



GLENWOOD SECONDARY SCHOOL EMSWORTH

STAFF WELFARE POLICY

Reviewed	Spring 2018
Responsibility for Review	Head Teacher
Next Review	Spring 2019
Approval	FGB

INTRODUCTION

All School Staff are entitled to enjoy a reasonable work/life balance. This is acknowledged in the School Teachers Pay and Conditions Document (STPCD), which states that:

“Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties ... and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations.”

(2013 STPCD, Part 6, paragraph 52.4)

In line with this responsibility, the Governing Body of Glenwood School has adopted this Welfare policy.

Welfare is about ensuring that this school's teachers are able to combine work with their personal interests and commitments outside work. Good work/life balance is an essential factor in staff effectiveness and satisfaction, which in turn supports pupil learning. It can help to recruit and retain better motivated staff through giving them greater control of their working lives and a stronger sense of ownership.

As part of its commitment to Staff Welfare including work/life balance Glenwood school:

- recognises that effective practices to promote work/life balance benefit both teachers and pupils;
- will promote the development of workable solutions and encourage a partnership between individual staff and their line managers (PM reviewers);
- will develop, monitor and evaluate appropriate policies and practical responses that meet the specific needs of the school, having regard to fairness and consistency, and valuing teachers for their professional skills not their working pattern;

- will communicate its commitment to welfare to its staff; and
- will encourage senior leaders to lead by example.

POLICY OBJECTIVES

The aim of this policy is to:

- enable employees to balance their working lives with their personal needs, interests and caring responsibilities;
- safeguard the health, safety and welfare of staff;
- assist the head teacher in his/her professional duty, as set out in Part 6, paragraph 47.12 of the 2010 STPCD to:

“lead and manage the school’s workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.”

- support staff with family and caring responsibilities; and
- enable management, governors, employees and trade unions to work together to identify solutions to improve and maintain a reasonable work/life balance for staff.

The Governing Body agrees to:

- ensure that the contents of this policy are communicated to staff on a regular basis;
- consult regularly with staff and their trade unions to ensure that the policy is effective in achieving a reasonable work/life balance for all staff; and
- ensure that the policy operates in a fair and consistent manner.

POLICY IMPLEMENTATION

ROLE OF THE GOVERNING BODY

The Governing Body will be responsible for promoting and monitoring work/life balance in the school.

STAFF CONSULTATION

The involvement of staff is key to the success of this policy. Trade union representatives and staff will be consulted over the introduction, monitoring and ongoing evaluation of the policy and its impact.

Proposals should be made in writing to allow staff, unions, management and governors to consider them fully and to respond with their own amendments and suggestions. Staff will be encouraged to discuss matters collectively through their union groups so that informed negotiation can take place between union representatives and management with a view to reaching agreement. This may also involve a whole staff meeting.

INDIVIDUAL MONITORING

As well as consultation with staff and unions as a whole, the following measures will be adopted by the Governing Body to monitor work/life balance and individual workload concerns.

- Annual provision of up-to-date job descriptions, with duties and responsibilities relating to individual teacher's roles clearly identified and staff consulted prior to any changes through the PM process in line with the PM policy.
- Consultation between the head teacher (or deputy head teacher) and NQTs, new appointees and those promoted internally, six weeks after they take up their new post, to explore work/life balance issues and to see if the school can offer further support.
- The School uses exit questionnaires, to find out if problems with work/life balance played a part in the resignation. This is conducted in accordance with the advice in the MOPP.

CALENDARS

An annual calendar of meetings, deadlines and events will be provided to staff so that they can plan ahead and manage their workload in such a way as to help maintain a satisfactory work/life balance.

Consultation with staff will also include the timings of INSET, report schedules, parents' evenings, sports days, classroom observations and other activities and events that might impact on work/life balance.

DIRECTED TIME

Following consultation, staff will be provided at the beginning of each academic year with a breakdown of directed time, setting out their commitments in terms of teaching, PPA time, leadership and management time and meetings.

MEETINGS

The head teacher will consult teaching staff on the pattern and number of meetings staff are required to attend. Meetings will last no more than 90 minutes and will be held on no more than an average of one evening per week during a term, with a maximum of two evenings in any one week. There may be exceptional circumstances where an additional meeting may be called but this would be limited in time to 15 minutes.

Meetings will be timetabled at the beginning each term and should have a clear purpose. Only staff whose presence is essential will be required to attend.

Agendas should be prepared and circulated in advance and it is the responsibility of those calling and directing meetings to ensure effective time management. Meetings should terminate when their purpose has been achieved.

Part-time teachers will not be required to attend meetings or come into school for other purposes on days when they are not required to be available for work under their contract of employment.

ROLES AND RESPONSIBILITIES OF STAFF

Staff have the primary responsibility for their own health and well-being. This involves taking care of oneself and letting the appropriate person know about any aspect of work or the working environment which may be affecting health.

In line with the School's Health and Safety Policy, staff also have a responsibility for informing the School of any safety concerns.

There is a line management system through which staff can discuss concerns with their line manager. In addition, there will be half termly meeting dedicated to supervision where all line managers will be available for staff to have the opportunity to discuss any issues.

SIGNIFICANT INCIDENTS

Following a significant incident a de brief will be made available at an appropriate time. A significant incident may be where there has been a violent incident between pupils / staff or a Child Protection incident. De briefing is available at any time following an incident.

OTHER SUPPORT

As the School buys into the Personnel Services offered by HCC, confidential external support is available to any Glenwood employee through the Employee Support Line.

This is available on:

hants.gov.uk/hampshirecountycouncil/portal-help/hr/myrole/employee-support.htm

The School also uses the Hampshire Occupational Health support through the SLA Class Insurance also offer a confidential support service.

Both of these cover a range of issues including finances, health, work issues for the employee and their family

There is a support line for discussion of how to manage difficult situations through the EP service – this is also available to staff.

Hampshire also provide support pages which are available to staff:

<http://www3.hants.gov.uk/hampshirecountycouncil/schoolstaffresilience/resiliencestafftools.htm>

and Leaders:

<http://www3.hants.gov.uk/hampshirecountycouncil/schoolstaffresilience/resilienceleadertools.htm>

POST EVENT INFORMATION

Additional briefings may be called in order to inform all staff of developments and resolutions if applicable.

Any member of the SLT will be available to discuss incidents of any concern.

NEW INITIATIVES

All new initiatives will be considered in terms of their impact on work/life balance.

THE POSITION OF THE HEAD TEACHER

This policy is also intended to ensure that the head teacher and others in management positions also maintain a reasonable work/life balance