

# STAFF WELLBEING AND WORKLOAD CHARTER 2020/21

## CULTURE

- We start from an assumption of professional trust and the belief that everyone seeks to do a good job
- The culture within the Trust is crucial in ensuring we have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable
- We ask all leaders to set a good example in how they behave and that they try to reduce levels of stress and anxiety in the school
- Staff understand and take responsibility of monitoring and adapting their work, to positively impact on their personal health and well being

## WORKLOAD

- The Trust supports the principle of 1265 hours for teaching staff
- A complete breakdown of Directed Time for teachers is held in the Staff Handbook
- Colleagues will not be required to attend a particular directed event for reasons such as not teaching a particular year group. They will also not be given directed work
- Requests to attend family Nativity performances, Sports Days, Graduation will be met whenever possible, where cover is available or unrequired.

## LESSON PLANNING

- Staff are expected to be well-prepared for lessons and have given thought to how the students' learning journey will progress
- Staff are not expected to submit daily or weekly lesson plans
- ICT systems will be used to share planning and minimise replication of effort across departments
- The Trust operates an open-door policy and recognises that observation of learning or of student behaviour is an important aspect of our work.
- All tiers of staff drop into lessons for a wide variety of reasons and, where appropriate, staff will be informed if an observation is planned for them

## MARKING & FEEDBACK

- Each subject may have a slightly different approach developed by subject experts
- 'Live Marking' in lessons is encouraged
- Whole class feedback is encouraged
- We do not encourage acknowledgement marking
- We enable pupils to demonstrate that they take pride in their books
- It must be remembered all marking should be meaningful, manageable and motivating and should serve a single purpose – *to advance pupil progress and outcomes*

## DATA COLLECTION

- We will collect pupil/student performance data three times a year to ensure we can monitor progress without overburdening staff ( four times in Y11)
- Teachers will only be asked to input data that requires their professional judgement
- We will not duplicate data for different audiences; we should 'collect once,

## EMAILS

- There is no expectation that staff respond to emails outside normal working hours between 6pm and 7.30 am
- We want all staff to be able to achieve a healthy work-life balance and we trust the professional judgement of our staff to make decisions about when they work outside normal school working hours

## WORKING PRACTICES

- PPA and teaching allocations will be reviewed for all staff to ensure fairness and equity in each school
- Where new initiatives are introduced, they will be based upon evidence that they are likely to improve pupil/student outcomes
- Serious consideration will be given to what we are going to stop doing, to 'make space' for what we may start doing
- Cover supervisors will be employed to minimise any cover lessons completed by under allocation teaching staff
- Centralised detentions will be used to streamline and support teaching staff
- Any policy reviews will be completed with staff workload in mind
- We will minimise meeting times - increasing time spent in departments /phase/ year

## STAFF WELLBEING

- Staff wellbeing activities will be planned throughout the year, suggestions from staff are most welcome
- Any staff wellbeing activity is voluntary, it is not 'forced fun'
- A Christmas and summer end of term gathering will be planned and all staff will be invited
- All staff have access to confidential staff welfare/wellbeing officer
- All staff suggestions/concerns discussed during SLT meetings or through the Wellbeing group