



Job Description

Staff Wellbeing Champion

Shefford Lower School is committed to staff wellbeing and implementing the principles of the DfE Education Staff Wellbeing Charter. This role has been developed to ensure our ongoing commitment to its principles.

Equality Statement

Shefford Lower School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to: Headteacher/Deputy Headteacher

Main purpose

The Staff Wellbeing Champion will provide strategic leadership for staff wellbeing across the school, promoting a positive, supportive and inclusive culture where all staff feel valued, respected and able to thrive both personally and professionally.

The postholder will lead on developing, implementing and evaluating a whole-school staff wellbeing strategy in line with the principles of the DfE Education Staff Wellbeing Charter, ensuring that staff wellbeing is embedded within the school's culture, policies and practices with a commitment to promoting respectful workplace behaviour and addressing concerns, supporting staff to access flexible working arrangements where appropriate, ensuring staff wellbeing is integrated into health and safety practices.

Duties and responsibilities

Strategic Leadership

- Lead the development, implementation and evaluation of the school's Staff Wellbeing Strategy.
- Ensure the school's practice reflects the principles of the DfE Education Staff Wellbeing Charter.
- Promote a culture where staff wellbeing is a strategic priority and everyone's responsibility.
- Develop with leaders an annual Staff Wellbeing Action Plan with clear priorities and measurable outcomes.
- Monitor the impact of wellbeing initiatives and report regularly to senior leaders and governors.
- Ensure staff wellbeing remains a key priority within the School Development Plan.
- Lead a steering group of staff who can support day to day activities in line with the action plan and a wellbeing centric school culture across the school
- Work with a team of leaders on strategic leadership of wellbeing within the Wellbeing Working Party
- Work with leaders and the wellbeing governor on impact of the strategy developing wellbeing metrics or indicators (e.g. staff absence rates, exit interview feedback, wellbeing survey scores)



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- The role will support governors in fulfilling their strategic oversight of staff wellbeing through link visits.
- The postholder will work with SLT to model wellbeing-positive behaviours and ensure wellbeing is considered in all leadership decisions.

Staff Wellbeing Leadership

- Champion positive staff wellbeing and promote a healthy work-life balance.
- Lead initiatives to reduce unnecessary workload and improve staff wellbeing in line with the Workload Reduction toolkit.
- Coordinate a calendar of staff wellbeing activities, events and initiatives throughout the year.
- Gather staff voice through surveys, discussions and wellbeing meetings and respond to identified needs.
- Develop systems to celebrate and recognise staff achievements and successes.
- Promote a culture of appreciation, kindness and professional support.
- Signpost staff to appropriate wellbeing services, employee assistance programmes and external support where appropriate.
- Support the induction of new staff with a focus on wellbeing, belonging and positive workplace culture.
- Promote positive professional relationships and collegiality across the school.
- Act as a confidential first point of contact for staff wishing to discuss wellbeing concerns and signpost to appropriate support.
- Develop the school's mental health first aid offer.

Communication and Engagement

- Ensure staff are aware of wellbeing initiatives and available support.
- Coordinate and communicate an annual programme of wellbeing activities.
- Work collaboratively with staff representatives and leadership teams to identify and address wellbeing priorities.
- Promote opportunities for staff to contribute to decision-making and school improvement.

Training and Development

- Identify staff training needs relating to wellbeing, stress management and work-life balance.
- Deliver or coordinate wellbeing-related professional development.
- Support a strong understanding across the school of what wellbeing is and how it can be supported and developed as a team.
- Keep up to date with national guidance, research and best practice regarding staff wellbeing.
- Share effective practice across the school and, where appropriate, with other schools.

Monitoring and Evaluation



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- Undertake regular staff wellbeing audits and surveys.
- Monitor wellbeing indicators, including staff absence, retention and feedback.
- Evaluate the impact of wellbeing initiatives and adapt provision accordingly.
- Produce termly reports for governors and senior leaders on staff wellbeing priorities and impact.

Specific Duties in Line with the DfE Education Staff Wellbeing Charter

- Champion open and honest conversations about wellbeing.
- Promote supportive leadership and positive working relationships.
- Encourage manageable workloads and efficient systems.
- Ensure staff have opportunities to contribute to decision-making.
- Promote access to appropriate professional support.
- Foster a culture of trust, recognition and appreciation.
- Support staff in maintaining a healthy work-life balance.
- Encourage leaders to consider staff wellbeing when implementing change and new initiatives.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent), and our child protection and health and safety policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Support a strong safeguarding culture across the school.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

Other

- Undertake training required to develop in the role
- To undertake any other duties of a similar level and responsibility as may be required

Key Outcomes

The successful candidate will:

- Develop a positive and sustainable culture of staff wellbeing.
- Improve staff morale, engagement and job satisfaction.
- Strengthen staff retention and attendance.
- Promote positive professional relationships across the school community.
- Ensure staff wellbeing is embedded in all aspects of school life and leadership decision-making.

TLR Responsibilities

The TLR recognises the strategic responsibilities associated with:



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- Leading whole-school staff wellbeing provision.
- Developing and implementing a strategic staff wellbeing action plan.
- Monitoring and evaluating impact.
- Leading professional development related to staff wellbeing.
- Advising senior leaders and governors on staff wellbeing matters.
- Coordinating and sustaining a culture in which staff feel valued, supported and able to flourish.

This job description and allocation of responsibilities may be amended by agreement from time to time.