

6.53 Staff Wellbeing and Work-Life Policy

Independent Day School for Girls

This policy should be read in conjunction with the following policies:

- Equality, Diversity and Racism Policy
- Health and Safety Policy
- Security Access and Workplace Safety Policy
- Disability Policy
- The Maynard School Wellbeing and mental health policy

1. Purpose and Principles

The Governing body recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

The Governing body recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system
- To improve The Maynard effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders;

- To recognise that excessive hours of work can reduce staff effectiveness
- To recognise that improving workplace communication has a positive outcome for the whole school workforce

2. Key Aims of the policy

- To support staff at The Maynard in their work
- To acknowledge that the needs of both The Maynard and its staff are not static, but change over time.
- To acknowledge the need for The Maynard leadership (including the governing body), staff representatives and staff to discuss workable work-life balance solutions.
- To encourage a partnership approach to meeting the needs of both The Maynard and the staff.
- To operate in a fair and consistent manner
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed.
- To consider the equality implications of any policies introduced
- To communicate work-life balance practices to all staff at The Maynard. Developments and changes to policies should also be communicated on a regular basis.
- To include a monitoring, evaluation and review mechanism, linked to appraisal and the school development plan, for work-life balance initiatives and strategies.

3. School Context

The Maynard is an all-girls independent school that has grown considerably over time. New staff, teaching and support, have been appointed in recent years to ensure that all curriculum requirements can be met and to support teaching staff with workforce remodelling issues.

The Governors are committed to ensuring that positive steps are taken in school to promote a healthy work-life balance for all employees.

Governors and the Headmistress will make this policy available to all employees at the school.

4. Health, Safety and Welfare

The Governors recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the governors and headmistress have put in place to prevent and deal with workplace stress. The wellbeing of the staff will be supported wherever possible.

5. Implementation

The Governors takes overall responsibility for implementing this policy and for ensuring the Headmistress and the Senior Leadership Team enjoy a reasonable work-life balance. The Headmistress and Senior Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

6. Commitment

The following issues will be reviewed for inclusion in a programme of committing to and improving employees' work life balance and their well-being;

- **Unmeasured Working Time**

Where employees are contracted to work unmeasured time, for example the Senior Leadership Team, the Governors undertake to ensure that the schools' requirements and expectations are reasonable.

- **Employment Policies and Practice**

The Governors undertake to adopt and apply the appropriate policies in respect of 'family friendly' employment, including consideration of part time working, flexible working patterns etc where this can be implemented without detriment to the operational requirements of the school. The Headteacher and Senior Leadership Team will adopt policies and provide clear guidance on time off for public duties, or for personal reasons.

- **Individual and Team Workloads**

We aim for the school's timetable to reflect a fair and reasonable balance of work between different members of staff. School management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

We are conscious in our allocation of non-teaching time for teaching staff for planning and marking

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose

- **Meetings**

School managers aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to. Leaders convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

- **Administration**

Administrative work has been delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible

will be collated by support staff.

The policy has regard to the **following guidance** and advice:

DfE Reducing school Workload (October 2019)

DfE School workload reduction toolkit (October 2019)

7. Responsibilities

The Governors are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Headteacher responsible for staffing. The policy will be reviewed annually.

The Headteacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff's responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let their line manager know so that we can attempt to resolve the issue.

8. Staff Support at The Maynard

- Annual appraisal system
- Line management system in place for support and in addition an HR Advisor for both teaching and support staff and the Headteacher to oversee all staff.
- Full access to the Headteacher if required
- Staff room with twice weekly break time meetings
- Team rooms for each faculty to relax, work and support colleagues
- Round robin email bulletins to all staff
- Access to school nurse and an occupational health advisor if required
- Social committee organising staff social events throughout the year and subsidized costs
- Staff dogs on site
- Annual Staff Wellbeing questionnaire- Wherever possible, action taken on the results
- Additional non-contact time than the state sector
- CPD budget for all staff
- Free Lunch if on duty
- Healthy lunches/salads/soups at subsidized cost
- Flexibility for personal appointments in school time
- Inset days and ends of term – wellbeing time for the last hour or a shorter day
- Buddy system for all new starters
- Healthy food/fruit and refreshments at staff meetings and breaktimes
- Staff discount with onsite massage therapist
- Weekly exercise for staff – Pilates/Body Balance/cv suite/ core conditioning
- Personal trainer opportunities
- Staff/student events – Dodgeball/Staff Choir/Maynard's Got Talent
- Christmas lunch provided for all staff on last day of term
- Regular professional development sessions to support all staff
- Consultative staff meetings/training held once a term give staff the opportunity to voice concerns and to have their views sought. The Headteacher responds to these as necessary.
- A Staff Well-being Group meets regularly during the year and responds to the suggestions of staff. In the last year this has resulted in 'Pilates, visits to coffee shops, drinks and governors meeting staff for lunch.
- Staff Liaison Committee that meets termly with the Governors to openly discuss

any concerns or issues

Approved annually by:	SD/CL	June 2021
Date for Review:	SLT	June 2022

Authorised by Governor	
Signed	
Dated	