

# Co-op Academy Manchester Workload Charter

## Culture

- The culture within the academy is critical in ensuring we have an enjoyable rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable
- We start from the assumption of professional trust and the belief that everyone seeks to do a good job
- We ask leaders at all levels to set a good example and model healthy working practices
- We want all staff to be able to achieve a healthy work-life balance and we trust the professional judgement of our staff to make decisions including when they work outside academy hours
- We operate an open-door policy and recognise that observation of learning and/or student behaviour is an important aspect of our work and to support development and practice

## Workload

- The academy supports the principle of 1,265 hours per year for teaching staff and contracted hours/plus days for non teaching staff
- A breakdown of directed time for teaching staff is produced and shared with staff each year
- All staff will have access to an accurate up-to-date whole academy calendar with meetings and deadlines shared
- We commit to giving careful consideration as to when deadlines are set including looking at other commitments and work (we encourage staff to speak up if they feel that any are unmanageable)
- Each department will have access to a Learning Zone Clerk who will support staff with administration

## Lesson Planning

- Staff are expected to be well-prepared for lessons and have given thought to how the students' learning journey will progress
- Staff are not expected to submit daily or weekly lesson plans (with exception of ECT's and student teachers)
- Staff are not expected to use or complete a specified planning pro-forma unless an individual needs the additional support of a more structured approach to planning
- Collaborative planning is promoted where possible and will be stored on the shared area to be adapted and used by others and in the future
- All tiers of staff drop into lessons for a wide variety of reasons
- Where appropriate, staff will be informed if a formal observation is planned

## Marking and Feedback

- Each subject area will have their own approach developed by subject leaders and their team
- We may mark less in terms of number of pieces of work but with greater impact
- We do not encourage acknowledgment marking (unnecessary flick and tick)
- All marking and feedback should be meaningful, manageable and motivating and should serve a single purpose - to increase student progress and improve outcomes

## Data

- We will collect student performance data 3 times a year (spread out for each year group). Teachers are only asked to input data based on their professional judgement
- Staff members will not be expected to analyse data unnecessarily
- Staff will not be asked to produce free text comments for parental reports

## Emails

- All staff have a responsibility to consider if an email needs to be sent
- Copying others into emails should be kept to an absolute minimum
- There is no expectation for staff to respond to emails outside of normal working hours
- Staff members who choose to work outside of normal hours are encouraged to use the schedule function when sending emails

## Professional development

- We believe all staff should be given the time and opportunity to develop, this is reflected in our 40 hours of calendared professional development time
- We have a range of tools and initiatives to support staff development. This includes IRIS Lesson Observation and Coaching, Student CLIFE's, Coaching, access to the National College. These are promoted across the academy but are not compulsory

## Working Practices

- Where new initiatives are introduced, they will be based upon evidence that they are likely to improve student outcomes.
- Serious consideration will be given to what we are going to stop doing, to 'make space' for what we may start doing
- Cover supervisors will be used to minimise cover. Further cover lessons will be completed by ALT or under allocation teaching staff
- Centralised detentions will be used to streamline and support staff
- Any staff completing a lunchtime duty will receive a complimentary lunch
- Any policy reviews will be completed with staff workload in mind
- We will minimise meeting times - increasing time for professional development and in departments
- We will try to keep meetings or training outside of the core day to 1 hour
- Teaching staff will be given additional non contact time above the minimum 10% PPA
- We trust staff members professional judgement around prioritising and carrying out work and as such will not direct PPA and leadership time

## Staff wellbeing

- The last week of each half term will be a 'no meetings week' with no directed meetings outside of the academy core day
- Requests to attend one off special events e.g. family Nativity performances will be met whenever possible
- We will consult with staff to create a range of positive wellbeing events and activities throughout the year, these will be entirely optional and not 'forced fun'
- We will continue to seek stakeholder feedback and suggestions throughout the year
- We will form a wellbeing and workload review group who will support the leadership team in analysing feedback and suggestions
- Staff and their families will have access to Bupa Employer Assistance Programme which includes a 24 hour telephone support line
- [Trust wellbeing site](#)