

# Stonehouse Park Infant School



Stonehouse Park  
Infant School

The BEST start for every child so every child can be the BEST they can be.

## Work Life Balance Policy

**(This policy should be read in conjunction with Equal Opportunity, Performance Management, Staff Code of Conduct & Staff Grievance policies, , Gloucestershire County Council Special Leave Policy and Teachers' Pay and Conditions Document)**

This policy was written by the Governing Body of Stonehouse Park Infant School in consultation with the headteacher and staff. It is based on model work life balance policies written by the following unions: National Union of Teachers, National Association of Headteachers, UNITE.

The monitoring of the implementation of this policy and the annual review will be carried out by the following governor committee: Strategic and Resources

**Updated: January 2021**

**Ratified by Governors: March 2021**

**Review Date: January 2022**

## **Our Vision Statement**

**For every child to set out confidently on the adventure of learning: curious about the world, excited about their future, positive of their ability and caring towards other people.**

### **Our Aims:**

#### **Curious about the world**

- To promote awareness and understanding of other cultures.
- To develop the children's motivation, discovering their special interests and talents.
- To introduce children to a wide range of new experiences, ideas and activities.
- To encourage the children to ask questions about the world, talk about their ideas and express their opinions.

#### **Excited about their future**

- To make children excited about learning and eager to move on to the next stage of their learning.
- To help children to look beyond their immediate surroundings and their own personal circumstances.
- To shape a curriculum which will develop the knowledge and skills that children will need to meet the challenges of their future lives.
- To involve children in problem solving and develop their capacity to be active citizens

#### **Positive of their ability**

- To help children to reach the highest levels of achievement in all they do.
- To demonstrate to all children that they are able to learn and that they can succeed.
- To provide the highest quality of teaching for all children and to meet every child's individual needs.
- To develop children's awareness of their own learning and the value of resilience, perseverance and dedication.

#### **Caring of other people**

- To develop sensitivity to the feelings and concerns of other people.
- To demonstrate compassion, respect for others and develop a moral understanding.
- To learn how to co-operate and work with other people.

## Stonehouse Park Infant School Work Life Balance Policy

### INTRODUCTION

All non-teaching staff, teachers and head teachers are entitled to enjoy a reasonable work/life balance. This is acknowledged in the School Teachers Pay and Conditions Document (STPCD), which states that:

*"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 ... and the time required to pursue their personal interests outside work. In having regard to this, Governing Bodies and head teachers should ensure that they adhere to the working limits set out in the Working Time Regulations."*

(2010 STPCD, Section 2, Part 10, paragraph 63.4)

In line with this responsibility, the Governing Body of Stonehouse Park Infant school has adopted this work/life balance policy. This policy applies to all staff working in the school and nursery.

Work/life balance is about ensuring that this nursery and school's staff are able to combine work with their personal interests and commitments outside work. Good work/life balance is an essential factor in staff effectiveness and satisfaction, which in turn supports children's learning. It can help to recruit and retain better motivated staff through giving them greater control of their working lives and a stronger sense of ownership.

As part of its commitment to work/life balance Stonehouse Park Infant school:

- recognises that effective practices to promote work/life balance benefit both staff and children;
- will develop, monitor and evaluate appropriate policies and practical responses that meet the specific needs of the school, having regard to fairness and consistency, and valuing staff for their professional skills not their working pattern;
- will communicate its commitment to work/life balance to its staff; and
- will encourage senior leaders to lead by example.

### POLICY OBJECTIVES

The aim of this policy is to:

- enable employees to balance their working lives with their personal needs, interests and caring responsibilities;
- safeguard the health, safety and welfare of staff;
- assist the head teacher in his/her professional duty, as set out in Section 2, Part 9, paragraph 56.12 of the 2010 STPCD to:

*"lead and manage the school's workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments."*

- support staff with family and caring responsibilities; and
- enable management, governors, employees and trade unions to work together to identify solutions to improve and maintain a reasonable work/life balance for staff.

The Governing Body agrees to:

- ensure that the contents of this policy are communicated to staff on a regular basis;
- consult regularly with staff and their trade unions to ensure that the policy is effective in achieving a reasonable work/life balance for all staff; and
- ensure that the policy operates in a fair and consistent manner.

## **POLICY IMPLEMENTATION**

### **Role of the Governing Body**

The Governing Body will nominate a work/life balance Governor with responsibility for promoting and monitoring work/life balance in the school. This governor will be a member of the Strategic and Resources Committee.

### **Staff Consultation**

The involvement of staff is key to the success of this policy. Staff will be consulted over the introduction, monitoring and ongoing evaluation of the policy and its impact.

### **Individual Monitoring**

As well as consultation with staff and unions as a whole, the following measures will be adopted by the Governing Body to monitor work/life balance and individual workload concerns.

- Provision of up-to-date job descriptions, with duties and responsibilities relating to individual staff roles clearly identified and staff consulted prior to any changes.
- Consultation between the head teacher (or deputy head teacher) and new members of staff/ staff returning from maternity leave or sick leave, six weeks after they take up/ return to their post, to explore work/life balance issues and to see if the school can offer further support.
- Properly conducted exit interviews, when staff resign to find out if problems with work/life balance played a part in the resignation. The governor with designated responsibility for work/life balance will oversee this.

### **Annual Plan**

An annual plan for each term of meetings, deadlines and events will be provided to staff so that they can plan ahead and manage their workload in such a way as to help maintain a satisfactory work/life balance.

When drawing up a plan for the following academic year, the head teacher will consult staff in the summer term on the pattern and number of meetings, to be agreed within the limits explained below.

Consultation with staff will also include the timings of INSET, report schedules, parents' evenings, sports days, classroom observations and other activities and events that might impact on work/life balance.

If, because of unexpected pressures, a member of staff recognises that they may not be able to meet a particular deadline then they should inform the Headteacher at the earliest opportunity to discuss how they can be supported in completing the task.

## **Teachers Working Hours:**

Teachers must be available for 195 days, 190 teaching days and 5 IN-SET days. They are directed to work 1,225 hours a year. This is made up of their teaching time (9-12, 1-3.15= 5.15 a day x 195 ) plus hours to carry out their professional duties e.g. marking, provision of high quality learning environment, parent consultation meetings, staff meetings.

## **Reasonable Additional Hours**

A reasonable work/life balance cannot be achieved if the hours worked by teachers in addition to directed time are excessive.

The Governing Body acknowledges that it is not for employers to determine how many additional hours should be worked or when those hours must be worked (2010 STPCD, Section 2, Part 10, para 62.7). Rather, it is for teachers to determine what additional hours need to be worked. The Governing Body will encourage teachers to maintain a proper work/life balance.

To ensure that teachers' working hours are reasonable the Governing Body agrees to carry out a regular audit to estimate the additional hours that teachers are typically carrying out per week.

Where this audit shows that a particular policy or initiative is contributing to excessive workload, or when it is raised by trade unions on behalf of staff, the school will consult and review the policy or initiative to seek to reduce workload pressures.

## **Meetings**

The head teacher will consult teaching staff on the pattern and number of meetings staff are required to attend. Meetings will last no more than 60 minutes and will be held on no more than an average of one evening per week during a term, with a maximum of two evenings in any one week.

Meetings will be timetabled at the beginning of the academic year and should have a clear purpose. Only staff whose presence is essential will be required to attend.

Agendas should be prepared and circulated in advance and it is the responsibility of those calling and directing meetings to ensure effective time management. Meetings should terminate when their purpose has been achieved.

Part-time teachers will not be expected to attend meetings or come into school for other purposes on days when they are not required to be available for work under their contract of employment. However, if they do choose to attend they will be able to take the time back, in consultation with the Headteacher, or claim overtime.

## **Overtime**

Governors at Stonehouse Park Infant School recognise that on occasions staff will carry out duties in addition to those detailed in their job descriptions and/or work additional hours (part-time teachers and non-teaching staff) All additional work will be agreed in advance. Staff will decide if they want to take on this additional work and will not be directed to do so by the headteacher, other senior leaders or the governing body.

Staff will be able to decide to be paid overtime or take time off in lieu. This decision will be made in consultation with the headteacher and governor strategic and resources committee.

## **Working at Home**

Consideration will be given to requests from staff wishing to work at home during their PPA time/ leadership time as leaders and governors recognise that this can be the most effective way of working to complete certain tasks e.g. writing reports, policies etc.

### **Job sharing and part-time working**

Stonehouse Park Infant school recognises the benefits for staff and employers of job shares and will seek to accommodate requests for job sharing or part-time working wherever possible as long as this does not have a detrimental impact on the effective running of the school or the quality of education provided.

### **New Initiatives**

All new initiatives will be considered in terms of their impact on work/life balance.

### **Personal Leave/ Family Leave/ Compassionate Leave:**

Staff may make a request to the governors for a leave of absence during term time, in accordance with Gloucestershire County Council Special Leave Policy and Teachers Pay and Conditions Document. Such requests will be presented to the governors Strategic and Resources committee. Staff will be expected to present their request in writing and in doing so provide governors with full information as to the reason for the request.

All information provided will be kept confidential within that committee. Each request will be carefully considered on an individual basis. The Headteacher or Finance & HR officer will present the request to the committee but they will not be involved in the decision making process. Governors will refer to Gloucestershire County Council Special Paid Leave Policy and Teachers Pay and Conditions document when making their decision. Governors will need to be satisfied that the safety of the children and quality of education within the school will not be adversely affected by the staff member taking leave. Governors will write to the member of staff to inform them of their decision.

Requests for personal leave, family leave and compassionate leave will be monitored. Where there are concerns about the health of a member of staff or impact of carers' leave on the member of staff's well-being or their capacity to fulfil their responsibilities a referral to occupational health will be discussed.

### **The Position of the Head Teacher**

This policy is also intended to ensure that the head teacher and others in leadership positions also maintain a reasonable work/life balance. The Headteacher would follow the policy as detailed above.