

# Park Vale Academy: Commitment to Staff Well-Being



We believe that everyone working at Park Vale Academy should have the opportunity to enjoy the highest possible standard of wellbeing and support. Our aim is to ensure that staff can balance their working lives with their other commitments.

## **MANAGING WORKLOAD**

### **Directed Time**

The school's calendar of meetings and other activities equates to a total for directed time significantly below the national limit of 1,265 hours per academic year.

### **After-school meetings**

Where teachers are required for an after-school meeting, we will aim to finish within 60 minutes. We will aim to hold no more than one meeting a week with a maximum of two meetings in any one week for TLR post holders.

### **Data management**

We review and reduce the number of attainment data collection points a year and ensure that these are no more than three a year.

### **Teacher written comments**

In reducing teacher workload, we do not require teachers to make a written comment on student progress reports.

### **Behaviour management**

PVA has a strong, supportive behaviour management system. If student's behaviour does not meet our expectations, students are removed from classrooms (on call) and a staged sanction system is applied that utilises Line Managers, Inclusion, Heads of House and Senior Leaders.

### **Trust subject networks**

Individual Trust subject networks exist and are organised for leaders to support the development of individual subjects and share good practice.

### **Collaborative work**

Within each subject area, there is a range of Trust and school resources that support the planning and resourcing of lessons.

## **COMMUNICATION**

### **Weekly staff briefing**

This takes place every Tuesday and Thursday morning at 8.35am with meeting notes published soon afterwards.

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## **Regular line management meetings**

These generally take place weekly or fortnightly dependent on the individuals' roles and responsibilities.

## **Q&A meetings with HT/ SLT**

From this year, there will be a termly Q&A session with the Headteacher and other SLT should staff wish to attend. Questions can be submitted in writing in advance for those that cannot attend.

## **Annual staff survey**

Each year, a staff survey is completed and reviewed. This normally takes place during early spring and covers vision and ethos; line management; curriculum / teaching and learning; facilities; behaviour; and staff support.

## **Appraisal mid-term and final review**

An appraisal process is in place (mid-term and final review) for both teachers and operational staff.

## **OTHER SUPPORT**

### **CPD opportunities and time**

CPD is at the core of our offer for all staff and we encourage all staff to take part in CPD opportunities. Outside of this provision at PVA, there are a wide range of external training opportunities provided through the Redhill Trust.

### **Wider Trust support**

In liaison with the Trust, PVA is able to seek support from wider Trust staff – Trust Directors, Lead Practitioners, Specialist Leaders of Education. In addition, Trust Shared Services provide specialist support in areas such as Finance, HR, IT and Facilities.

### **Wellbeing support**

The Trust offers a broad range of HR services for its staff, including COPE support in the form of counselling where needed along with working in partnership with occupational health. The Operations Manager is the initial contact for this service, which is open to all staff.

### **Flu vouchers**

PVA provides free flu vouchers each year. Staff need to sign up following information from the Operations Manager.

### **Bike scheme / childcare vouchers**

All members of staff have access to childcare vouchers and the bike to work scheme. If you wish to access this, please contact HR directly.

### **Free Refreshments**

Every Friday break time, fruit and biscuits are provided for all staff in the staffroom. Basic refreshments are provided every day for staff in the staff room. Staff are able to claim a free meal

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every lunchtime in return for doing their allocated duty. Refreshments are provided for staff before every Parents' Evening and before Open Evening.

### **Urgent personal leave and 'special moments you do not want to miss'**

PVA takes a compassionate view of urgent personal leave and tries to support staff with these requests. As a starting point, any member of staff with good attendance can request one morning or afternoon of paid leave each year.

### **Early Closure**

School closes early (at lunchtime) on the last day of the autumn and summer terms.

### **Job sharing and part-time working**

PVA recognises the benefits for staff of job sharing and part-time working and these requests will be looked at on a case by case basis.

### **Staff Member of the Week**

Postcards are sent by the Headteacher to any member of staff who is identified as "going the extra mile" in some way.

### **Staff sports activities**

Staff are encouraged to take part in sports activities and fixtures (usually on a Friday after school).

### **Access to ICT for anytime anywhere working**

Teaching staff have access to a personal laptop to enable them to work off site and enable them to leave site and work away from the building if they need this flexibility. Resources are shared on line using the Intranet and on-line handbook.

### **Facilities**

As well as the fact that the building is still quite new, we have tried to enhance the facilities available to staff, particularly in the staffroom and the patio area outside. We also insist that students must remain on the ground floor at break/ lunchtime to allow staff some space and privacy at these times.