



St Edmundsbury and Ipswich Diocesan Multi Academy Trust

XXX Church of England Primary School

Workload and Wellbeing Statement

Adopted: 13 January 2023

Review date: January 2026

Introduction

The wellbeing and workload of staff members is taken seriously in all schools in the St Edmundsbury & Ipswich Diocesan Multi Academy Trust (MAT). The Church of England is committed to promoting “life in all its fulness” and all schools have links to local churches, clergy and the Diocesan education team, who support wellbeing in schools as part of our Christian care for staff and pupils. Leaders in the MAT and each individual school have taken positive action to reduce workload and support staff wellbeing. The MAT has established a working group of Headteachers to review and address these matters across all MAT schools, as well as undertaking a MAT-wide wellbeing and survey, the results of which have been shared with schools. While recognising the importance of supporting staff members, it is essential to take into account the entitlement of all pupils to a high standard of education.

This statement should be reviewed and agreed by Local Governing Bodies, with school-specific amendments as appropriate.

Agreed Actions

All MAT schools will implement the following strategies to reduce workload and support wellbeing.

MAT

- Facilitate regular meetings of the Headteacher working group on workload and wellbeing.
- Arrange and purchase a whole-MAT subscription to the Employee Assistance Programme.
- Require the submission of summative assessment data no more than once per term at the end of term.
- Include staff workload and wellbeing as a standing agenda item for Headteachers’ meetings.
- Facilitate networking opportunities in order that staff members from across the MAT can share resources and expertise, such as shared PD Days; subject leader networks and time for planning themed activities. This will include making appropriate use of Zoom & Team Meetings for CPD, network and staff meetings.
- Organise wellbeing support meetings for Headteachers.
- Encourage Headteachers and staff to access appropriate wellbeing events, such as those organised by the Diocese.

Local Governing Bodies

- Local Governing Bodies will consider and adopt the MAT statement about workload and wellbeing.
- Identify a named Governor to monitor and support staff wellbeing.
- Include wellbeing as a standing agenda item for the Local Governing Body.
- Ensure that all staff are offered the opportunity to take part in a MAT survey about staff workload and wellbeing at least annually, with results reviewed by Governors. Governors should also consider additional ways of consulting and supporting staff members and monitor to ensure that the school has fostered a supportive ethos and culture.
- Have regard to the workload and wellbeing of the Headteacher, particularly in relation to meeting times and duration, and encourage them to access appropriate wellbeing support.

Senior Leaders

- Identify a named 'Wellbeing Champion' within the staff team to lead on initiatives that reduce workload and support wellbeing.
- Establish a small working group to review and monitor workload and wellbeing.
- Provide subscriptions, schemes of work and resources, in consultation with relevant staff members, in order to reduce the burden of planning, such as Maths No Problem; Pen Pals Handwriting; No Nonsense Spelling; Hamilton plans etc. (*Schools to amend as appropriate*)
- Encourage teachers to provide feedback for pupils primarily through 'live marking' so that the burden of marking after lessons is reduced.
- Senior leaders require submission of summative data no more than once per term in line with MAT data collection.
- Publish the dates and purpose of staff meetings each term. Where there is insufficient business, do not hold a meeting and allow staff to manage their own workload.
- Do not hold staff meetings during the weeks when parent consultations are held.

Wellbeing Champion & Working Group

- Review surveys and devise an action plan at least annually.
- Lead on implementing the action plan to reduce workload and support wellbeing, reviewing impact at least annually.
- Lead a staff meeting on workload and wellbeing at least annually.
- Ensure that there is at least one social event annually that staff members can access, such as a meal. Organisation of this event can be delegated to other individuals or groups in school.
- Establish a wellbeing information and celebratory display

Staff Members

- Involve teachers in reviewing and agreeing formats for annual reports to parents.
- Involve teachers in reviewing and agreeing policies that impact on workload, especially policies on feedback and marking.
- Be responsible for one's own wellbeing, managing workload smartly and efficiently and sharing ideas that reduce workload.
- Have consideration for the workload and wellbeing of colleagues, being mindful of the impact of their own behaviour on others. Furthermore, staff members should share genuine concerns about colleagues' wellbeing with Senior Leaders, the Wellbeing champion or Governors.

- Contribute to a culture in which changes and problems are understood in a broader educational and pastoral context and require positive solutions.
- Participate in surveys regarding workload and wellbeing as requested.