



# St Jude's Church of England Primary School Staff Wellbeing Policy

*Our children  
Our St Jude's Family  
Happy – Inspired – Loved  
The sky is not the limit  
Ready for today - prepared for tomorrow*

At St Jude's we strive to ensure that our staff are supported and encouraged to develop, both personally and professionally. We recognise that good staff wellbeing promotes a nurturing environment and ensures our children are happy, inspired and loved.

St Jude's is committed to making sure that this Staff Wellbeing Policy is implemented so that each member of staff can cope successfully with the challenges of working in a busy primary school.

The intent of this policy is to maintain a school ethos that supports our staff wellbeing by ensuring that all employees are treated fairly and consistently.

## **Wider Context**

Nationally, in 2019 the [Department for Education](#) set up an expert advisory group to look at how teachers and school leaders can be better supported to deal with the pressures of teaching.

Locally, Lambeth continue to offer the [Lambeth Wellbeing Fund](#), funding local projects that promote wellbeing and a sense of community.

Our Windmill Cluster of Schools provides opportunities and resources for staff across the cluster to maintain and enhance their wellbeing.

At St Jude's we focus on ensuring our staff wellbeing is healthy.

We aim to:

- Provide a supportive environment and celebrate each other's achievements.
- Ensure that workload is manageable and intelligently managed.
- Provide strong leadership to ensure our staff are valued and equipped to do a brilliant job.
- Encourage honest and reflective communication to keep us improving.

We aim for our staff every morning to arrive with a smile knowing that an exciting and rewarding day awaits.

## **Responsibilities**

To ensure that our Staff Wellbeing Policy is adhered to, the following stakeholders have a range of responsibilities:

### **Governors**

- Will take overall responsibility for implementing this policy and ensuring that staff enjoy a good work-life balance.
- Will ensure that clear procedures are in place that will minimise the levels of stress for staff.
- Will review the demands on staff and seek practical solutions wherever possible.
- Staff wellbeing will continue to be an agenda item at FGB meetings.
- Governors will receive an update form the HT regarding exit interview information when staff members leave.

*The Staff Wellbeing Policy was agreed by the PAC committee on 16th March 2021*

## **The Headteacher**

- Will conduct annual staff appraisals that are supportive, encouraging and set realistic targets that focus on raising standards.
- Will ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.
- Will adopt school policies and provide clear guidance regarding time-off in line with staff sickness and absence procedures.
- Will ensure that there is clear communication between staff and management with regards to all areas of school life.
- Will create reasonable opportunities for employees to discuss workload related queries and encourage solutions.
- Will ensure that all staff are aware of and trained in-line with the school's priorities and offered opportunities for development.
- Will follow the guidance of Lambeth Human Resource professionals and Occupational Health to support with staff returning to work after a period of sickness (Including conducting back to work meetings and offering reasonable adjustments).

## **Staff Members**

- Will make themselves aware of the school's policies on Behaviour Policy, Accessibility Policy, Child Protection and Safeguarding Policy, SEND and Inclusion Policy, Pupil Premium Policy, Medical Policy and Intimate Care Policy.
- Will follow the staff sickness and absence procedures, by calling the headteacher or deputy headteacher by 7.30am if they are not fit for work.
- Will attend a back to work meeting on the first day they return to work.
- Will book planned time off at least one week before and meet with the headteacher or school business manager to discuss the time off and provide relevant documentation (e.g. medical appointment card)
- 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.
- Will ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.
- Will identify opportunities for development and take advantage of those offered by the school.
- Will share their views, ideas and feelings about all issues concerning the school at formal meetings and informal gatherings.

## **Staff Wellbeing at St Jude's**

At St Jude's we want to ensure that staff are supported and encouraged to develop personally and professionally. To promote this vision, we provide our staff with specialist support, a clear school ethos and intelligently managed workload.

### **Specialist Wellbeing Support**

To support staff wellbeing we provide free talking therapy sessions with our Art therapist Alison Bickmore. Staff members can confidentially arrange an appointment and talk to Alison about issues that are affecting their wellbeing at work.

Our SENDCO, Asia Scott, is also available to discuss issues that are affecting staff members in the classroom with her specialist knowledge on inclusion, therapy and SEND.

Alex Cutts is our designated Mental Health First Aider. He is trained in how to deal with emergencies regarding an individual's mental health. The training primarily focused on children but also provided strategies on how to approach adults facing a mental health crisis.

## **School Ethos**

The way we do things at St Jude's is very important. At the start of every year, we update and write our [Code of conduct 2020](#) and share this with all staff. It allows us to collectively establish how we want to live out our responsibilities for the upcoming school year.

Some of the key messages of this year's code of conduct were:

- Considerations and expectations linked with COVID updates and guidelines to keep us all safe.
- Makes sure everyone has a valued role.
- Works hard together.
- Celebrates each other.
- Doesn't judge someone for making a mistake.
- Is patient with one another.
- Communicates well and has fun together.
- Empathises with one another.
- Finds time for each other.

## **Workload**

At St Jude's we aim to ensure that workload is manageable and intelligently managed. To do this we employ a range of permanent and proactive strategies. An annual staff wellbeing survey will be distributed to gain the views of all staff, to seek their views and ideas about strategies to further improve wellbeing.

They include:

- Paperless planning.
- Light-touch marking, intervention only when necessary.
- School closing at 6.15pm.
- Appropriate time, guidance and support given to complete tasks.
- Subject leaders receive dedicated time to conduct their leadership duties where possible.
- PLP writing and additional subject leader duties (including monitoring) are included in directed time as part of the PDM schedule when possible.
- On the weeks where there are parent teacher meetings, additional meetings are reduced for class teachers and senior leaders.
- Minimised PDMs during the Covid-19 to provide additional planning and preparation time for teachers and support their work-life balance during the pandemic.

Furthermore, we believe that we have a responsibility to manage change positively and with empathy, whilst taking steps to avoid unforeseen change with effective preparation and planning. Therefore, we initially respond to unforeseen change by:

- Adopting a calm and positive tone of voice.
- Taking time to understand the situation and the reasons why the change has occurred.
- Discussions with staff regarding change should not be held in front of children. Resolve the situation later that day if children are present.

To ensure smooth and effective day-to-day processes at St Jude's, we aim to:

- Plan ahead and think about who or what may be affected by change to a schedule or allocated space.
- Ensure timetables are clearly presented in common areas around the school building.
- Maintain our staff notice board to inform staff of any proposed changes to schedule or space.
- Ensure St Jude's google calendar is used, clear and up to date.

- Communicate effectively and in good time.

### **Promoting Staff Wellbeing at St Jude's**

To promote wellbeing at St Jude's, a variety of policies, professional development opportunities and processes are in place. As our awareness grows of wellbeing, we aim to consistently respond to the needs of our staff. Therefore, below is a current list of examples:

- Twice weekly communication via morning staff briefings.
- Continuing professional development for all staff.
- Staff encouraged to contribute to the School Development Plan.
- Staff code of conduct (regularly reviewed each year).
- Safeguarding training (attended every year).
- New staff: NQT support and training, NQT mentor, strong links to Universities, protected NQT time and PPA.
- PPA protected and paid back to staff who miss it.
- All staff are made aware of Education Support, which provide external, free and confidential support.  
<https://www.educationsupport.org.uk/>

### **The impact of staff wellbeing at St Jude's**

With positive staff wellbeing, our staff deliver excellent education with energy and a positive attitude. When you walk around out school you will find:

- A creative and exciting learning in Reception where children are free and learning responsibility for themselves and those around them. Water splashes, paint swirls and letters are formed.
- A buzz and positivity in KS1 created by excellent teaching, our children will welcome you with a smile. The sound of laughter and concentration can be heard in equal measure.
- A purposeful and engaging KS2 curriculum where children succeed through broad and balanced learning. From exploring how to measure distance using a javelin, learning about Fibonacci in the nature garden and scanning QR codes to research healthy eating, learning is exciting to deliver and exciting to receive.

### **This policy was developed by:**

Miss Alex New Headteacher and Mr Alex Cutts Mental Health First Aider

All school staff were consulted in the development of the policy from February 2020 – March 2020 and the review shared in March 2021.

The policy will be reviewed every 2 years; the next review will be March 2023

Chair of Governors: Mrs Geraldine O'Brien

Signed: *Geraldine O'Brien* Date: 16<sup>th</sup> March 2021

