can then use these responses to form the basis of your activity to reduce workload next term.

To help with this, we have drafted an easy-to-replicate email so you can get started on this task today, no matter how busy you are.

Example email:

Dear Team,

Thank you for your continued hard work and resilience. The challenges in education over the past few years have been undeniable, and academic year 24/25 has brought even more—rising workloads, shifts in Ofsted requirements, and increasing demands on teachers.

As we look ahead to the next term, I want to ensure we implement strategies that ease some of the pressure and create more time for both ourselves and our pupils. To help achieve this, I'd like each of you to outline which tasks are currently taking up the most time. This will allow us to identify key priorities and find ways to streamline or eliminate tasks that don't contribute to pupil learning and progress.

Could you please complete the table below and return it to me by [add date in]? This will be the first step in ensuring we create more valuable child time during the school day. Thank you in advance for your support and cooperation.

Kind regards,
[Your Name]

Write down six administrative tasks that eat your time:

Task	Time to complete (Low, Med, High)	Impact on teaching and learning (Low, Med, High)	Comment: What do you think would be the consequence if you stopped doing this task?
1			
2			
3			
4			
5			
6			



What could I work on next term?

As a school leader, it's important to make sure every task helps teaching and learning.

Some tasks might not be needed anymore but still get done. Reviewing these can help lighten workloads and focus on what truly matters.

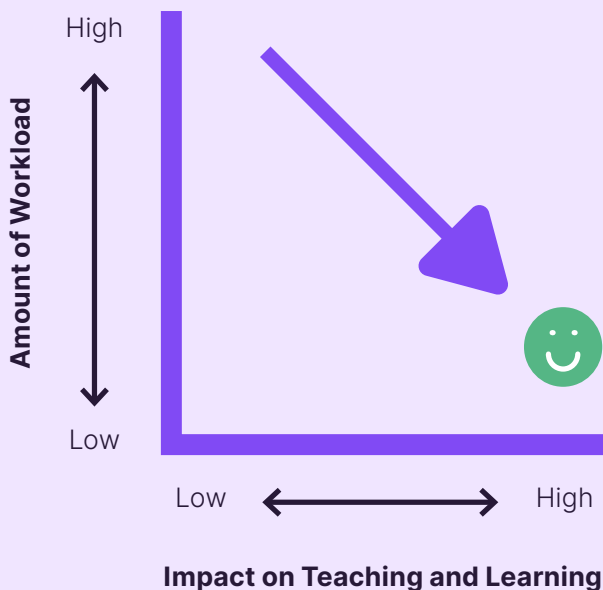
Ask yourself how many tasks are still being done for the following reasons:

- "Because we've always done it this way".
- "Because Ofsted expects it".
- "Because parents want it".

The goal should be to move away from these reasons and focus on: "Because it helps the children."

Here's a simple way to approach this for next term:

- Collect feedback from teachers and set a date for a workshop.
- Before the workshop, rank the tasks or plot them visually to see where time is spent.
- During the workshop, look for common themes and focus on tasks that take a lot of time but have little impact.
- Decide which tasks to keep, adjust, or remove.
- Agree on a timeline for changes.



If high workload, low impact tasks cannot be tweaked to secure more child time it's time to be bold and consider abandoning them.

What could I work on for the rest of the year?

As a leader, you're well aware that identifying workload issues is just the first step, and taking action is where the real change happens. Keeping the school leadership team focused on the timelines and expected outcomes is key, and the ultimate prize here is more time spent with pupils.

It's also important to remember that, as education continues to evolve, regularly reviewing and addressing workload concerns will help make a positive difference for both staff and pupils.

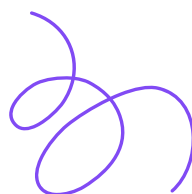
Additionally, the impact of any changes you make should be evaluated so that staff can see the value in what's been done.

Here's what you can focus on for the rest of the year:

- Act on the outcomes from your workload workshop.
- Continue to encourage staff to share any specific workload issues with you.
- Share updates on areas where workload improvements have been made.
- Set a date for another workload session in the summer term and at the start of the next academic year.

Expected results:

Investing time in understanding where the pressure points are for teachers will always be time well spent. It'll help you streamline unnecessary tasks and reduce admin, allowing teachers to focus on what they do best: boosting pupil learning and achievement. Lighter workloads mean more time for teaching and improved well-being; that's exactly what teachers need to make a real difference and improve outcomes.



Spend minutes, not hours, on data with Sonar Tracker

At Juniper Education, we know how tough it can be for schools to manage data, support teacher well-being, and still find time to focus on pupils.

That's why we created Sonar Tracker, building on the trusted tools of OTrack, Pupil Asset, and Target Tracker, used by over 8,000 schools for 20+ years.

Designed specifically for primary education, Sonar Tracker streamlines data management, freeing up valuable time for teachers to focus on pupil progress and prioritise their well-being without the burden of excessive admin.

With smart tracking and early intervention tools, every pupil gets the help they need to succeed, and teachers can spend minutes, not hours, managing pupil progress data.



Contact us:

Book a free Sonar Tracker demo, visit:
junipereducation.org/sonar-tracker#bookademo

