

## **The Holt School – Teaching Staff Workload and Wellbeing**

At The Holt School, we want all teachers to plan and deliver great lessons and give constructive and meaningful feedback so that students can make sustained progress. We want teachers to be well trained, motivated and happy with a healthy work-home balance.

The list below shows some of the ways we manage workload and support wellbeing.

### **Teaching and learning, planning and curriculum**

1. We trust teachers to decide the best approaches for their students in their specific subject based upon The Holt Teaching and Learning guidance.
2. Departments are encouraged to share resources centrally.
3. Lesson observations and drop-ins are not graded.
4. Teachers must plan their lessons but there is no expectation for a written lesson plan, apart from the 5-minute lesson plan for the three x 20 minute appraisal observations.
5. PPA time is allocated to timetables and may be taken at home.
6. Teachers are encouraged to demonstrate passion and enthusiasm for their subject.
7. There is no requirement to run lunchtime or after school revision sessions. Instead, we focus on what is going on in lessons. If teachers choose to run lunchtime or after school revision sessions they may do so.
8. Every classroom has a projector and PC.

### **Behaviour**

1. Everyone has the highest expectations of behaviour, with all staff (not just teaching staff) reinforcing those expectations.
2. The Holt Procedures clearly state expectations in the classroom so all staff are aware and consistency can be maintained across the school.
3. Student Support is a valuable resource, which looks after sick/ upset students that so teachers are free to teach.
4. There are centralised after school detentions for all home learning issues to ease the pressure at break, lunch and after school.
5. There is no expectation for non-TLR holders to make phone calls to parents/carers regarding behaviour.
6. The SLT are visible and all staff 'own' their corridors.
7. The SLT run break and lunch time duties every day so that behaviour in unstructured time does not affect the smooth running of lessons.
8. Staff do not need to do any lunch duties.

## **Professional Development**

1. There is a clear programme of CPD T&L sessions and INSET /Twilight INSET each year.
2. Part time staff are able to plan their CPD, as they know the programme in advance.
3. Departments have time as part of the CPD programme and on INSET days etc. to support collaborative planning, and preparation time.
4. Twilight INSETs often replace full school days so holidays can be longer.
5. Subject specific CPD is a key part of the CPD T&L programme
6. CPD opportunities for career progression are available regularly.
7. There is comprehensive support for ECTs and RPTs with dedicated mentors and training.

## **Assessment, feedback and reporting to parents**

1. We have reduced the number of data collections and the amount of data collected. There is now only three data collections per year (four for exam classes) and no written subject reports.
2. SIMs pulls the data from departmental databases for HoD analysis.
3. The whole school assessment calendar is created to ensure the best possible timings of exams and moderation and to avoid pinch points as much as possible.
4. There has been a whole school T&L focus on feedback and marking with training given on INSET days and time during CPD sessions to encourage the use of self, peer, verbal and whole class feedback.
5. Departments have their own bespoke marking policy.

## **Email**

In order to manage the potential overuse of email -

1. Daily student briefings are used to communicate with students. It is vital that Form Tutors share the daily briefing with students during registration.
2. Staff briefing is held two times a week. This is used to relay important messages and speak to colleagues face to face. The minutes of these briefings are put on N Drive.
3. Staff are free to read and respond to emails when they would like. However, there is no expectation for staff to read or respond to emails sent out of working hours or during holidays.
4. Staff are reminded to set Out of Office email messages over holidays.
5. The Co-Headteachers PA is the only person who sends out emails to all staff.

## **Safeguarding your time**

1. Teaching staff are rarely used for cover.
2. Effective support staff mean that teachers can focus on teaching for example – trips administrator, student support, science technicians, reprographics, data, etc.
3. Tutors in Year 7 and 10 have a lesson for academic mentoring.
4. PPAs can be taken at home.
5. The rewards system and detention system is automated.
6. Staff choose the day for their break or before/after school duty.
7. Classroom and corridor displays can be long-term display.
8. Part time working is supported as much as possible
9. The school opens at 7.30am and closes at 6.00pm, staff are able to come in early or leave late if they wish.

## **Other**

1. Tea and coffee is provided at every morning briefing
2. Refreshments are available on INSET/Twilight INSET.
3. The staff room committee arrange events for staff for example the Christmas dinner, Valentine lunch, new staff lunch, end of term snacks etc. Send flowers when appropriate and organise leavers gifts
4. Tea/coffee and cakes are available every Wednesday break in the staff room.
5. Staff can request leave of absence to attend events, this is dealt with on an individual basis.
6. Staff retention is excellent
7. The staff choir practise each week for Christmas and occasionally sing on Wednesday break!
8. The school closes early for Open Evening.
9. Refreshments are available for staff before and during parents' evenings.
10. Flu jabs are offered annually
11. Recognition of zero birthdays.
12. Planners and diaries are provided by the school
13. The school accepts deliveries on behalf of staff.
14. The Holt is a great school, there is a positive team spirit and it is a good place to work.