



ROEDEAN MOIRA HOUSE STAFF WELFARE AND WORK LIFE BALANCE POLICY 2018-19

INTRODUCTION

All teachers and head teachers 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.”

(2010 STPCD, Section 2, Part 10, paragraph 63.4)

In line with this responsibility, the School Council of Roedean Moira House has adopted this work/life balance policy.

Work/life balance is about ensuring that this school's staff 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 work/life balance, Roedean Moira House:

- 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 teachers and their line managers;
- 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 work/life balance to its staff; and
- will encourage senior managers 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 Principal in his/her professional duty, as set out in Section 2, Part 9, paragraph 56.12 of the 2010 STPCD to:



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“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, the School Council, employees and trade unions to work together to identify solutions to improve and maintain a reasonable work/life balance for staff.

The School Council agrees to:

- ensure that the contents of this policy are communicated to staff on a regular basis;
- consult annually with staff 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 School Council

The School Council’s Staffing Sub-Committee will review the implementation of this policy in order to promote work/life balance in the school.

Staff Consultation

Via the annual policy review process, staff will be consulted over the monitoring and evaluation of the policy and its impact.

Individual Monitoring

As well as consultation with staff, the following measures will be adopted by the School Council to monitor work/life balance and individual workload concerns:

- Provision of up-to-date job descriptions, with duties and responsibilities relating to individual staff’s roles clearly identified and staff consulted prior to any changes.
- Consultation between the line manager(s) and NQTs, new appointees and those promoted internally, in the first term after they take up their new post, to explore work/life balance issues and to see if the school can offer further support.
- Properly conducted exit interviews, or use of exit questionnaires, when staff resign to find out if problems with work/life balance played a part in the resignation.

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.



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When drawing up a calendar for the following academic year, the Assistant Head will consult staff in the summer term on the pattern and number of meetings. Consultation with staff will also include the timings of INSET, report schedules, parents' evenings, sports days and other activities and events that might impact on work/life balance.

If, because of unexpected pressures, a member of staff recognises that they may not be able to meet a particular deadline then they should inform their line manager at the earliest opportunity to discuss how they can be supported in completing the task.

Reasonable Additional Hours

A reasonable work/life balance cannot be achieved if the hours worked by teachers in addition to directed time are excessive.

The School Council acknowledges that it is not for employers to determine how many additional hours should be worked or when those hours must be worked (2010 STPCD, Section 2, Part 10, para 62.7). Rather, it is for teachers to determine what additional hours need to be worked. The School Council will encourage teachers to maintain a proper work/life balance.

To ensure that teachers' working hours are reasonable the line managers are responsible for carrying out audits by having regular conversations with their staff. Where these audit show that a particular policy or initiative is contributing to excessive workload, the school will review the policy or initiative to seek to reduce workload pressures.

Meetings

The Assistant Head will consult staff on the pattern and number of meetings staff are required to attend.

Meetings will be timetabled at the beginning of the academic year 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.

Working at Home

Consideration will be given to requests from staff wishing to work at home during their planning and preparation time.

Job sharing and part-time working

Roedean Moira House recognises the benefits for staff and employers of job shares and will seek to accommodate requests for job sharing or part-time working wherever possible.

New Initiatives

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

The Position of the Principal



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

Commitment

The following points are an additional commitment (but not an exhaustive list) from the school to improve employees' work life balance and their well-being:

- Induction programme for new staff
- Performance reviews offering staff the opportunity to address with their reviewers any concerns which they may have about their workload or ability to balance work with other aspects of their life
- A line management system to support staff
- An open door policy with Senior Management including the Principal
- A staffroom to relax, work and support colleagues
- Weekly professional development sessions to support all staff
- A Staff Committee
- Meals provided on duty
- Refreshments provided at break times in the Staffroom
- Discounted membership for the University of Brighton sports facilities
- Free access to school sports facilities when possible
- Access to the School Nurse
- Encouragement to join a professional union
- Support with childcare facilities and services via our Nursery where possible
- Discounted school fees
- Regular risk assessments carried out and reviewed as appropriate
- A twice weekly briefing for all staff
- Administrative and support staff to support workforce
- A school's timetable which reflects a fair and reasonable balance of work between different members of staff
- Our School Chapel for reflection



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Related policies and documents

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

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Staff Induction
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019