

Wellbeing Charter

Creating a healthy
workplace





Wellbeing Charter

Our commitment to
our community

The Wellbeing Charter underpins our determination to ensure that our Academy is a great place to work. The Charter sets out our approach to Academy life and provides a framework for how we deal with the key challenges and opportunities.

Wellbeing charter

Culture

We are an Academy that promotes innovation to develop inspiring staff that are inspirational for our students. We are a community that values Learning, Kindness and Excellence. Together, we work to create a community of engaged learners and a happy, healthy workforce.



Behaviour & Relationships

We have high expectations of our students' standard of behaviour. Our staff have a shared responsibility for developing and maintaining positive student - staff relationships and attitudes to learning and work. Clear and consistent routines support students and staff to develop a positive attitude to school life.



Working Practices

We are open to staff suggestions on improving working practices and reducing workload for teaching and support staff. The Misbourne supports the principle of 1265 directed hours for teaching staff. We operate a centralised curriculum to reduce individuals' lesson planning. Where practicable, support staff have the opportunity to work flexibly.



Support & Development

We promote an open culture for staff to talk about challenges and create an honest work environment. We support all staff emotionally and practically through tailored CPD, wellbeing and EAP programmes. Our wellbeing provision includes:

- two-week October half term
- regular staff surveys
- evidence-informed CPD
- new staff buddies



Culture

The culture of The Misbourne underpins everything we do and is critical to ensuring this is a **positive** and **supportive** place to work and study.

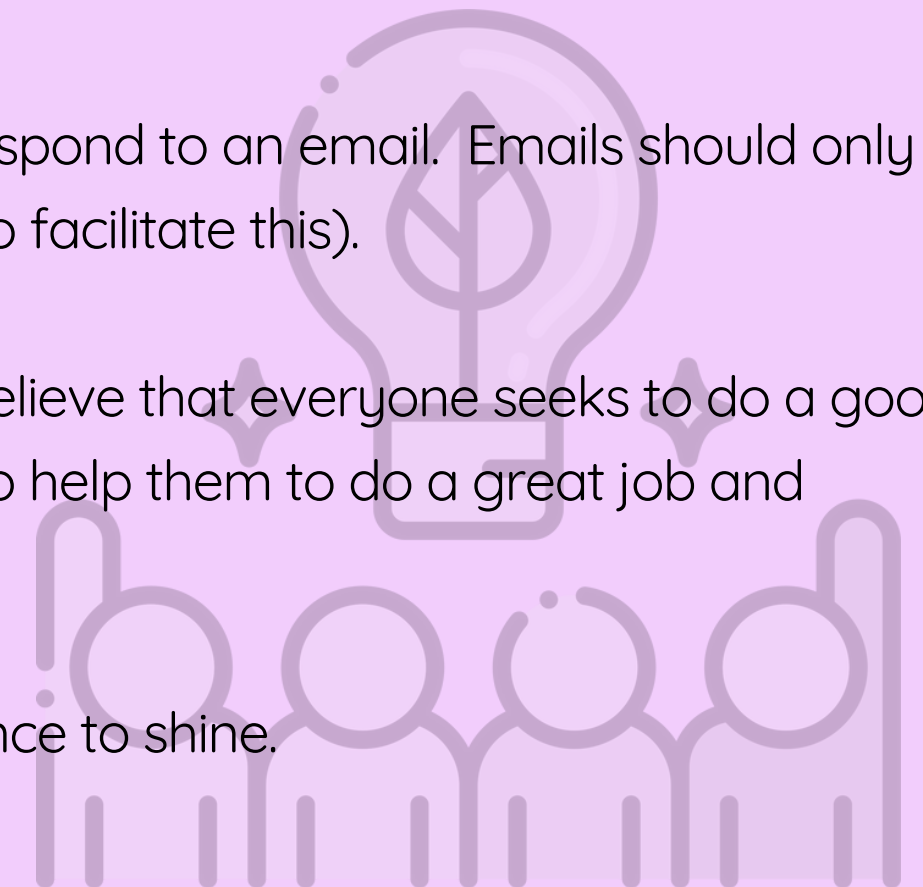
We encourage clear **communication** between colleagues and have implemented daily staff notices and a weekly staff bulletin to ensure all staff are well informed and to reduce email traffic.

We want all staff to be able to achieve a **healthy work-home balance** and we trust the professional judgement of our staff to make decisions about when they work outside school hours - we do not have a culture of presenteeism on site after school.

We do not send emails outside reasonable working hours and all staff have two working days to respond to an email. Emails should only be sent between the hours of 7.30am and 6.00pm Monday to Friday (schedule send may be used to facilitate this).

We understand that consistency, coherence and **collaboration** are vital to successful teams. We believe that everyone seeks to do a good job in the best interests of our staff and student body. Leaders are committed to supporting staff to help them to do a great job and develop their skills.

We operate within a culture of **honesty** and **kindness** to ensure all students and staff have the chance to shine.



Behaviour and relationships



We have **high expectations** of our students' standards of behaviour. Our staff have a shared responsibility for developing and maintaining positive relationships with colleagues, students and our wider community, along with a commitment to maintain and develop shared resources to achieve a **sustainable work-home balance**. Clear and consistent communication around core routines helps to develop a positive attitude to Academy life and community.

Our clear **Behaviour for Learning Policy** and support structures are communicated to all students and families; they provide staff with an informed pathway to follow. Ongoing training and support helps staff to feel confident in applying our Behaviour Policy and ensuring that staff present a consistent approach to students.

We have well-structured **daily routines** to support colleagues and students. These set clear parameters for students to help them to make the right choices within firm boundaries. We also operate a system of **centralised detentions** so staff do not have to give up their own time to regularly supervise detentions.

Dedicated members of staff are on hand every lesson, every day, to monitor behaviour and provide assistance to teachers if required.

Consistently reinforcing our behaviour expectations helps to ensure that we have engaging, respectful and **positive** students who are keen to learn and participate in school life.



Working practices

The Misbourne supports the principle of 1265 hours of directed time for teaching staff. Since 2022, we have reduced mainscale teachers' and Curriculum Leaders' teaching load. We have a **centralised curriculum** and departmental shared lesson plans to minimise planning time for staff.

We have implemented a half-termly **workflow** for Curriculum Leaders to highlight all activities in the coming half term and help them to plan their time.

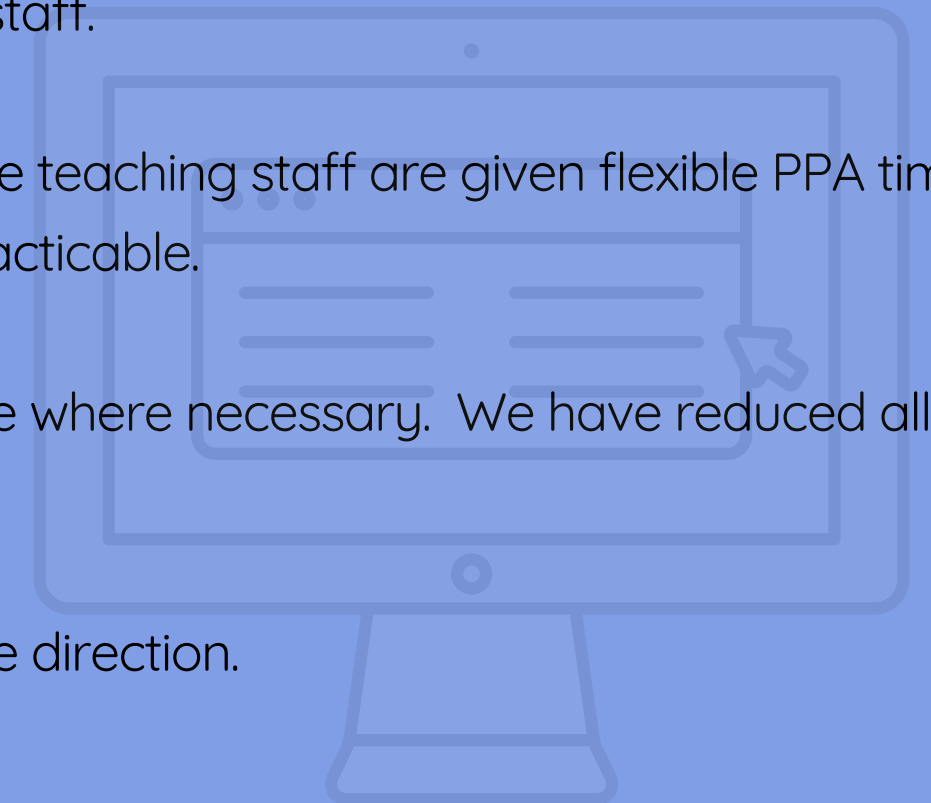
We encourage teaching staff to learn from and celebrate each other by completing 'StepLab' drop-ins, the learnings from which are shared with the whole staff body.

The school calendar and staff meetings are built around marking 'hot spots' to alleviate pressure on staff.

We are committed to offering staff **flexibility** in their working hours, where practical to do so. Full-time teaching staff are given flexible PPA time to allow a later start or earlier finish once a fortnight and support staff are able to work flexibly when practicable.

Line managers have a commitment to reviewing staff **workload** and being agile in promoting change where necessary. We have reduced all staff PDR targets from 3 to 1, with TLR holders having a target for their specific TLR.

There is a shared understanding that we all work in different ways but we are all travelling in the same direction.



Support and Development

We provide a **supportive** culture for colleagues to talk about stress and create an open and honest work environment. We will support you **emotionally** and **practically** through tailored programmes, including CPD, EAP and wellbeing initiatives. Our Senior Leadership Team understands that our staff are our most important **asset** and, as such, continually invests in staff wellbeing and development. We have a trained mental health first aider and two qualified trauma practitioners on the team to provide staff with free, confidential **support** when they need it. Our EAP scheme, which is free for all staff to access, is available 24/7.

We have a commitment to helping our staff to be the best they can be through centralised and personalised **CPD**. We continually invest in staff who demonstrate a commitment to learning. Our careful **line management** structure means that all staff are mentored and given the opportunity to learn new skills and improve existing knowledge. Our talent management strategy is designed to create a high-performing workplace, fostering a learning climate that adds value to our staff and students alike. All staff have access to internal leadership opportunities.

In addition, all staff have access to the National College online suite of CPD for **flexible learning** and to enable staff to accrue CPD time. Support staff are able to undertake training at their convenience as disaggregated time.

We pride ourselves on our structured two-day induction programme for all new staff to help them to settle into the 'Misbourne Way'. This includes providing all new staff with a '**buddy**' to welcome them to the Academy and ease their transition.

Other wellbeing initiatives



We introduced a **two-week half term** in October to improve staff wellbeing during the longest teaching term. We also have additional Inset days to support CPD, some of which are disaggregated across the academic year.

We have regular staff **social** events and **competitions**, such as badminton, rounders; a Summer barbeque and a Christmas Party. The staff wellbeing committee organises an annual **Secret Santa** gift exchange, which all staff can choose to participate in.

Staff are encouraged to **thank** their colleagues for going above and beyond via half-termly nominations. The Headteacher also directly thanks staff for their hard work via the weekly staff bulletin and postcards and letters. Each week in the Families' Bulletin families are given the opportunity to thank staff by completing a form. Staff receive these messages as thank you postcards.

Small **treats** are put in staff pigeonholes throughout the year to boost morale and all staff are frequently given a **complimentary** hot drink at ad hoc points during the year to thank them for their work.

All staff are encouraged to pay a small amount into a **staff fund**, annually. This fund is then used throughout the year to buy individual staff members gifts to commemorate significant events, such as the birth of a baby, a wedding, retirement, etc.

We value staff input and conduct monthly school surveys and an annual Wellbee survey amongst all staff. There is also an anonymous staff feedback form, which is always open, to give staff the opportunity to provide comment straight to SLT.





THE MISBOURNE
LEARNING • KINDNESS • EXCELLENCE

