



# Staff Wellbeing Policy

March 2010

# Mangotsfield C.E. (VC) Primary School

## Staff Wellbeing Policy

Introduction	<p>This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life.</p>
Rationale	<ul style="list-style-type: none"><li>• A good work-life balance is central to staff effectiveness and satisfaction, and pupil learning.</li><li>• Work-life balance is about helping staff combine work with their personal interests and commitments.</li><li>• The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.</li></ul>
Work-Life Balance	<p>Workforce remodelling has become a key strategy in delivering certain aspects of a work-life balance for all staff. This school, in compliance with the legislative framework, will actively consider flexible working patterns in line with South Gloucestershire's Work-Life Policy. Work-life balance includes better communication within the workplace, clearer job roles and workplace support.</p> <p>An important element within the wider remodelling agenda is the statutory responsibility Governors have with regard to the work-life balance of the Headteacher. The Headteacher in turn, will have regard to the work-life balance of other staff.</p> <p>The Governors of Mangotsfield C of E Primary School have the responsibility for the wellbeing of all staff. Everyone must take responsibility for their own work-life balance and be aware of the role model they are setting for others.</p> <p>In order for all staff to be at their most effective they need to have a healthy work-life balance:</p> <ul style="list-style-type: none"><li>• To attract and retain the calibre of staff needed for a 21<sup>st</sup> century education system.</li><li>• To improve the school's effectiveness by actively reducing staff absenteeism and turnover.</li><li>• To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children.</li><li>• To improve team work, staff development and cooperation by effectively distributing leadership and creating new leaders.</li><li>• To recognise that excessive hours of work do not equal commitment but might reduce staff effectiveness.</li><li>• To recognise that improving workplace communication has a positive outcome for the whole school workforce.</li></ul>

<p>Purposes</p>	<ul style="list-style-type: none"> <li>• To benefit our school and its staff in order to raise standards.</li> <li>• To acknowledge the needs of both our school and staff.</li> <li>• To acknowledge the need for school leadership (including the governing body), unions/staff representatives and staff to discuss workable work-life balance solutions.</li> <li>• To encourage a partnership approach to meeting the needs of both our school and the staff.</li> <li>• To operate in a fair and consistent manner.</li> <li>• To value staff for their contribution to our school.</li> <li>• To carefully plan and agree work-life balance solutions including flexible working practices where possible.</li> <li>• To take into account the equality implications of any policies introduced.</li> <li>• To communicate work-life balance practices to all staff in our school. Developments and changes should also be communicated on a regular basis.</li> <li>• To include a monitoring, evaluation and review mechanism, linked to performance management and the school improvement plan, for work-life balance initiatives and strategies.</li> <li>• To provide value for money.</li> </ul>
<p>Guidelines</p>	<p>All staff within the school, including the Headteacher, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.</p> <p>Our strategies to support a balanced lifestyle include:</p> <ul style="list-style-type: none"> <li>• Clear identification of duties and responsibilities relating to individual staff roles, reviewed annually through performance management interviews, to aid them in the delivery of their work and managing the expectations of the job.</li> <li>• Regular review and annual staff meetings, of how effectively the school is taking into account the work-life balance of all staff.</li> <li>• By continually looking at existing and new practices to make systems as efficient and time-saving as possible.</li> <li>• Working with staff to agree and provide appropriate training to enable them to do their jobs competently and effectively within normal working hours.</li> <li>• Involving staff in agreeing and setting realistic work related targets for the staff and the school.</li> <li>• Providing a system for encouraging efficient and effective working practices, and discouraging staff from working excessively long hours.</li> <li>• Involving, encouraging and enabling staff to manage their own careers and personal development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice, e.g. to confer with their union representatives, where appropriate.</li> <li>• When staff are faced with an emergency outside of work considering compassionate leave in line with school policies.</li> <li>• Providing opportunities, where possible for flexible working practices.</li> <li>• Providing suitable workplace facilities for breaks and relaxation (as is reasonable and practicable).</li> <li>• To provide suitable equipment (such as personal laptops for teachers) to enable them to work efficiently as budgetary constraints allow.</li> <li>• To increase teacher administrative support as much as possible within the constraints of budget.</li> <li>• Communicating with parents and the wider community the benefits of our work.</li> </ul>
Monitoring and evaluation	<p>The Governors may request that staff development and workforce remodelling become a standard item for discussion in the Headteacher's report each term. The staff will be asked to regularly monitor their own work-life balance and to report any concerns to the Headteacher.</p> <p>The Governing body have a responsibility to ensure that the Headteacher manages an acceptable work-life balance. This includes providing administrative and leadership support and leadership and management time for the Headteacher. The Governors will regularly review their own practices and consideration to staff workload. The Headteacher has a duty to monitor their own work-life balance, modelling good practice and reporting concerns to the Governing body.</p>
Conclusion	<p>This policy should be read in conjunction with the Department for Children and Young People (DCYP) Plan, the current School Teachers Pay and Conditions Document, South Gloucestershire's Work-Life Policy, the Performance Management Policy, the School Improvement Plan, the Staff Development Plan, the Equal Opportunities and Race Equality Policy, the Staff Leave of Absence Policy, the Monitoring and Evaluation Policy, the staff handbooks, DCSF and LA guidelines and all evaluation procedures.</p>

Signed (Chair):	Name: <b>Robert Taylor</b>	Date:
Signed (Head):	Name: <b>Marion Borland</b>	Date:
Ratified: by Curriculum & Standards -		Next Review: