**Great Academy Ashton**

**Well-being and Workload Policy**



Great Academy Ashton is a highly inclusive, multi-cultural, celebratory learning focused school where we seek to embed our GREAT values in all activities and actions within school: GENUINE, RESPECT, EXCELLENCE, ACHIEVE, TOGETHER.

**School Vision:** To metamorphosise the life chances of the young people in the community we serve.

We ensure we have the right people to deliver our vision, that they are well led and managed, and provided with the highest quality professional development and support.

**What does well-being mean at GAA?**

We believe that everyone working at GAA should have the opportunity to enjoy the highest possible standard of well-being and mental health. To achieve this, we will:

* Prioritise staff mental health
* Give staff the support they need to take responsibility for their own and other people’s well-being
* Give managers access to the tools and resources they need to support the well-being of those they line manage
* Establish a clear communications policy
* Give staff a voice in decision making
* Drive down unnecessary workload
* Champion flexible working
* Promote inclusivity and diversity
* Create a good behaviour culture
* Support staff to progress in their careers
* Protect leader well-being and mental health
* Hold ourselves accountable, including by measuring staff well-being
* Talk about financial wellbeing

**The policy**

## This policy aims to:

* Ensure staff have time to focus on school improvement priorities for the betterment of our students and stakeholders (e.g. planning, teaching and feedback)
* Ensure continuous review and evaluate our systems to support all staff to achieve a healthy work life balance
* Support the well-being of all staff to avoid negative impacts on their mental and physical health
* Provide a supportive work environment for all staff
* Acknowledge the needs of staff as individuals on a 1:1 basis and how these change over time
* Help staff with any specific well-being issues they experience
* Acknowledge that a lack of financial stability can negatively affect well-being; and signpost to helpful resources
* Ensure that staff understand their role in working towards the above aims
* Create an environment where well-being is actively promoted, discussed and acknowledged

## Prioritising well-being – staff committee

The academy will facilitate a well-being committee with members from across the staff, whose role will be to develop an action plan to promote a range of well-being interventions by:

* seeking the views of staff on well-being regularly and promote and communicate well-being activities.

### **Role of all staff**

All staff are expected to:

* Uphold our GREAT values
* treat each other with empathy and respect
* Consider the workload and well-being of other members of staff
* support other members of staff if they need support, such as by providing practical assistance or emotional reassurance
* speak honestly about their well-being and let other members of staff know when they need support
* contribute positively towards morale and team spirit
* use shared areas respectfully, such as the staff room or shared spaces

### **Role of line managers**

Line managers are expected to:

* Operate an open-door policy for all staff
* Monitor workloads, be alert to signs of pressure and stress and regularly talk to staff about their work/life balance via their agendas
* Maintain positive relationships with their staff and value them for their skills and contributions, not their working pattern
* Familiarise themselves with trust and academy policies related to well-being
* Feature discussion of well-being as part of line management and Faculty meetings
* Make sure new staff are given a thorough induction programme and that they are given opportunities to ask for help as well as give feedback for future improvement
* Provide a non-judgemental and confidential support system to their staff
* Understand that personal issues and pressures at work may have a temporary effect on work performance and take that into account during any appraisal or capability procedures
* Promote information about, and access to, external support services
* Help to arrange personal and professional development training where appropriate
* Keep in touch with staff if they are absent for long periods and conduct return to work interviews to support staff back into work
* Conduct exit interviews with resigning staff to help identify whether any well-being issues lead to their resignation
* Take any complaints or concerns seriously and deal with them appropriately using the academy’s policies
* Manage meetings effectively and timely ensuring clear agendas and meeting expectations are communicated well in advance
* Ensure all meetings lead to advancement and are not simply admin or notice times

### **Role of the SLT**

The Strategic Leadership Team are responsible for well-being across the academy. They are expected to:

* Lead in setting standards for conduct, including how they treat other members of staff and being respectful of agreed working hours
* Manage a non-judgemental and confidential support system for staff
* Monitor the well-being of staff through regular surveys and structured conversations but not add to their workload
* Make sure accountability systems are based on trust, transparency and professional dialogue, with proportionate amounts of direct monitoring
* Regularly review the demands on staff and seek alternative solutions wherever possible
* make sure job descriptions are kept up to date, with clearly identified responsibilities and consult staff before any changes
* Listen to the views of staff and other stakeholders to inform decision-making processes, including consideration of any workload implications of new initiatives
* Communicate new initiatives in a timely fashion and effectively to all members of staff, to ensure they feel included and aware of any changes occurring at the academy
* Make sure that the efforts and successes of staff are recognised and celebrated
* Produce calendars of meetings, deadlines and events so that staff can plan and manage their workload
* Provide resources to promote staff well-being, such as training opportunities
* Promote information about and access to external support services
* Organise extra support during times of stress, such as Ofsted inspections
* Ensure there is a fair, transparent and celebratory Performance Appraisal system for all staff

### **Role of the Principal**

Creating a positive and supportive atmosphere throughout the school. The Principal will:

* Ensure that all polices that affect staff well-being are adhered to and reviewed
* Monitor staff attendance data
* Appraise the governing board of issues to do with staff well-being
* Consult with representatives from trade unions regarding staff well-being
* Seek all opportunities to consult with staff on organisational changes
* Promote membership of professional organisations
* Ensure that workload and well-being is a significant focus within the performance appraisal process.

**Role of the Local Governing Committee (LGC)**

The LGC is expected to:

* Make sure the academy is fulfilling its duty of care as an employer, such as by ensuring staff have a reasonable workload and creating a supportive work environment
* Monitor and support the well-being of the Principal
* Make decisions and review policies with staff well-being in mind, particularly regarding workload
* Take responsibility for the format and quantity of information they ask for from staff as part of monitoring work
* Ensure that resources and support services are in place to promote staff well-being
* Ensure appropriate policies are in place such as Well-being Policy, Discretionary Leave Policy, Managing Absence Policy, etc
* Ensure that staff are clear about the purpose of any governor visits and what information will be required from them
* Monitor staff usage of well-being services as an indication of well-being and welfare
* Ensure there is an annual survey of staff (teaching and support) primarily focussed on capturing their perceptions regarding workload and well-being.

## Managing specific well-being issues

The academy will support and discuss options with any member of staff who raises well-being issues, such as if they are experiencing significant pressure at the academy or in their personal lives. Where possible, support will be given by line managers or senior staff (with the Principal ensuring parity). At all times, the confidentiality and dignity of staff will be maintained. This could be through:

* Reassessing their workload and deciding what tasks to prioritise
* Completion of a Stress Risk Assessment
* Temporarily relieving the staff member of some duties
* Giving staff time off to deal with a personal crisis
* Arranging external support, such as counselling or occupational health services
* Supporting requests from staff for reduced/part time working where personal circumstances mean that it would improve their work/life balance
* Completing a risk assessment and following through with any actions identified
* Agreeing an appropriate phased return/altered hours after absence

### **Added extras**

Working at GAA means the following for our staff:

* Westfields Health Plan - [https://www.westfieldhealth.com/business/our-solutions/health-cash-plans](https://www.westfieldhealth.com/business/our-solutions/health-cash-plans )

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| **Money back (up to the maximum allowance)** |  |
| Optical | Policyholder – up to £55  Dependent children – up to £55 \* |
| Dental | Policyholder – up to £55  Dependent children – up to £55 \* |
| Consultation \*\* | Policyholder – up to £100  Dependent children – up to £100 \* |
| Therapy treatments | Policyholder – up to £150  Dependent children – up to £150 \* |
| **Health and well being** |  |
| DoctorLine \*\*\*  24/7 virtual GP consultation service, with prescription if required | Policy holder – yes  Resident family - yes |
| Best Doctors  Peace of mind through an expert second medical opinion | Policy holder – yes  Resident family - yes |
| 24 hour counselling and advice line \*\*\*  Legal, debt and health advice and speak to a counsellor | Policy holder – yes  Resident family - yes |
| Up to 6 face to face counselling or Cognitive Behavioural Therapy (CBT) sessions | Policy holder – yes |
| Westfield Rewards  Save money with offers from hundreds of leading retailers | Policy holder – yes |
| More information on each healthcare benefit, including details of limitations and exclusions, can be found in the Benefit Rules section of the Policy Document, which is included in your Welcome Pack. | |

* NHS health checks - <https://www.nhs.uk/conditions/nhs-health-check/>
* Free yearly flu jabs
* Free access to school fitness suite
* Cycle to work scheme
* Disaggregated teacher day to give a long November weekend
* Free tea / coffee and toast daily
* 12 days of Christmas

 As a school, we have:

* Signed up to the DfE Workforce Well-being Charter
* A commitment to reducing workload
* Communication (including email) protocols to reduce unnecessary sharing of information
* A commitment to feedback, not marking
* Live data collection from on-going assessments on one system (e.g. no Sims data drops)
* Personalised staff laptops and access to OneDrive
* An Assistant Principal with strategic lead for staff well-being
* A staff well-being working group
* Move towards flexible working wherever possible
* Regular well-being questionnaires to guide improvement
* Initiated the development of a Menopause Policy and support framework

We are a school that believes in continuing professional development and offer the following:

* Dedicated Leadership at GAA Programme
* Free access to the National College
* Leadership Legacy Project from the Schools Students and Teachers Network (SSAT)
* Staff additional payments for external examiner status
* Paid membership of subject associations and professional bodies
* Bespoke teaching and learning and behaviour culture programmes
* Paid membership of the Chartered College of Teaching
* Paid membership of the National College
* External professional coaching programme
* Access to adult learning courses via local colleges, such as English, Maths and English for Speakers of Other Languages.
* Job specific training courses and skills development
* Apprenticeships

**Financial wellbeing**

We understand how important it is to maintain a good balance between work and home; and how detrimental it can be to experience money worries. To support you to do this, we provide:

* Enhanced maternity pay of up to 6 months full pay.
* The first week of paternity leave paid at full pay.
* A range of paid leave at the trust’s discretion e.g. emergency childcare leave, bereavement leave, time off for interviews, day off to move house.
* Sick pay for up to 12 months.
* Paid time off to attend hospital appointments (if they can’t take place outside of working hours).
* A minimum of 30 days holiday (22 days plus bank holidays), increasing with length of service.
* A career-average defined benefit pension scheme. If eligible to join, you are automatically enrolled into the Teachers’ Pension Scheme or Local Government Pension Scheme. You can remove yourself from a scheme if you wish.
* Enrolment in the Westfield Health scheme which gives cash back for routine appointments and provides discounts for popular retailers. There are lots of other financial and well-being benefits as part of the scheme – see further information above.
* Access to organisations providing specific support to education staff, such a ‘Discounts for Teachers’ (not just for teachers) and Education Support.
* Free flu vaccinations.
* Cycle to Work scheme, which operates before income tax and National Insurance contributions are taken from your pay, meaning you pay less income tax and National Insurance.

**Staff well-being resources**

Free counselling for education staff: <https://www.educationsupport.org.uk/get-help/help-for-you/helpline/>

Headspace for educators: <https://www.headspace.com/educators>

Hays Online well-being training: [https://www.hays.co.uk/online-learning/education-training/well-being/](https://www.hays.co.uk/online-learning/education-training/wellbeing/)

Financial assistance: <https://www.educationsupport.org.uk/get-help/help-for-you/financial-support/>