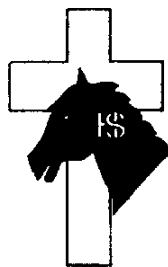


# HORSINGTON CHURCH SCHOOL



## **WORK - LIFE BALANCE STATEMENT OF INTENT**

The Governing Body is committed to encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life.

The Governing Body and the Headteacher will agree what constitutes a reasonable working week with regards to work life balance.

All staff within the school, including the Headteacher, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.

## **WORK LIFE BALANCE SCHOOL POLICY**

- A good work life balance is central to staff effectiveness and satisfaction, and pupil learning
- Work life balance is about helping staff combine work with their personal interests and commitments
- The Governing body has a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

### **SCOPE**

The document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life.

### **WORK LIFE BALANCE**

The school has a responsibility for the well-being of all our staff. Everyone must take responsibility of their own work life balance and be aware of the role model they are setting for others.

An important element within the wider remodelling agenda is the statutory responsibility Governors have with regard to the work life balance of the Headteacher. The Headteacher, in turn, will have regard to the work life balance of other staff.

Workforce Remodelling has become a key strategy in delivering certain aspects of a work life balance for both teaching and support staff. This school, in compliance with the legislative framework, will actively consider flexible working patterns in line with the Local Authority Work Life Policy. Work life balance includes better communication within the workplace, clearer job roles and workplace support.

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

- To attract and retain the calibre of staff needed for a 21<sup>st</sup> century education system
- To improve the school's effectiveness by actively reducing staff absenteeism and turnover
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children
- To improve team work, staff development and cooperation by effectively distributing leadership and creating new leaders
- To recognise the excessive hours of work do not equal commitment but might reduce staff effectiveness.

#### **KEY AIMS**

- To benefit our school and its staff
- To acknowledge the needs of both our school and staff are not static, but change over time
- To acknowledge the need for school 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 our school and the staff
- To operate in a fair and consistent manner
- To value staff for their contribution to our school, not their working pattern
- To carefully plan and agree work life balance solutions
- To take into account the equality implications of any policies introduced
- To communicate work life balance practices to all staff in our school. Developments and changes to policies should also be communicated on a regular basis
- To include monitoring, evaluation and review mechanism, linked to performance management and the school improvement plan, for work life balance initiatives and strategies
- To provide value for money

#### **POLICY PRINCIPLE**

All staff within the school, including the Headteacher, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.

Our strategies to support a balanced lifestyle includes:

- Agreed Leadership and Management time for Headteachers – particularly teaching Headteachers

- Clear identification of the duties and responsibilities relating to staff roles, reviewed annually, to aid them in the delivery of their work and managing the expectations of the job
- Working with staff to agree and provide appropriate training to enable them to do their jobs competently and effectively and within normal working hours
- Involving staff in agreeing and setting realistic work related targets for the staff and the school
- Providing a system for, encouraging efficient and effective working practices, and discouraging staff from working excessively long hours
- Involving, encouraging and enabling staff to actively manage their own careers and personal development
- Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice, e.g. to confer with their Union representative where appropriate
- Granting special leave, as appropriate, when staff are faced with an emergency outside of work
- Providing opportunities, where possible, for flexible working practices
- Providing suitable workplace facilities for breaks and relaxation
- Considering support for childcare facilities and services where possible
- Communicating with parents and the wider community the benefits of our work life policy
- Regular review, through performance management interviews and annual staff meetings, of how effectively the school is taking into account the work life balance of all staff.

### **GOVERNING BODY RESPONSIBILITIES**

The Chair and Vice Chair of Governors will ask for regular feedback from the Headteacher (at termly meetings, as appropriate) about the strategies the school is adopting with regard to staff work life balance. The Governing Body will consider measures to ensure that the Headteacher's workload is kept to a reasonable level. This may lead to a review of some of the Governing Body's own practices with relation to the Headteacher's workload. It could involve consideration of a number of different issues around distributed leadership, meetings and processes.

Adopted: November 2010  
 Reviewed: January 2012  
 Reviewed: November 2015