



At the Archbishop Temple we are committed to supporting and promoting staff well-being. Each school within our Trust provides staff and children with support and education to strive to maintain a healthy life style.

Life / work balance charter for our Trust staff

Introduction

Archbishop Temple has at its foundation the principles of the Christian faith and, in line with the Church of England's vision for education, is particularly guided by the statement in John 10:10 where Jesus proclaims, *"I have come that they may have life, and have it to the full"*. Our core aim is to ensure all our pupils AND our staff members to be able to experience life in its full; for this to occur staff must have a good life / work balance. Our Trust charter therefore sets out our commitment within the organisation at all levels to ensure that staff feel they have the right balance in their lives; to reinforce this we have used the phrase life / work balance rather than work / life balance to reiterate the need to prioritise our whole lives rather than the work element. We believe that this charter not only supports our Christian mission but also ensures we are a good employer to our staff, therefore helping to promote retention of colleagues.

Ways in which we will help to protect your life / work balance

- We ask that Central Staff and school leaders that send emails to staff after 7pm in the evening or before 7am in the morning, at the weekends or during school holidays do not have an expectation that they receive an response. We are aware of the different work patterns that individuals prefer.
- We will operate a Staff well-being group in all schools and representatives of each group meet with the CEO in order that staff in schools can communicate directly with the CEO in the Trust regarding any working conditions in their schools that they feel they cannot bring to the attention of the headteacher directly. Also as a forum for sharing good practice and resources for mental health and life/ work balance.
- We will establish a Trust pastoral team for any member of the workforce to approach to discuss and issues, personal or school based.
- We will ensure individual schools operate in a supportive, positive environment where individuals can flourish.
- We will work in conjunction with unions and professional associations in order to support staff life / work balance and reduce stress in the workplace.
- We will consult with staff on an annual basis through a staff questionnaire to ensure that we are getting a clear picture of working conditions.
- We will put in place IT systems to reduce duplication of work in regard to assessment data so that headteachers do not have to transfer data into a different system to complete returns to the Central Team.
- We will ensure that all staff have access to the Trust's 'whistleblowing' policy on our website if they feel unable to raise concerns directly with school leaders.
- Headteachers and senior leaders will be flexible with staff personal requests e.g. staff attending their own child's assembly.
- Each member of the workforce will be able to take a 'family day' during the academic year in recognition for the work and commitment to the Trust.

Sources of support

At times, despite the best efforts of managers staff may feel stressed for a number of reasons. If staff do feel stressed it is important that they seek support to try and alleviate the symptoms as quickly as possible. There are a number of options available:

- 1) Speak with their line manager / headteacher – requesting a confidential meeting with them to discuss the issue.
- 2) Employees have access to support through Occupational Health, counselling, financial, legal and personal advice through the Employee Assistance programme.
- 3) Speak with their own GP.
- 4) Speak with one of the mental health first-aiders within the school who will be able to signpost them to support outside of the organisation, if they are feeling they need to speak with someone unconnected to Archbishop Temple Trust.
- 5) Ask their line manager / headteacher to make a referral for them to speak to an Occupational Health nurse or examine the options for counselling provided by the Trust.
- 6) Headteachers and chairs of governors experiencing stress should speak about their concerns with the CEO who will either support them individually or sign-post them to additional services.

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