

Ysgol Pentrehafod

Pentrehafod School



Work/life Balance Policy

Polisi Cydbwysedd Gwaith:Bywyd

Reviewed November 2019

Adolygu ddiw Tachwedd 2019

Next Review November 2022

'Adolygiad nesaf Tachwedd 2022

Reviewed by A Barrett

November 2019



Work/Life Balance Policy

Scope of Policy

Pentrehafod School has a responsibility for the wellbeing of all of our staff. This document sets out our policy on encouraging and enabling all staff to maintain a healthy balance between their work and the other interests and responsibilities in their life.

Rationale

A good work/life balance is central to staff effectiveness and satisfaction, and therefore, good pupil learning and higher standards of achievement because:

- It helps to attract and retain the calibre of staff we need for a 21st Century education system;
- It helps to improve the school's effectiveness by actively reducing staff absenteeism and turnover;
- A more highly motivated workforce, with high morale, is much more able to deliver a better education for our children;
- It improves team work, staff development and cooperation by effectively distributing leadership and creating new leaders;
- It recognises that excessive hours of work do not equal commitment but might reduce staff effectiveness.

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.

The Governing Body has a statutory responsibility to ensure the health, safety and welfare at work of all their employees, so far as is reasonably practicable.

Work/Life Balance

Work/life balance is about helping staff combine work with their personal interests and commitments.

Whilst everyone must take responsibility for their own work/life balance and be aware of the example they are setting for others, Pentrehafod, in compliance with the legislative framework, will actively work to support a broad range of initiatives

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 include:



- Clear identification of duties and responsibilities relating to individual staff roles, reviewed annually through performance management reviews, to aid them in the delivery of their work and managing the expectations of the job;
- Regular review, and staff meetings, of how effectively the school is taking into account the work/life balance of all staff;
- By continually looking at existing and new practices to make systems as efficient and time-saving as possible thereby discouraging staff from working excessively long hours;
- Working with staff to agree and provide appropriate training activities 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 themselves and the school;
- 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 representatives, where appropriate;
- Granting special leave, as appropriate, when staff are faced with an emergency outside of work;
- Considering Leave of Absence when staff have demands on their responsibilities outside of work e.g. with children or elderly relatives;
- Providing opportunities, where possible, for flexible working practices;
- Providing suitable workplace facilities for breaks and relaxation (as is reasonable and practicable);
- To provide suitable equipment to enable them to work efficiently as budgetary constraints allow;
- To increase teacher administrative support as much as possible within constraints of budget;
- Considering support for childcare facilities and services where possible;
- To encourage a partnership approach to meeting the needs of both our school and the staff;
- Operating in a fair and consistent manner;
- Valuing staff for their contribution to our school, not their working pattern.

Home Working

The Governors recognise that in order to effectively implement PPA, Dedicated Headship Time and some Leadership tasks, in some circumstances it may be more efficient for staff to work at home. Staff members are permitted to work at home by prior agreement with the Headteacher, as long as an appropriate risk assessment has taken place.



Under the Health and Safety at Work Act 1974 (the Act) Pentrehafod School has a duty to protect the health, safety and welfare of its employees and any others who may be affected by its undertakings. Of the regulations made under the Act, many apply both to employees who work at their employer's place of work and employees authorised to work at home. These include:

- the management of Health and Safety at Work Regulations
- the Display Screen Equipment Regulations
- the Manual Handling Operations Regulations
- the provision and use of Work Equipment Regulations
- the Control of Substances Hazardous to Health Regulations

As the provisions of this health and safety policy require all work to be risk assessed, authorisation will depend on the type of work carried out and the condition (disposition, disability or illness etc) of the employee. Therefore, employees seeking to work at home must gain authorisation to do so from the Headteacher before any work is carried out.

Monitoring & Evaluation

The effectiveness of any policy is reliant on the quality of monitoring and evaluation of activity in this area.

To ensure effectiveness:

- The Governors will request that staff development and workforce remodelling become a standard item for discussion in the Headteacher's Report each term.
- Workforce remodelling will be a specific item at staff meetings at least once each term.
- The staff will be asked to regularly monitor their own work/life balance and to report any arising concerns to the Headteacher.
- The Governing body will help the Headteacher to manage an acceptable work/life balance by providing appropriate administrative and leadership support and dedicated leadership and management time for the Headteacher.
- The Governors will regularly review their own practices with consideration to staff workload.
- The Headteacher has a duty to monitor his/her own work/life balance, modelling good practise and reporting concerns to the Governing Body.
- There will be regular review, through performance management reviews and staff meetings, of how effectively the school is taking into account the work-life balance on all staff.
- There will be regular communication with parents and the wider community about the benefits of our work/life policy.



Review

Pentrehafod School acknowledges that the needs of both our school and staff are not static, but change over time and recognise the need for school leadership (including the Governing Body), unions/staff representatives and staff to discuss workable work/life balance solutions. For these reasons this policy will be reviewed regularly by the staff and Governing Body.

This policy should be read in conjunction with the School's policies for SEN, Health & Safety, and Equal Opportunities.

This Policy was presented to Governors on **20th November 2019**

It will be reviewed in **November 2022** or if National and Local Policy or Guideline is updated.

Signed.....

Mrs M Hughes

Chair of Governors