

***'A tired teacher is not an effective teacher. Nor is that teacher allowed to focus on what is most important – teaching'*** Estelle Morris (2003)

The Henry Box School is committed to ensuring that our staff are able to have a healthy work life balance. We have used the latest research to ensure that our approaches are rational and lead to the best outcomes for our students without causing excessive workload for our staff.

**Below you will find a summary of workload adjustments we are committed to in order to ensure that you are able to fulfil your role without undue or unrealistic demands on your time. We want our staff to be able to use their time efficiently and effectively, so it has a real impact on the achievement of our students.**

Teaching and Learning	Systems	Calendar and events	Leadership
<ul style="list-style-type: none"> <li>We do not have a prescribed lesson structure or lesson plan proforma</li> <li>We implement a feedback not marking policy - we do not prescribe how frequently you have to mark books</li> <li>We place trust in each faculty as a team of professionals to set their own assessment policies</li> <li>As per good practice we do not grade lesson observations</li> <li>Observations are intended to be developmental with feedback given as a coaching conversation</li> <li>We use 'Ward Rounds' to support our colleagues and to highlight excellent practice across the school</li> <li>Professional development is a priority with considerable investment</li> <li>Staff are encouraged to use our up to date professional development library (in the Library) with over 150 titles available</li> </ul>	<ul style="list-style-type: none"> <li>We have a minimal number of data collections to avoid excessive administrative tasks</li> <li>We do not have any written reports or tutor reports</li> <li>We have a clear Email Protocol aiming to keep email traffic to a minimum</li> <li>We avoid sending emails 7am-7pm, at weekends or during holidays unless urgent</li> <li>We have a reprographics team who will handle all printing with adequate notice. These requests can be made using the address <a href="mailto:repro@henrybox.oxon.sch.uk">repro@henrybox.oxon.sch.uk</a></li> <li>We use systems like <a href="#">SatchelOne</a> and <a href="#">MyConcern</a> to help make day to day tasks quicker and easier</li> <li>Our appraisal system is designed to avoid the compilation of evidence or portfolios of data, thus reducing the associated workload</li> <li>Restorative meetings with students are centralised</li> </ul>	<ul style="list-style-type: none"> <li>From Sept 2019 we reduced the number of Parents' Evenings to avoid staff working late across the year</li> <li>From Sept 2019 we removed 'assessment weeks', your Faculty decides when it is appropriate to assess your students</li> <li>We operate a professional development approach whereby we work a set number of twilights and gain two days in lieu.</li> <li>We do not roll our timetable over during term 6. We believe this time is best used for planning for the coming academic year</li> <li>From Sept 2019 we increased the amount of faculty time across our year to ensure that there are opportunities for joint planning and sharing best practice</li> <li>We dedicate a day for appraisal meetings to take place</li> <li>Free Staff Christmas Lunch, early finish in summer and at Christmas</li> </ul>	<ul style="list-style-type: none"> <li>Our School Leaders are committed to avoiding fads, we aim to do what is best for our students</li> <li>We use briefings to communicate key messages and this is also supported by online <a href="#">comms</a> systems</li> <li>Our professional development programme is designed in response to feedback from staff to ensure it meets the needs of our team</li> <li>Our appraisal system is not solely based around numerical performance targets and instead fosters professional development</li> <li>There is a commitment to a career stage entitlement to professional development</li> <li>Our distributed leadership model enables wider staff involvement in leading and managing the school (e.g. <i>Whose Name's on the Tin?</i>), freeing up resource for a high number of student support roles</li> </ul>