



## **Chantry Middle School - Staff workload and well being**

### **Teaching and learning, planning and curriculum**

1. Collaborative planning time enables teachers to discuss and share best practice
2. Departmental resources are shared centrally
3. Schemes of work specify the sequence of key knowledge, deliberate practice to develop skills, a clear progression model, alongside resources to be used in lessons.
4. The PPA allocation for teachers is at the 10% requirement set out in the School Teachers' Pay and Conditions Document.
5. There is no expectation to 'put on a show' in lessons; a culture of typicality is reinforced by no lesson gradings and regular learning walk drop ins.
6. No need to write lesson plans of any kind.
7. All subjects now have timetabled directed meeting time throughout the year to support department planning.

### **Assessment, feedback and reporting to parents**

8. There are only 3 data captures a year with reports only being written once at the end of a year.
9. SIMs used for collection of data and we never expect data to be entered more than once.
10. The whole school calendar is created alongside middle leaders to ensure the best possible timings of the meeting schedule and moderation and to avoid pinch points.
11. There is one less one less Parents evening in the Autumn and Spring Term than previous years. Split by key stage for Spring 2021.
12. No whole school marking policy. Instead, we have a feedback policy that focuses on whole class feedback, verbal feedback and retrieval. Subject leaders set the minimum expectations for marking in schemes of work.

### **Behaviour**

13. Everyone has the highest expectations of behaviour, with all staff (not just teaching staff) reinforcing those expectations. Clear behaviour systems
14. A clear system of consequences/sanctions which is applied consistently so staff don't have battles with students. Simple and quick logging of the consequences/sanctions in planners / SIMS
15. Appointment of Pastoral Mentor to support behaviour through centralised tracking and implementation of sanctions.
16. SLT are very visible and all do break and lunchtime duties regularly so staff on duty have a named SLT support contact
17. The Pastoral Mentor contacts parents / carers about poor behaviour and sends messages on behalf of teaching staff.

## **Professional Development**

18. Staff training on effective and ineffective feedback so that teachers are fully aware of what has the greatest impact on student progress
19. After school meetings and events have been rationalised. The time has been given to departments to support collaborative planning, subject specific CPL and preparation time.
20. Training for middle and senior leaders to ensure meeting time is used as productively as possible.
21. Comprehensive support for NQTs, with dedicated mentors, regular meetings.
22. Leadership training ( NPQML/SL) has been delivered to many staff
23. Subject networks and moderation for staff across KS2 and KS3 with feeder schools and High schools along with other trust middle schools.

## **Other**

24. Staff wellbeing working party
25. Departments such as reprographics, finance and data are all on hand to support teachers. Staff do not need to do any additional data analysis - all of this is provided for them
26. Staff thank you's and staff room treats
27. Secret Santa / Kindness week.
28. Staff Virtual Quiz
29. Termly staff forum so that staff can highlight issues and concerns and we can move the school forward together.
30. Food is provided before parents' evenings and other evening events. Brownies in the staff room every Wednesday and fruit every Tuesday.
31. External catering provided for Teacher training days ranging from Pasta, Flatbreads, and gourmet burgers. Christmas lunch is provided for staff to have in the staff room.
32. Only TLR post holders have more than one organised meeting a week
33. Every Term, there is a week where no directed time is implemented.
34. Flu jabs are offered yearly.
35. Attendance at funerals and graduations of close family members is always agreed to.
36. Paid family leave for nativity plays etc 5 days paid carer leave
37. Counselling available to all staff. Supervision is offered to staff who are dealing with challenging safeguarding issues.
38. Pre-planned and published calendar so that staff can plan in advance.
39. Reduction in email traffic in response to staff voice through no whole school emails. There is no expectation for staff to answer out of hours emails and guidance has been issued to support staff in dealing with communication via email
40. Seasonal events to develop staff collegiality E.G. Christmas Lunch, dressing up for World book day.



# Chantry Middle School's Workload Charter



## Culture

The culture at Chantry is to ensure that our staff have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable. We start from an assumption of professional trust and belief that everyone seeks to do a good job. We ask all leaders to set an example in how they behave and that they try to reduce levels of stress and anxiety in the organisation.

## Workload

Chantry supports the principle of 1265 hours for teaching staff and where a colleague is not required to attend a particular directed event (for a reason such as not teaching a particular year group) they should not be given directed work.

## Lesson Planning

Staff are not expected to submit daily or weekly lessons plans. We have also moved away from formal lesson observations, to learning walks, for which staff are also not required to provide lesson plans.

## Marking and Feedback

Chantry's marking and feedback policy has been reviewed by subject leaders this year to make marking less onerous for colleagues and to allow staff to have more time to plan high-quality lessons.

## Data Collection

We collect data three times a year to ensure that we can monitor progress without over-burdening staff. Teachers are only asked to input data that requires a professional judgement.



## Emails

There is no expectation that staff respond to emails outside normal working hours. We want all staff to be able to achieve a healthy work/home balance and we trust the professional judgement of our staff to make decisions about if and when they work outside of school hours.

## Inspection

At Chantry, we do not conduct 'mocksteads' that require teachers to provide lesson plans or involve processes outside the normal QA performance management systems.

## Working Practices

When new initiatives are introduced, we will base them on evidence that they are likely to improve student outcomes and serious consideration will be given to what we are going to stop doing to make space for what is new.