STAFF WELLBEING AND WORKLOAD CHARTER

OUR CULTURE & VALUES

We recognise that working together as a whole staff team provides the best working environment for staff, and is more affective and positive in supporting pupils and students

There is an assumption of professional trust and the belief that everyone seeks to do a good job

The culture within the Trust supports an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable

We ask all leaders, at all levels in the organisation, to model warm positive, respectful relationships, demonstrating awareness of the requirements and professional pressures of others' roles

We have clarity about the boundaries between the professional and personal lives of fellow employees, and respect these

We all understand and take responsibility for monitoring and adapting our work, to positively impact on our health and wellbeing

OUR SUPPORT FOR LEARNING

When teaching or supporting pupils and students, teachers and support staff are well prepared and know how the learning journey will progress

We operate an open-door policy and recognise that we can all learn from each other. Whilst informal observation of learning or of pupil behaviour which generates no long-term data nor performance management is an important aspect of our work, we also respect formal observations for performance management purposes which will be limited to no more than 3 lessons per year

Where new initiatives are introduced, they will be based upon evidence that they are likely to improve pupil/student outcomes and serious consideration will be given to what we are going to stop doing, to 'make space' for what we may start doing

We believe that all marking should be a meaningful, manageable and motivating assessment of learning, and should serve a single purpose – *to advance pupil and student progress and outcomes*

We believe it is unrealistic to expect colleagues to provide lesson plans for all lessons or mark all work generated by their classes

STAFF WELLBEING

Inclusive staff wellbeing activities are planned throughout the year, and we welcome suggestions from staff

Any staff wellbeing activity is voluntary, it is not 'forced fun'

Staff wellbeing is a consideration for all of us, and we actively support each other's wellbeing

All staff have access to a confidential staff welfare/wellbeing officer

The Trust has bought into SmartClinic, which provides a range of help and support for staff, including legal, financial, lifestyle and counselling support

All staff suggestions/concerns are discussed during SLT/executive meetings or through the school's Wellbeing group

The Trust's Union group has representatives from most unions, and suggestions and concerns can be raised with the CEO through this forum

OUR WORKING PRACTICES

The Trust supports the terms and conditions of teaching and support staff, recognising their differences and the need to take these into account, and School Staff Handbooks will reflect this Charter's intent

We will make no assumptions about working days/hours and check availability with staff before requesting or assigning work. Overtime or encroaching on their personal time outside of the annual calculation of directed hours will be avoided for teaching staff. For support staff there is no assumption or expectation of working beyond contracted hours

Requests to attend (for example) family Nativity performances, Sports Days, Graduation will be met whenever possible, where cover is available or unrequired

Any policy reviews will be completed with staff workload in mind

Annual whole school calendars will be drafted, consulted upon and shared with staff in advance of the end of the preceding school year

There is no expectation that staff respond to emails or direct messages outside normal working hours between 6pm and 7.30am. Staff will respect these time boundaries to help improve the work-life balance for all colleagues

All staff will place requests for tasks in advance, as far as possible taking into account the need for others to complete their work too, in order to meet agreed deadlines and avoid undue pressure on colleagues

We will minimise data collection and analysis, 'collect once, use many times'