

Toolkit

Hilltop 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 EVIDENCEAll teachers receive a morning or afternoon a week for PPA and each year group has a HLTA to cover PPA. Music and PE specialist teachers to cover PPA. (Appendix 1)Management time is provided for SLT. (Appendix 2)Weekly staff meetings planned in advance. (Appendix 3)Scored an 8/10 for manageable workload and being in control of workload.8/10 for an appropriate workload.87.5% of staff agree the work they do matches their job description.96.77% of staff feel able to do their job effectively. |

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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 EVIDENCE(Appendix 4) Staffroom recently decorated and reorganised. Two microwaves and two toasters now provided. Table and chair provided plus ‘comfy’ chairs to sit on. Cutlery is readily available. School meals available for £2 a day. £10 a year for tea and coffee.Benenden Healthcare is provided for members of staff.Scored 7/10 for staffroom is welcoming, (before decorated and reorganised) having somewhere to go for a break and staffroom is well equipped. Averaged 8/10 for overall wellbeing. |

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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 EVIDENCEKatie Wharton is lead of wellbeing and has attended an SLT meeting to provide feedback. (Appendix 5) |

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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 EVIDENCEStaff meetings provided CPD training – coaching has been introduced as a way to share work problems and help each other resolve these issues as well as offload. (Appendix 3)Benenden HealthCare provided for full time staff – free advice, guidance and counselling is provided through this.Staff Zumba class provided weekly.Shout out board in the staffroom to praise individuals/groups of staff as well as provide support or guidance around wellbeing.All staff offered a range of courses/training to attend. (Appendix 6)Ethos of ‘tagging’ staff when they are in need of an additional break. If a child needs to be removed from class then SLT support this with a ‘time out’ to give the teachers some respite time.Post-crisis meetings take place to ensure staff have offloaded and have a resolution before they go home. |

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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 EVIDENCESchool open 8-4 during school holidays. Individual cases negotiated with HTPart time staff change days of working when neededRequest forms available to attend own children’s school events etc.Staff who are Hilltop parents are allowed to attend their child’s events |

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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 EVIDENCEBreak duties are shared out between teachers and TA’s so everyone has a maximum of 2 duties a week. (Appendix 7)TA’s provided with 30 min lunch breaks.Teachers provided with 55 min lunch breaks. Adults only have to attend assemblies when necessary – normally twice a week.8/10 feel they get time to eat and drink during the day.7/10 are happy with the time they get for lunch. |
| **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 EVIDENCEBelow expected spend on supply. HLTAs are effective at covering classes on a short term bases. Teachers feel confident that on their return disruption will be minimum Benenden HealthCare provided for full time members of staff. Staff board in the staffroom - information regarding well-being and counselling services are displayed.Back to work interviews held after sickness.Zumba class is offered weekly.Staff feel confident to leave at the end of the day when they choose.  |

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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 EVIDENCELow turnover of staff. Staff usually leave for promotion Averaged 8/10 for enjoying their job and feeling happy at work.8/10 for staff behave positively at work and 9/10 for staff being friendly and welcoming.100% agree they have someone they can go to for advice.9/10 for feeling safe at school |

**Appendix 1 –** PPA Times and Cover 2017/18

JC – Music Specialist SG – PE Specialist

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| YEAR  | TERM 1 | TERM 2 | TERM 3 | TERM 4 | TERM 5 | TERM 6 |
| R | THURSDAY AMHP / FS | THURSDAY AMHP / FS | THURSDAY AMHP / FS | THURSDAY AMHP / FS | THURSDAY AMHP / FS | THURSDAY AMHP / FS |
| 1 | THURSDAY PMFS / JM | THURSDAY PMFS / JM | TUESDAY PMJM / JC | TUESDAY PMJM / JC | TUESDAY PMJM / JC | TUESDAY PMJM / JC |
| 2 | TUESDAY PMCF / JC | TUESDAY PMCF / JC | THURSDAY PMFS / CF | THURSDAY PMFS / CF | THURSDAY PMFS / JC | THURSDAY PMFS / JC |
| 3 | FRIDAY PMMJ / JC | FRIDAY PMMJ / JC | FRIDAY PMMJ / JC | FRIDAY PMMJ / JC | FRIDAY PMMJ / JC | FRIDAY PMMJ / SG |
| 4 | WEDNESDAY PMJH / SG | WEDNESDAY PMJH / SG | THURSDAY PMJH / JC | THURSDAY PMJH / JC | WEDNESDAY PMJH / JC | FRIDAY PMJH / JC |
| 5 | WEDNESDAY PMCJ / JC | WEDNESDAY PMCJ / JC | WEDNESDAY PMCJ / SG | WEDNESDAY PMCJ / SG | WEDNESDAYCJ / SG | WEDNESDAYCJ / SG |
| 6 | THURSDAY PMNW / JC | THURSDAY PMNW / JC | WEDNESDAY PMNW / JC | WEDNESDAY PMNW / JC | TUESDAY PMNW / SG | WEDNESDAY PMNW / JC |

**Appendix 2 –** Management time

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| **Member of SLT** | **When** | **Cover** |
| Sarah Hills | Tuesday PM | Carol Firmin |
| Cara Watson | Monday PM | Carol Firmin |
| Matt Bishop | Monday PM | Jo Hughes |
| Caroline Wooder | Monday PM | Nicola Woodward |

**Appendix 3 –** Staff Meeting timetables – Highlighted are opportunities for Staff Wellbeing

**Term 1**

12th September Lessonbox

19th September Maths + SIP + Spinal board

26th September Coaching

3rd October No meeting – Coaching time

10th October Parents’ Evening

17th October Coaching

**Term 2**

31st October No Meeting – Coaching time

7th November Geography

14th November Mental Toughness

21st November Coaching

28th November Reading

5th December Writing moderation

12th December PUMA / PIRA Input

19th December No Staff meeting – mince pie eating!

**Term 3**

9th January Update (Lessonbox, coaching,

Academy Status)

16th January Computing

23rd January No School Staff meeting – Consortia meetings for EYFS, Literacy, SEND and Maths

30th January Working memory with EP

6th February Parents’ Evening

**Term 4**

20th February Attachment – Bradfields

27th February Attachment – Bradfields

6th March Coaching

13th March No Meeting

20th March Moderation

27th March Data inputting

**Term 5**

Staff meetings are dedicated to report writing.

**Appendix 4 –** Newly decorated Staffroom

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**Appendix 5 –** Job description of Katie Wharton – leader of child wellbeing

Additional responsibility for the Wellbeing of pupils

* Take the lead role in championing the wellbeing of pupils, ensuring your knowledge is up to date and relevant
* Act as the advocate for pupil wellbeing, maintaining a positive dialogue with other staff
* To support colleagues through offering professional advice around the wellbeing of pupils
* To provide support and challenge to the SENCo where necessary, initially through overseeing pupil support plans
* To regularly feed back to SLT and areas of strength and areas for development of the area
* To attend CPD and then share good practice with other staff through Inset and twilight sessions
* To ensure appropriate mentors are found for vulnerable pupils and a central record is kept

**Appendix 6 –** Opportunities for CPD training – wellbeing highlighted

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| **Date** | **Member of Staff** | **Focus** |
| Ongoing | Teaching Assistants | Fortnightly CPD sessions |
| Ongoing | Mid-Day Supervisors | Fortnightly CPD sessions |
| 4th September | All staff | Safeguarding |
| 18th September | Sam Presneill | Domestic Abuse |
| 26th September | Chris Mount & Natalie Cook | Finance |
| 26th September | All Teachers | Coaching Twilight |
| 29th September | Kirsty Salter | Science |
| 3rd October | Sarah Hills | Effective Writing |
| 5th October | Emily Huxley | Lead mentor training |
| 17th October | Lorraine Salter | Effective Grammar Teaching |
| 17th October | All Teachers | Coaching Twilight |
| 18th October | Cara Watson | Effective Reading |

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| 31st October | Elaine Cook | Assessment Conference |
| 1st November | Karin Tillett | Leadership Development at Maundene |
| 2nd November | Sarah Hills | Effective Writing |
| 6th November | TAs | Asthma Training |
| 16th November | Sam Presneill | Fostering Panel |
| 17th November | Karin Tillett & Sam Presneill | Safeguarding Update |
| 22nd November | Karin Tillett | SENCo Support Group |
| 30th November | Nicky Woodward | Computing |
| 4th + 5th December | Katie Wharton | Nurture Training |
| 13th December | Caroline Wooder | Dealing with difficult people |
| 9th January | Emily Huxley & Leanne Turner | Mentor meeting at Canterbury Christchurch |
| 9th January | Katie Wharton | Nurture Training |
| 10th January | Karin Tillett | SENCo support Group |
| 11th January | Kirsty Salter | Science |

As well as ‘normal’ CPD we have supported the development of our partnership with Greenacre through meetings with

Mr A Reese – CEO – weekly meetings alongside HTs of GAT schools

Mr S Radlett – Finance Manager – Conversion

Mrs N Hewitt – Admin Manager – Aligning offices and policies

Mrs S Parry – HR Manager – Wellbeing and HR

Mr T Hayes – IT Manager – Data

Mrs L Smith – Skills for Life Manager – Ethos and Skills for Life

Mrs L Ward – HT – Assessment

Mrs K Duncan – HT – Assessment

Mrs P Mayo – Senior Advisor – SEN and behaviour

Mrs S Sodhi – DHT – Behaviour

Australian students

**Appendix 7 –** Break duty timetables

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| Monday | **Sarah**JayneHilary |
| Tuesday | **Ellie**Gurbakash |
| Wednesday | **Cara**AnneCarol |
| Thursday | **June**Jayne BSuzanne |
| Friday | **Leanne**AbbyDee |

FS & KS1-

KS2 -

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| Key Stage Two Playground Duty 2017 |
|  | Lower Junior | Upper Junior |
| Monday | MoJo H | CarolineCarly |
| Tuesday | ElaineSam | LorraineSuzanne |
| Wednesday | EmilyKeeley | Jane SStefan |
| Thursday | KirstyChris | NickyJane R |
| Friday | MattJo M | KatieCaroline |