

Our People Promise

The Primary First Trust is committed to making well-being and mental health the heart of our decision-making and work practices while ensuring a safe & healthy working environment.

The Trust's culture is based on our vision to be First for Primary Education and our values of Adventure, Creativity and Excellence. We believe that we are all here to do an excellent job with the best outcome for our pupils at the heart of our actions.

We ask all our staff to be good examples in their behaviour and actions, and we will hold each other to account so that we deliver a culture and environment where genuine professionalism, compassion, and respect for our work colleagues and pupils are visible and felt by all.

We challenge all our staff to ask. **"How can I and my work colleagues support each other and reduce stress, anxiety, and workloads?"**

In turn, we will ensure that we work to promote diversity, eliminate discrimination and advance equality of opportunity and make the following promises:

1 Promise One Your Wellbeing

As a Trust, we will empower our staff to take ownership of their well-being and reduce levels of stress, and we will support this by:

For all staff:

- We will ensure our employee assistance programme provides confidential support for all staff and provides advice on caring responsibilities and financial well-being for staff and their families.
- We will ensure all staff can access learning and development opportunities, including full access to the National College Training system.
- We will ensure that all staff can access the "ME Time" Initiative to support their well-being and family activities within each school's restrictions.

For teachers:

- We will ensure that we use a learning walk or drop-in approach for observations and do not use sub-grading as standard.
- We will ensure that our Early Career Teachers are supported and have an experienced mentor.
- We have a coaching system to support teachers in their professional development.
- All teaching staff have PPA release time, which may be worked off-site in agreement with the Headteacher.

2 Promise Two Your Leadership

As a Trust, we will work to ensure that our leaders are the best ambassadors of the trust's values and standards while being valued and recognised for the time and effort they put into people management.

- We will ensure they have the tools and training to manage their teams and a strategic outlook for plans and problems.
- We will ensure all our leaders are visible and accountable.
- We will ensure that our leaders are fair, supportive and encouraging of staff in their work and development.
- We will devise a Leadership Charter developed for our leaders by our leaders outlining the behaviours identified as the most important in modern-day education.

3 Promise Three Your Recognition and Reward

As a Trust, we will work to ensure that all staff receive a fair salary, pension and an attractive package of benefits.

- We will ensure that all staff have meaningful work and understand the value and impact they bring to the sector.
- We will ensure that salaries are based on roles and responsibilities.
- We will ensure we continue to offer enhanced maternity and sickness entitlements for eligible staff.
- We will ensure that all staff have clear objectives each year and support is in place to ensure their achievement.
- We will ensure that all staff have access to benefits that are meaningful to them, including subsidised meals.

4 Promise Four Communication and You

As a Trust, we will work to improve and provide clear guidance and information.

- We will ensure that a well-being and work staff survey is based on recognised tools and metrics each term and will be transparent about results.
- We will ensure timely communication of critical events and messages.
- We will ensure that the staff voice is included in decision-making processes via the line management structure.
- We will keep meetings to a minimum and focus on continuous improvement, teamwork, and communication.
- We will ensure that all staff members have a clear line of communication within their team, location, and the wider Trust.
- We will ensure staff are not pressured to send or answer emails or communications outside of working hours.
- We will ensure all staff access information, data and calendars to enable smarter working, time management and improved communication.

5 Promise Five Your Workload

As a Trust, we will work proactively to drive down unnecessary workload by:

For all staff:

- We will ensure that we agree on approaches that support individual flexible working while respecting the staff's legal rights and considering the needs of the school, team and pupils.
- We will ensure the effective use of existing tools and systems while developing new and innovative systems to minimise workloads.

For teachers:

- We will ensure that data collection is minimised and only to support the needs of pupils learning.
- We will ensure that marking is proportionate to the impact on the pupils.
- We will ensure that planning formats are created and agreed with the principle of reducing contact and workload.
- We will ensure that administration support is in place to support the trips and visits
- We will ensure the administration team manages, collates, and communicates general communication to parents, including newsletters.

School Staff Well-being and Workload Charters

THESE ARE THE PROMISES WE MAKE TO OUR STAFF AS A TRUST

We believe each school is unique, with its own needs and pressures. Each school has its own staff well-being and workload charter, which builds on the Trust's promises with its expectations and solutions.

Lorna Hamilton
Chief Executive Officer

Kevin Noble
Chief People Officer

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