

Toolkit

Warren Wood Primary Academy

Please decide at what level you meet the criteria and then fill in the school evidence box with as much evidence as you see fit to prove that you meet the standard. The guidance and possible evidence box is there to help you, but if you feel there are other ways you can show it then please do include them too. Reference any appendices and attach them to the email.

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| **We have a manageable and appropriate workload** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEIs appropriate PPA time given?Are staff meetings for an appropriate amount of time?Is time provided for leading core subjects or other areas of responsibility? | POSSIBLE EVIDENCEExamples of release and duty timetablesUse of HLTA’sStaff meeting timetablesSurvey data | SCHOOL EVIDENCETeaching staff have half a day of PPA and Friday afternoons. (appendix 1)NQTs have their designated CPD and PPA time in addition to Friday afternoons (appendix 1)Staff meetings are kept to a minimum and are concise (shortening from 5:30 finish to 4:30 – sometimes earlier if applicable) (appendix 2)HLTAs are used for PPA coverLeads can bid for release time when they see fit. Some core leaders get an extra half a day release time every 2 weeks e.g head of English |

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| **We value and prioritise staff’s health and understand the need to rest and recharge.** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEDo you have quality facilities for all staff to eat at lunchtimes?* Is there enough cutlery?
* Is there enough equipment? (Microwaves, stoves etc)
* Are there appropriate tables and chairs to eat effectively?
* Are there a different choice of seats to sit on?
* Do staff get subsided school meals?

Is your staffroom welcoming?Do you provide refreshments free of charge?Are there enough toilet facilities for all the staff? | POSSIBLE EVIDENCEPhotographsStaff testimonialsStaff survey dataSite plan | SCHOOL EVIDENCEStaff are able to get breakfast from the breakfast club at no cost all mornings.All staff are offered a free meal from the canteen whilst sitting with the children. There is access to a ‘small kitchen’ area which has access to an oven (appendix 3 + 5)Within the staffroom there is cutlery, microwaves, hot water, water cooler and varying seats. (appendix 4 + 5)* We plan to change the layout of the staffroom to make it clear which section is for working and which section is for rest and recharge and to make it more inviting. We are currently collecting ideas from staff and will action these this academic year.

Tea, coffee, sugar, milk and soya milk is provided free of charge.Toilets are situated throughout the school (appendix 5) This year there is an appointed well-being lead. We have already celebrated teacher and TA appreciation days, World Mental Health Day and world kindness day. We celebrate every member of staff’s birthday by signing a card. We have more awareness and social days planned throughout the year e.g. Christmas meal and support staff appreciation day. Well-being meetings are held for staff to attend if they choose to, run by the wellbeing lead so staff can feedback any worries/issues that are then passed onto SLT, staff are fed back the outcomes of this too.Our email policy includes no emails past 9pm and new requests from SLT are emailed before 7pm.Members of staff have the opportunity to be part of Benenden Private Health Care funded by the trust. (Appendix 6) |

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| **We have a member of staff in charge of wellbeing who is not on SLT** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEIs the role set out as part of a job description?How does the wellbeing Lead feed back to SLT? | POSSIBLE EVIDENCEJob descriptionsStaff survey data | SCHOOL EVIDENCEJob descriptions have been updated and added to the shared area (appendix 7a+b).The well-being lead is able to feedback to SLT and has done so by emailing/asking for a ‘catch up’ e.g. discussing the results of the questionnaire and events/ideas going forward.All schools across the trust have appointed a well-being lead and will meet later in the year to discuss what has gone well and any further development ideas. |

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| **Wellbeing is covered in CPD sessions 3 times a year** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEIs wellbeing CPD available to all staff?Are practical wellbeing strategies introduced?Is health advice incorporated into CPD? | POSSIBLE EVIDENCEStaff meeting agendasTraining timetablesStaff testimonials | SCHOOL EVIDENCEThere is a display in the staffroom for upcoming events, strategies and celebrations (appendix 4) Well-being lead has already been on 2 courses this academic year to gather ideas and network with similar settings. From this we are looking into getting health checks and the health kiosk in school for staff to have access to.Wellbeing meetings will be held with opportunity for all staff to attend (first scheduled Nov.) (appendix 8)Feedback to staff about the questionnaire and how we will move forward with the analysis is in place for Nov. (appendix 8)During a trust day and PDM this year already, there has been a high focus on how we can alter our marking and planning policies to make it effective whilst reducing workload of teachers. Other trust days previously have seen staff taking part in team building activities across the trust schools. Wellbeing and work life balance will continue to be a focus during more PDMs and trust days this academic year. |

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| **We operate flexible working strategies** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEIs there flexible access to school during the holidays?Does your school offer part time and job share contracts when available?Are staff allowed (within reason) to attend their own children’s school events? | POSSIBLE EVIDENCEStaff testimonialsStaff survey dataStaff list with days shownSchool policies | SCHOOL EVIDENCEStaff are able to ask the head teacher for time out to go to their child’s events, generally this is given.Staff are able to have their own children in school if they are struggling for child care if term times don’t quite match. School is open during the holidays (appendix 9)We currently have members of staff who class share so they are able to work part time. We have TAs on role who are part time. |

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| **We implement the Find Fifteen Initiative** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEHow do you encourage staff to ‘Find Fifteen’?How are lunch and break duties allocated to allow everyone a chance for a proper break?Do all staff have to attend assemblies? | POSSIBLE EVIDENCEDuty timetablesStaff testimonials | SCHOOL EVIDENCEFind fifteen will be displayed on the board in the staff room where staff can share their own ideas on how they manage to find fifteen.TAs get 30 mins allocated to have their lunch. This works on a rotation. Half the TAs will be on duty from 12-12:30 and the other half will be having lunch. They rotate at 12:30.SLT are currently in liaison with trust admin manager to ensure consistent lunch breaks for office staff. Class teachers and 1:1 TAs (if applicable) are the only staff who are expected to attend assemblies. On average there are 3 assemblies a week. |
| **Staff absence is managed effectively and is as low as possible** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEWhat percentage of your budget is spent on supply?Do you provide private health care?Is there access to free advice and support?How do you promote good health?Does your school hold back to work interviews? | POSSIBLE EVIDENCEBudget dataHealthcare information | SCHOOL EVIDENCEBack to work meetings are held first day back after absence.The trust provides access to private healthcare. (appendix 6)Care first is another company used and accessible for staff (appendix 10).When staff are absent for operations best wishes cards are sent.General staff absence is low and is covered mostly internally. TAs are paid as an unqualified teacher when covering absence. |

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| **Our staff enjoy working at our school and are happy in their job.** |
| **FULLY MET / PARTIALLY MET / DEVELOPING** |
| GUIDANCEDoes your staff survey reflect that?Were there any 1-4 values ticked? How are you addressing these?How long to staff stay (on average) at your school? | POSSIBLE EVIDENCEStaff survey data | SCHOOL EVIDENCE2 members of staff have left last academic year. No members of staff left the trust from WW at summer or this Christmas. Staffing is very stable.SLT have asked for clarification of how many individuals answered 1-4.All staff have the chance to attend feedback session about the survey and offered to give input. (appendix 8) |