

## **Staff Wellbeing & Workload Initiatives & Action Plan**

### **General Initiatives**

- Pay awards: the academy trust has supported every pay recommendation made by the DfE; staff on the Administrative Pay Scale have been awarded a 1.75% pay rise
- Staff bonus of £500 per person (FTE) paid in Autumn 2021
- October half term extended by two days (while maintaining 190 student contact days)
- Part time and flexible working supported
- Compassionate and personal leave granted well in excess of the Special Leave of Absence Policy
- Refurbished Staff Room kitchen and toilets
- Regular staff "konga" sessions
- Regular staff sports fixtures against other schools
- Lively end of term social gatherings and barbecues (free)
- School Counsellor available for staff consultation
- School Health Worker available for staff consultation
- Exam invigilators employed
- Free car parking
- Free lunches on Professional Learning Days
- Free newspapers
- Free tea, coffee and milk
- Regular Wellbeing Surveys
- Staff CPD Library
- Self directed Professional Learning Day (Summer term)
- Staff discount negotiated at neighbouring dry cleaners (Neways)
- Staff discount applies at neighbouring tyre and exhaust garage (Surbiton Tyre & Wheel)
- Car service pick up and drop off via School Office (IGS American)
- Post and parcels received at School Office
- SLT "Open Door" policy

- Hero of the Week and Colleague of the Month Awards
- Doughnuts (occasionally..!)

### Wellbeing Action Plan

	Action	Who	Reason	Resources	Success Criteria	Review
1	Update Job Descriptions for administrative and Support Staff	NBN	Survey feedback Clarity		Job Descriptions are updated and, distributed and signed	This is underway
2	Review Teaching & Learning equipment	AHA	Survey feedback	£10,000	Equipment needs are identified and addressed	Audit has been undertaken; results are under consideration
3	Clarify that e-mails do not need to be answered outside "Office Hours"	NSM	Survey Feedback		Staff have clarity on this issue	Staff Bulletin 29th April 2022
4	Establish a Staff Wellbeing Advisory Group	NSM	School Improvement Plan DfE Workload Toolkit advice		SWAG is established and meets regularly	Next meeting: Thursday 19th May
5	Clarify guidance that meetings should not last more than one hour	NSM	Long meetings can be very tiring and not very productive		Meetings do not last more than one hour	Staff Bulletin 29th April 2022
6	Review Staffroom provision	INE	Is the space used efficiently and effectively?	Unknown	The available space is used more efficiently and effectively	
7	Re-establish a Staff Social Committee	NSM	Survey Feedback Previous experience	Unknown	The Staff Social Committee exists and organises some events	

8	Adopt the Framework for Ethical Leadership in Education	NSM	This framework articulates the way we are already endeavouring to operate	None	The framework is adopted and benchmarked	<p>Adopted by SLT 20th April 2022</p> <p><a href="https://classroom.google.com/c/NTA5MTY1NzQz/p/NDg2MjIyMDUwNDk2/details">https://classroom.google.com/c/NTA5MTY1NzQz/p/NDg2MjIyMDUwNDk2/details</a></p>
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