



## Reducing workload: data management workshop

When used well data can have a profound and positive impact. But too often data collection is excessive, with little chance for pupils to make necessary improvements before the next 'data drop'. The Making Data Work report offered four principles for data collection: purpose; precision, proportionality and process to support a balanced approach to making data management effective but less onerous.

### Workshop aims

To support school leaders to lead a review of the use of data in order to streamline processes in school, using the principles from the Making Data Work report and the report of the independent review group on data management.

### Why

Data collection, recording and management is often duplicative and unnecessarily onerous for teachers. In the 2016 Teacher Workload Survey, teachers reported saying they spent 'too much time' on data management (primary - 73%; secondary - 75%)<sup>1</sup>.

### How

Use the workshop:

- To familiarise yourself with the principles from the relevant reports and clarifications about Ofsted requirements.
- To discuss in a supportive and open environment the impact of your current practice set against the hours spent doing this, and what changes need to be made.
- In a way that is most useful for you, for example in discussions as a whole school, phase team, or department.

### Outcomes

- To agree SMART actions to remove or streamline practice which reduce workload over time without negative impact on pupil outcomes.

### Key resources

- Making Data Work report: <https://www.gov.uk/government/publications/teacher-workload-advisory-group-report-and-government-response>
- Report of the independent review group on data management: <https://www.gov.uk/government/publications/reducing-teacher-workload-data-management-review-group-report>
- Ofsted inspection - myths: <https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015/ofsted-inspections-myth-busting>
- What works in schools - case studies: <https://www.gov.uk/government/publications/data-management-reducing-teacher-workload>
- Ways to reduce workload in your school: <https://www.gov.uk/government/publications/ways-to-reduce-workload-in-your-school-tips-from-school-leaders>

School leaders, teachers and other sector experts have worked in conjunction with the Department for Education (DfE) to design the workload reduction toolkit to help schools assess and address workload issues. For further information about action to support schools in reducing workload go to:

<https://www.gov.uk/government/publications/reducing-teachers-workload/reducing-teachers-workload>