

**Dedicated Headship Time**

**Audit of Current Use of Headteacher Time**

Management Priorities	Time Scale - Number of hours used to undertake the following tasks					Comment
	Day	Week	Half Term	Term	Total per Year	
Strategic Planning						
Paperwork						
Telephone Calls						
Report Writing						
Letter Writing						
Dealing with Staff						
Meeting Parents						
Walking the School						
Meetings						
Monitoring & Evaluation						
Visiting other schools						
Reading New Documentation						
School Documentation – updating						
Working with Deputy & or Chair of Governors						