



# Work Life Balance Policy

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# Work Life Balance Policy

## Introduction

All 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 Regulation'**

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

Work/life balance is about ensuring that teachers 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 pupil 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 we:

- recognise that effective practices to promote work/life balance benefit both teachers and pupils
- will promote the development of workable solutions and encourage a partnership between individual teachers and their line managers
- will develop, monitor and evaluate appropriate policies and practical responses that meet the specific needs of the school, having regard to fairness and consistency
- will communicate its commitment to work/life balance to its staff

## 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 their 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'**
- enable management, governors, employees and unions to work together to identify solutions to improve and maintain a reasonable work/life balance for staff.

## Role of the Governing Body

The Governing Body has a nominated Well-Being Governor supporting the well-being of all staff

## The Governing Body agrees to:

- ensure that the contents of this policy are communicated to staff

- consult regularly with staff and their unions to ensure that the policy is effective in achieving a reasonable work/life balance for staff
- ensure that the policy operates in a fair and consistent manner.

### **Staff Consultation**

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

Proposals should be made in writing to allow staff, unions, management and governors to consider them fully and to respond with their own amendments and suggestions. Staff will be encouraged to discuss matters collectively through their union groups so that informed negotiation can take place between union representatives and management with a view to reaching agreement. This may also involve a whole staff meeting.

### **Individual Monitoring**

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

- Provision of up-to-date job descriptions, with duties and responsibilities relating to individual teacher's roles clearly identified and staff consulted prior to any changes
- Consultation between the head teacher and NQTs, new appointees and those promoted internally, at their induction meeting to explore work/life balance issues and to see if the school can offer further support
- Properly conducted exit interviews, or use of exit questionnaires, when staff resign to find out if problems with work/life balance played a part in the resignation.

### **Calendars**

An annual overview 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 establishing a calendar for the following academic year, the SLT 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, parent consultation meetings, lesson 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 their line manager at the earliest opportunity to discuss how they can be supported in completing the task.

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

### **Directed Time**

Staff are provided with a breakdown of directed time, setting out their commitments in terms of teaching, PPA time, leadership and management time and 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.

### **Meetings**

The head teacher will consult teaching staff on the pattern and numbers of meetings staff are required to attend.

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 it is the responsibility of those calling and directing meetings to ensure effective time management.

Part-time teachers will not be required 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.

Conducted exit interviews, or use of exit questionnaires, 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.

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

The school recognises the benefits for staff and employers of job shares and will consider requests for job sharing or part-time working wherever possible in line with the school priorities.