

Online questionnaire

Dear teachers, dear colleagues,

This questionnaire contains questions about your current **personal** and **work-related situation**. The questionnaire completes the working time protocol and examines the extent of the working load at German upper-level secondary schools.

First of all, please tick in the following table in which **federal state** you teach!

1	Baden-Württemberg	5	Bremen	9	Niedersachsen	13	Sachsen
2	Bayern	6	Hamburg	10	Nordrhein-Westfalen	14	Sachsen-Anhalt
3	Berlin	7	Hessen	11	Rheinland-Pfalz	15	Schleswig-Holstein
4	Brandenburg	8	Mecklenburg-Vorpommern	12	Saarland	16	Thüringen

General information about your professional activity

Some questions may not apply exactly to your situation, as not all country-specific characteristics can be covered in one questionnaire. Nevertheless, please **always give an answer**, namely **the one** which, in case of doubt, **applies most closely to you**.

Please note that your answers sometimes refer to **teaching hours (à 45 minutes)** and sometimes to **time hours (à 60 minutes)**!

1.1 Have you **studied grammar school teaching** or do you have a **teaching qualification** (according to the law of the former GDR) **up to the university entrance qualification** (Abitur)?

₀ no ₁ yes

Have you studied **another type of teaching**?

₀ no ₁ yes

If **both questions** are answered **negative**:

What did your transverse entry look like?

₁ Trainee teacher

₂ Further training

₃ Other entry: what? Please specify! _____

If **a question** is answered with **yes**:

For which **school subjects** are you **trained**?

Subject 1: _____

Subject 2: _____

Subject 3: _____

1.2 For how many **years** ...

- have you been **working as a teacher** (not including your traineeship)? _____ years

- have you been **working at your current school**? _____ years

1.3 In which **type of employment** are you employed?

₁ Civil servants

₂ Other employees

1.4 Is this **employment** a ...

₁ Permanent employment?

₂ Temporary employment?

1.5 What is the **number of compulsory hours** for you in a **full-time** position?
(without credit / reduction hours) _____ lessons

1.6 Please imagine a "normal" school week in the school year. What is your **weekly number of ...**

- Lessons: _____ lessons (á 45 minutes)
 - Substitute lessons: _____ lessons (á 45 minutes)
 - Free lessons (free periods between lessons) _____ lessons (á 45 minutes)
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- **Preparation** (e.g. class tests, exams) and **follow-up** time of lessons (without corrections) _____ hours
 - **Corrections** (e.g. class tests) and **grading of pupils' works** (e.g. exams, tests, homework, subject-specific works) _____ hours
 - **Time** required to carry out **projects, excursions, class trips, pupil exchanges** _____ hours
 - **Extracurricular work with pupils** (e.g. pupil counselling, conversations regarding pupil education, communication) and **co-operation with parents** (e.g. parents' evenings, class activities, presentation days) _____ hours
 - **Administrative tasks** and **organisational matters** (e.g. certifications, planning of events, class trips or projects, orders, protocols, certificate conferences, archiving exams) _____ hours
 - **Teamwork** and **dialogue with colleagues, co-operation with colleagues** (e.g. expert conferences, expert discussions, arrangements) _____ hours
 - **Tasks** within the scope of pupils' **inclusion** (e.g. preparation and follow-up time of lessons, specific advanced trainings, internal differentiation) _____ hours
 - **Tasks** within the scope of pupils' **integration** (e.g. preparation and follow-up time of lessons, specific advanced trainings, internal differentiation) _____ hours
 - **Supervision** times during breaks _____ hours
 - **All other tasks** (e.g. all-day school activities, evaluations, safety officer, maintenance of technology, training courses, mentoring, commission membership, staff council activities, care of a subject collection, use of advisory services and public authorities, work as subject chairperson, etc.) _____ hours
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1.7 Do you work **part-time / partial retirement**? ₀ no ₁ yes

If you work **part-time / partial retirement**:

How many **years** have you been working **part-time / partial retirement**? _____ years

What is the **main reason** for this?

- ₁ High workload
 - ₂ Health reasons
 - ₃ High importance of my free time
 - ₄ High private burdens (e.g. childcare, care of a relative)
 - ₅ Other reason: what? Please specify!

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Specific information about your teaching activities

2.1 Which of the following tasks are you responsible for in addition to teaching?
(multiple answers possible)

- _0 No additional tasks
- _1 **Headmaster/ Deputy Headmaster**
- _2 **Coordinator** (member of the school management or **of the extended school management** (e.g. head of the upper school))
- _3 **Functional position beyond the scope of the school** (e.g. expert advisor, expert leader in training)
- _4 **Additional tasks with or without a functional position** (e.g. safety officer, equipment maintenance, subject supervisor, collection manager)
- _5 **Head of class, tutor**
- _6 **Other tasks** (e.g. school organisation, work in school committees)
What? Please specify! _____

2.2 How much **time per week** do **these tasks** (question 2.1) take in a 'normal' school week in the school year? _____ hours

2.3 How many **credit / reduction hours** do you receive for these tasks (question 2.1)?
_____ lessons (no reduction hours = 0 lessons)

2.4 Do you receive **credit / reduction hours** (e.g. age reduction, certain subjects, further training) **independently of these tasks** (question 2.1)? _0 no _1 yes

If **yes**, how **many** and for **what**:

Number of lessons	Credit / reduction hours for ...
<i>e.g. 2</i>	<i>e.g. age reasons</i>

2.5 Please provide the following information about the classes you teach. How many ... **Number**

- **classes** do you teach in a **normal school week**? _____
- **pupils** are there in a **class on average**? _____
- **pupils** do you teach with a **migration background** without sufficient knowledge of German? _____
- **pupils** do you teach in the context of **inclusion**? _____

2.6 How many **additional hours** do you need per week for **inclusion tasks**
(e.g. preparation and follow-up, differentiation within a class, tutoring)? _____ hours

How many **additional hours** do you need per week for **integration tasks**
(e.g. preparation and follow-up, differentiation within a class, tutoring)? _____ hours

2.7 What **subjects** do you **teach**?

Subject 1: _____ Subject 3: _____
Subject 2: _____ Subject 4: _____

2.8 **Have you been employed in the last two years in a subject, for which you are not trained?**

₀ no ₁ yes **If yes:** At your own request? ₀ no ₁ yes

2.9 According to your **timetable**, how much **time per week** are **"long" breaks**
(= longer than 10 minutes)? (without free, intermediate and super-visory hours) _____ minutes

How much **time per week** do you use **for recreation**? _____ minutes

How many **free, intermediate hours** do you have in your **timetable per week**? _____ lessons

How many **free, intermediate hours** do you use **for recreation per week**? _____ lessons

Do you need **more recreation time** in your school day? ₀ no ₁ yes

2.10 **Are you currently participating in a regular, job-specific further education?** ₀ no ₁ yes

If yes: How many **hours per month** do you invest in it? _____ hours

General information about yourself and your free time

3.1 **Sex:** ₁ male ₂ female **Age:** _____ years

3.2 **Marital status:** ₁ single ₂ married ₃ widowed.. ₄ divorced

Currently living in a stable partnership: ₀ no ₁ yes

3.3 **Do you have children?** ₀ no ₁ yes

If yes: How many children are **currently** living in your household? _____ children

3.4 **Are you currently caring for a relative?** ₀ no ₁ yes

If yes: How much **time** does this take **per week**? _____ hours

3.5 Do you **regularly** engage in **voluntary activities** (e. g. in clubs, associations, churches, parties or other organisations)? ₀ no ₁ yes

If yes: How much **time** does this take **per week**? _____ hours
