SCHOOL LEADERSHIP | CAPACITY CHECKLIST

Support the people supporting learners

Check whether the proposed plan fits teaching and support staff capacity.

USE THIS RESOURCE

Use before adding a new activity to the school calendar. This checks work design and participation, not individual health or fitness for work.

Ask before assigning

1. Which responsibilities will this add to teaching staff?
2. Which responsibilities will it add to support staff?
3. Who can say that the proposed workload is not manageable?

Check the practical conditions

1. A school lead has authority to make decisions and protect agreed time.
2. Teaching and support staff can contribute their own priorities through an appropriate channel.
3. Each task has a named role, a realistic time allowance and a backup arrangement.
4. Existing staff support and safeguarding routes remain visible.
5. Activities fit relevant shifts, duties and access needs; digital access is not assumed.
6. Any facilitator, specialist or external partner has an agreed scope and cost before work begins.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

SCHOOL LEADERSHIP | CONTINUED

Support the people supporting learners

Decide what to remove or change

Do not treat a new programme as additional capacity by itself. For every proposed task, record whether it replaces an existing task, fits an existing meeting or requires new time. If no time exists, reduce the scope before asking staff to deliver it.

A useful check-in agenda

1. What has become easier to do?
2. What extra work has appeared?
3. What is falling outside the agreed role?
4. What adjustment will the accountable lead make?

KEEP IN VIEW

A workable plan names the support staff need, not just the help they are expected to give.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/staff-capacity-check

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.