



POLICY: Staff Wellbeing and Development Policy

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RESPONSIBLE MEMBER OF STAFF: A Osbourn

GOVERNOR COMMITTEE: Full Governing Body

SIGNED HEADTEACHER: J Holmes

SIGNED CHAIR OF GOVERNORS: R Whitehouse

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1. Aims

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health.
- Provide a supportive work environment for all staff.
- Provide opportunities for staff to develop and excel in their role.
- Acknowledge the needs of staff, and how these change over time.
- Allow staff to balance their working lives with their personal needs and responsibilities.
- Help staff with any specific wellbeing issues they experience.
- Ensure that staff understand their role in working towards the above aims.

2. Providing a supportive work environment for all staff

All staff at JMHS are entitled to a supportive work environment which allows staff to balance their working lives with their personal needs and responsibilities. This is provided through a supportive line management system, a clear induction process for new staff and continual professional development to support staff to succeed in their role.

2.1 Reducing and managing staff workload

We employ the following strategies:

- Ensuring that after school meetings are typically no more than once per week for staff with unnecessary meetings avoided. Events are held typically on a Thursday night so that only one day remains in the working week following a later finish.
- A reduction in the previous frequency of marked feedback and simplification of staff responses to student work in order to make marking more purposeful and informative.
- For key events such as Sixth Form Open Evening and Open Evening, Faculties are encouraged to divide staff so that attendance at events does not repeatedly fall on staff wherever possible.
- In order to reduce workload for reporting, only one full written annual report is required for each year group. This is written by the form tutor.

- There is no expectation for staff to produce formal lesson plans and staff development time is used for continued development of centralised resources for subject lessons so there is less time required for teachers to preparing individual resources.

2.2 Developing staff

Staff training and development time is provided during:

- **INSET Days** – usually the morning will be used for whole staff training and the afternoon will be used for faculty training/development.
- **Faculty Curriculum and Assessment planning meetings** (15:30 -16:30) – some Thursday afternoons will be used for faculties to work on curriculum/assessment. Some of these will be used for delivery of training to the whole teaching staff, with time provided for faculties to adapt strategies to meet the needs of their subject.
- **Curriculum Leaders Training** – (15:40 – 17:00) – this will take place on a Thursday afternoon once per month (and will replace the usual Thursday meeting).

All staff at JMHS also receive coaching and development from their line manager, as part of the line management and appraisal process. In addition, we use the following strategies:

- Provide opportunities for staff to apply to be seconded to the extended senior leadership team and receive coaching from the Headteacher/Deputy Headteachers.
- Encourage and support staff to complete a National Professional Qualification programme, such as the NPQSL.
- Provide opportunities for staff to meet with/shadow professionals in other schools.
- Provide funding and cover for staff to access external courses relevant to their role, such as first aid and safeguarding courses.
- Provide a coaching programme for colleagues to improve their practice in a specific area, such as behaviour management or curriculum knowledge.
- Deliver a clearly defined induction programme, for new staff.

2.3 Providing additional support to staff

We employ the following strategies and initiatives to provide further support to staff:

- Regular lesson presence from the Headteacher and Deputy Headteachers to ensure that staff are well supported and that students are adhering to the JMHS ethos.
- Paying staff to run holiday exam preparation sessions in recognition of additional work.
- HLTAs are used to cover lessons as much as possible so that there are very rarely any requests for staff to cover.
- Grading from lesson observations have been removed and replaced with a much more supportive and informative review designed to show areas of strength as well as providing useful direction as to how improvements could be made.
- An On-Call system that uses suitably skilled and experienced staff who support teachers with pastoral and behavioural issues during lessons.
- Buying in external support to help our most vulnerable students that can take up significant time for colleagues.
- Providing paid leave for staff facing challenging circumstances far in excess of statutory requirements.
- Paying for a free 24/7 counselling service through DAS.
- Allowing staff to attend personal or family events.
- Requests for flexible or part time working arrangements will always be considered. Where these fit in with the effective running of the school they are typically granted.

- Whilst we appreciate that staff try to take medical appointments out of work hours, we will ensure that where this is unavoidable staff will be fully paid.

3. Promoting wellbeing at all times

3.1 Role of all staff

All staff are expected to:

- Treat each other with empathy and respect.
- Keep in mind the workload and wellbeing of other members of staff.
- Be mindful of their colleagues and support by providing practical assistance, emotional reassurance, signposting to support or ensuring that appropriate staff are made aware of any concerns.
- Report honestly about their wellbeing and let other members of staff know when they need support.
- Contribute positively towards morale and team spirit.
- Take part in training opportunities that promote their wellbeing and development.

3.2 Role of line managers

Line managers are expected to ensure that they facilitate regular one to one line management meetings at least once per working fortnight and keep a written log of items discussed and actions agreed. As part of this line management structure, line managers should:

- Maintain positive professional relationships with their staff and value them.
- Set an agenda in advance of line management meetings and provide staff with an opportunity to suggest items. Whilst these meetings focus on school priorities, wellbeing must always be considered as a routine component in line management meetings.
- Provide a non-judgemental and confidential support system to those they line manage. They must ensure that any concerns around staff wellbeing are appropriately acted upon.
- Take any complaints or concerns seriously and deal with them appropriately using the relevant school's policies.
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance.
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help.
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account during any appraisal or capability procedures.
- Help to arrange personal and professional development training where appropriate.
- Monitor staff sickness absence for those they are responsible for, and have support meetings with them if any patterns emerge.
- Keep in touch with staff they line manage if they are absent for long periods and conduct return to work interviews to support staff back into work.

3.3 Role of the Deputy Headteacher (Staff Wellbeing Lead)

- Lead in setting standards for conduct, including how they treat other members of staff and adhering to agreed working hours.
- Provide training and guidance for line managers, through the curriculum leaders training programme.
- Manage a non-judgemental and confidential support system for staff.
- Monitor the wellbeing of staff through the line management structure, informal check ins & observation of staff and anonymous staff surveys.
- Make sure that the staff appraisal process is based on trust and professional dialogue, with proportionate amounts of direct monitoring.
- Routinely review the demands on staff and consider effective alternative solutions wherever possible and relevant.
- Listen to the views of staff and involve them in decision-making processes.
- Communicate new initiatives effectively with all members of staff to ensure they understand why the change is being enacted and how the impact of change has been considered.

- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload.
- Provide resources to promote staff wellbeing, such as training opportunities, and facilitate access to external support services if required.
- Make sure that the efforts and successes of staff are recognised and acknowledged and organise extra support during times of stress, such as Ofsted inspections.

3.4 Role of the JMHS HR Manager

- Liaise with line managers regarding staff absence to ensure they are aware of any patterns of absence that could require additional support.
- Monitor staff sickness absence, and ensure line managers hold support meetings with them if any patterns emerge.
- Ensure relevant guidance is given to line managers if support meetings are required.
- Conduct exit interviews with resigning staff to help identify any wellbeing issues that lead to their resignation.
- Ensure all staff are aware of the relevant policies and practices surrounding staff wellbeing.

3.5 Role of the governing body

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment.
- Monitor and support the wellbeing of the headteacher and school leaders.
- Ensure that resources and support services are in place to promote staff wellbeing.
- Make decisions and review policies with staff wellbeing in mind, particularly in regards to workload.
- Be reasonable about the format and quantity of information asked for from staff as part of any monitoring work or governor meeting.
- Ensure that staff are clear about the purpose of any work required from them by governors.

4. Managing specific wellbeing issues

Where possible, support will typically be given by line managers or senior staff. If it is felt that another member of staff would be more appropriate and effective then requests for a different member of staff will be given due consideration.

- It is important to note that examples listed below are not exhaustive. Each case will be supportively and sensitively handled as a bespoke situation. Some examples of support could include:
- Giving staff time off to deal with a personal crisis or to attend a significant family event.
- Arranging external support, such as counselling or occupational health services.
- Completing a risk assessment and following through with any actions identified.
- Reassessing workload and deciding what tasks to prioritise.
- Phased return following period of absence.
- Support from the mental health first aider.
- Counselling through Zurich insurance at no cost to the individual.

At all times, the confidentiality and dignity of staff will be maintained.

5. Monitoring arrangements

This policy will be reviewed by the Personnel and Welfare committee within the agreed timescale. Following their scrutiny, it will be sent to the full governing board for approval. Whilst the policy is due for approval every three years, any significant event relevant to the policy will be subject to a learning review and could result in an update to the policy as required.

6. Links with other policies

This policy is linked to our:

- Behaviour for Learning policy
- JMHS Staff Guide
- Staff code of conduct
- Communication policy

JMHS Staff Wellbeing policy version log

Version	Date	Completed by	Comment	Approval
2.1	April 2025	A Osbourn	Updated references to policies Overview removed and Aims updated 3.1 Role of staff and 3.2 Role of line manager 3.3 Section titled changed and section updated Appendix A removed Updated personnel	FGB