

Workload & Substitution Management

School Administration

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a workload and substitution management approach — fair period allocation and non-teaching duties, PTR compliance, a substitution system for absent teachers, and avoiding burnout — so teaching load is balanced and classes are never unsupervised. Use it to manage load. For the timetable use the Academic Calendar & Timetable Planner.

Purpose of this tool & output

Balance teacher load and cover absences

How the output is used

Use the tool to balance teacher load and cover absences smoothly.

Important cautions

A class should never be left unsupervised (a safety issue); maintain PTR norms and balance load to prevent burnout and attrition.

Companion documents

- Teacher & Staff Recruitment Kit
- Teacher Training & Development Program
- Teacher Appraisal & Performance Management
- Staff Induction & Onboarding
- Teacher Retention & Motivation
- Teacher Code of Conduct & Standards

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.