

Staff Well-Being and Work-Life Balance Policy

Person Responsible:	Mrs H Mukherjee	Frequency of Review:	2 Year
Authorisation By:	Headteacher	Notice Date:	10/09/2026
Authorisation Date:	11/10/2024	Review Due By:	10/10/2026

1 Purpose and Principles

The Governing body recognises the importance of ensuring that all staff in school enjoy a reasonable balance between their working life and the demands of home, family and other interests and commitments. An acceptable work-life balance will be different for each employee and will be different at different times in careers. It is not in the interest of either the school or the individual member of staff to work to the detriment of his/her health. Excessive work without rest and recreation is not conducive to efficient or effective working. Staff well-being is important in maintaining a positive atmosphere in the workplace.

The Governing body recognises that employees are not obliged to work in school beyond their contracted hours, although teachers are expected to complete preparation, planning and assessment beyond the school day.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and re-train the calibre of staff needed for an outstanding education system.
- To retain a motivated workforce, with high morale, able to deliver a high quality education for our students.
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders.
- To recognise that excessive hours of work can reduce staff effectiveness.
- To recognise that improving workplace communication has a positive outcome for the whole school workforce.

2 Key Aims of the policy

- To support staff at Upper Wharfedale in their work.
- To acknowledge that the needs of both Upper Wharfedale and its staff are not static, but change over time.
- To acknowledge the need for leadership (including the governing body), unions/staff representatives and staff to discuss workable work-life balance solutions.
- To encourage a partnership approach to meeting the needs of both Upper Wharfedale and the staff.
- To operate in a fair and consistent manner.
- To carefully plan and agree work-life balance solutions including flexible working practices where possible and appropriate without damaging the opportunities for students to succeed.
- To take into account the equality implications of any policies introduced.
- To communicate work-life balance practices to all staff at Upper Wharfedale. Developments and changes to policies should also be communicated on a regular basis.
- To include a monitoring, evaluation and review mechanism, linked to performance management and the school improvement plan, for work-life balance initiatives and strategies.

3 School Context

The Governing Body is committed to ensuring that positive steps are taken in school to promote a healthy work-life balance for all employees. For teachers the School Teachers Pay and Conditions Document requires that all teachers and Headteacher enjoy a reasonable work-life balance.

‘Governing Bodies and head teachers, in carrying out their duties, must have regard to the need for the head teacher and teachers at the school being able to achieve a satisfactory balance between the time required to discharge their professional duties...’

This same principle will be extended to all support staff who work at Upper Wharfedale. The Governing Body and Headteacher will make this policy available to all employees at the school.

4 Health, Safety and Welfare

The Governing Body recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented and will incorporate all aspects of welfare, which the governing body and Headteacher has put in place to prevent and deal with workplace stress. The wellbeing of the staff will be supported wherever possible.

5 Implementation

The Governing Body takes overall responsibility for implementing this policy and for ensuring the Headteacher and the Senior Leadership Team enjoy a reasonable work-life balance. The Headteacher and Senior Leadership Team will ensure the staff enjoy a reasonable work-life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

6 Commitment

The following issues will be reviewed for inclusion in a programme of committing to and improving employees’ work life balance and their well-being;

6.1 Unmeasured Working Time

Where employees are contracted to work unmeasured time, for example the Senior Leadership Team, the Governing Body undertakes to ensure that the schools’ requirements and expectations are reasonable.

6.2 Employment Policies and Practice

The Governing Body undertakes to adopt and apply the appropriate policies in respect of ‘family friendly’ employment, including consideration of part time working, flexible working patterns etc. where this can be implemented without detriment to the operational requirements of the school. The Headteacher and Senior Leadership Team will adopt policies and provide clear guidance on time off for public or trade union duties, or for personal reasons – refer to Attendance Management Policy.

6.3 Individual and Team Workloads

We aim for the school’s timetable to reflect a fair and reasonable balance of work between different members of staff. School management will ensure that new and emerging priorities are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

We are conscious in our allocation of non-teaching time for teaching staff. Everyone teaches a maximum of 90%. We employ 1.4 fte cover supervisors to meet the “rarely cover” requirements.

6.4 Planning and Policies

We aim to ensure that preparing documentation should be no more elaborate than is necessary and consistent with its purpose.

6.5 Meetings

School managers aim to ensure that patterns of meetings are appropriate to the requirements of the whole school, faculties and departments etc. and that they are agreed in advance and that the pattern is adhered to. Leaders

convening meetings should specify a target finishing time and adhere to it. Outcomes from meetings will be clear and concise.

6.6 Administration

Administrative work has been delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics, policies and similar will be assessed for their importance and benefit to the school and where possible will be collated by support staff.

6.7 Individual support and training

Individual support, including confidential counselling through the Health Assured scheme is made available to employees so that they may raise concerns about problems and difficulties, which affect them either in their work or their family/personal life. The school is a member of the Health Assured programme and details can be found in the staff room, staff handbook and from the Headteacher. We are generous in our “personal + private” time allowances and appreciate the support all staff give this. We work hard to alleviate any work-related problems.

7 Responsibilities

The Governing Body are responsible for the welfare of all staff and will monitor the effectiveness of this policy through the Headteacher. The policy will be reviewed annually.

The Head teacher and staff are responsible for dealing with issues and incidents where the safety and welfare of staff are not in their best interests. It will be each individual member of staff’s responsibility to raise awareness when issues arise. Where staff are concerned, it is their responsibility to let the Senior Leadership Team know so that we can attempt to resolve the issue.

8 Support at Upper Wharfedale

- Performance reviews will offer the opportunity with their reviewers, any concerns which they may have about their workload or ability to balance work with other aspects of their life.
- Line management system in place for support.
- Trade Union representation is good and there is access to the Headteacher.
- Staff room with weekly briefing.
- Regular professional development sessions to support all staff.
- Health Assured programme for all staff with all its associated benefits.
- A large number of support staff.
- Headteacher and governors are very supportive of P & P time and staff colleagues support this.
- Full and sustained use of cover supervisors to reduce cover undertaken by staff.
- Administrative staff to support workforce.
- We have staff questionnaires which include questions on staff working conditions. Wherever possible, we take action on the results.



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Employee Assistance Programme

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Username: Northyorkshire

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