



Ashlyns School - Committed to Staff Wellbeing

Staff Wellbeing is a priority at Ashlyns - this is our commitment and offer:

	<p>Complimentary tea, coffee, sugar and milk in our staffroom with ready boiled water</p>		<p>Variety of benefits designed to improve physical, financial and mental health wellbeing provided by Vivup (previously Herts Rewards).</p>
	<p>Food and refreshments provided for staff training, evening events, INSET, extra-curricular clubs and duties</p>		<p>Workload reduction charter and our commitment to ensuring time, CPD, communication & our ethos and values matter (see below)</p>
	<p>Free on-site parking</p>		<p>INSET time set aside for meaningful performance appraisal discussions</p>
	<p>Annual flu jab for those staff requesting it on-site</p>		<p>Comprehensive CPD programme that includes a focus on staff well wellbeing annually at the staff conference</p>
	<p>Reduced rate on eye care - including eye tests and contribution towards cost of glasses.</p>		<p>Half termly staff wellbeing newsletter</p>
	<p>Free medical support and counselling service for staff through SAS (refer to separate flyer)</p>		<p>Dedicated members of staff who look after new staff. Coaching available for every member of staff</p>
	<p>Dedicated staff-only areas including a staff room and external seating spaces</p>		<p>Access to staff wellbeing library</p>
	<p>Regular staff opportunities to meet up including social events and book club</p>		<p>Staff provided with a Chromebook</p>
	<p>Regular staff sports events</p>		<p>All lesson observations are pre-arranged</p>
	<p>Free use of the Aspire2Fitness onsite Gym</p>		<p>Career development opportunities & leadership training</p>
	<p>Participation in the cycle-to-work scheme.</p>		<p>Open door policy of all SLT including urgent out of hours</p>

Ashlyns Workload Charter

- At Ashlyns we want students to be happy and successful. Our guiding principle is for every child to have the best possible start in life and the opportunity to be the best version of themselves.
- To ensure this we firmly believe that every member of staff is a professional and expert in their field; accordingly we provide training and support to uphold this stance.
- We support staff to use their time efficiently and effectively, so it has a real impact on student learning and outcomes.
- We ensure that staff workload is taken seriously.

<u>TIME matters</u>	<u>CPD matters</u>	<u>COMMUNICATION matters</u>	<u>School ETHOS & VALUES matter</u>
<p>Annual calendar discussion: Hot spots within the calendar are discussed with all staff before it is published and adaptations are made.</p> <p>Email best practice: We encourage staff to not send emails over the weekend and/or to expect an action and/or a reply. The only exceptions are serious safeguarding matters.</p> <p>Rational approach to data: We have three data drops per year group in any one given academic year. All of the data is analysed by SLT and the data management team leaving key actions as the only thing to consider and spend time on.</p> <p>Rational approach to after school meetings: We aim to ensure there is only one after-school event each week. Where more than one after-school event is timetabled staff have the flexibility to choose which one to attend.</p> <p>A rationalised approach to marking: Following consultation with staff and in line with current research, we have modified the marking guidance to focus on marking with less frequency but in more</p>	<p>Increased department/faculty time: Departments are given at least one meeting per half term. It is very much for the middle leader in charge of a faculty/ department to dictate the agenda, with a view that the focus of meetings should be on sharing subject expertise and enhancing subject knowledge.</p> <p>Curriculum Planning: time is set aside in faculty/ department meeting time and some inset days to allow for curriculum planning.</p> <p>Sensible use of Twilight Time: We operate a CPD model that includes a set number of twilights. During the twilight training there is typically a 30 minute presentation with the remaining time given to faculties/ departments.</p> <p>Recognition of the importance of performance appraisal: Inset time given over to performance appraisal to ensure sufficient time for consultative and reflective appraisal meetings.</p> <p>Personalised CPD: Every member of staff has the opportunity to pursue personalised CPD</p>	<p>Email best practice: We encourage face-to-face conversations rather than by email.</p> <p>Effective use of briefings: Briefing focus on training staff and sharing key/ important messages.</p> <p>Agreed whole school messages shared through a daily/ weekly update: More immediate daily messages are shared each morning in the staff briefing memo. Weekly messages are shared on a Friday through the same briefing memo.</p> <p>Whole school emails are only rarely sent to all staff: instead key messages are distributed through the daily staff briefing memo (unless there is an emergency).</p> <p>Working with unions: The Head Teacher meets with Union representatives as required. Unions are consulted as part of policy development through HFL.</p> <p>Parent/Teacher Consultation events: There is one parents evening each year for each year group with the majority of these being virtual so that staff can choose whether to carry</p>	<p>Key Questions: we do not use lesson objectives as a school. Lessons instead focus on a big, KEY QUESTION which is the objective and the focus for the lesson.</p> <p>Pedagogical Approach: We emphasise that there is not a preferred learning style but traditional teaching methods, with a focus on knowledge acquisition, skill development, retrieval practice and time set aside during lessons for students to re-act to marking & feedback, with students encouraged to work collaboratively and independently.</p> <p>Resisting fads: We seek to keep things simple and focused: everything should come back to the School Improvement Plan.</p> <p>Being flexible: Where possible we aim to meet the needs of family life, ensuring emotional and family well-being is supported.</p> <p>Rationalising revision & intervention: Department revision and intervention is planned and shared via a rota system: there is no expectation for teachers to do their own.</p>

<p>depth.</p> <p>Avoiding roll-over: The school does not roll its timetable over during the second half of the Summer Term, instead this gained time can be used by staff to work on core priorities and to provide time for training.</p> <p>Centralised detentions: A centralised system for detentions operates within the school: issued within 1 day these take place after school and are staffed on a rota basis with staff only having to do 3 per year.</p> <p>Rarely cover: Staff are not used for planned cover and we try to ensure only 1 emergency cover in every half term.</p> <p>Invigilators for all external and trial GCSE/ A Level exams.</p>	<p>opportunities throughout the year which is agreed with the member of staff by their line manager. This is developed partly via their 1:1 performance appraisal meeting but also view their career stage and aspirations.</p>	<p>these out at school or from home.</p> <p>Reporting to Parents: All years groups receive one written report a year. This is staggered to allow for staff workload with statement banks used at KS3.</p> <p>Learning Mentors: extensive support for HOY to provide an invaluable communication link with students, parents and staff.</p> <p>Extensive Admin support: Admin filter emails and phone calls and check/type all letters</p>	<p>SLT support: SLT recognise the pressure on staff through the school day and, therefore, provide additional support by doing on-call, covering most sessions in the SLR, covering a lot of duties, covering extended detentions and writing policies.</p> <p>Staff Survey: We survey staff frequently and act upon the feedback we receive in order to continually improve our practice around workload and wellbeing.</p>
<p>Key documents and policies:</p> <ul style="list-style-type: none"> ● Dfe Workload Charter ● Staff Well-being Info. Graphic ● SAS poster ● Staff Well-being newsletter 			