



Etone College



Working More Effectively / Staff Well Being

Workload and Wellbeing

Etone College is committed to the wellbeing of its staff and taking time efficient approaches to workload wherever possible. Wellbeing features as an agenda item on meetings and our approach includes consideration of our approaches planning, assessment, feedback, data as well as recognising that an important part of staff wellbeing comes from being valued and having opportunities to grow. Our wellbeing overview describes how we have adapted our practices to consider workload and wellbeing but also how we value the ongoing development of our staff.

Etone Values



CARING

CARING
Displaying kindness towards others and looking after our environment and community

COURTEOUS

COURTEOUS
Being polite, respectful and showing good manners

SELF BELIEF

SELF BELIEF
Having confidence to achieve your goals

SHOWS INTEGRITY

SHOWS INTEGRITY
Doing the right thing

SUPPORTIVE

SUPPORTIVE
Providing help for others and looking out for each other

TRUSTWORTHY

TRUSTWORTHY
Being honest, truthful and reliable



Matrix
Academy Trust

OUR VALUES



Excellence

We strive for the highest standards in teaching, learning, and leadership.

We are committed to continuous improvement and evidence-based practice



Care

We support our pupils and staff in aiming high and in realising their potential.

We nurture ambition and a passion for lifelong learning.



Equity

We work tirelessly to remove barriers, so every pupil has the opportunity to succeed.

We champion inclusion and ensure that no child is left behind.



Integrity

We act with honesty, fairness, and accountability in all that we do.

We lead by example and always choose what is right over what is easy.



Collaboration

We believe in the power of working together across our schools and communities.

We share best practices and learn from one another to ensure every child benefits.



Matrix
Academy Trust



Teaching, Learning and Assessment

- ◆ We do not expect staff to produce lesson plans unless this is as a supportive tool.
- ◆ We have a collegiate approach to planning with shared schemes of learning and resources, designed to both reduce workload and share best practice. Gained time is dedicated to the production of schemes and resources.
- ◆ High quality schemes of learning alongside lesson resources and homework tasks to reduce the time needed for individual staff to prepare lessons and materials.
- ◆ 22/25 hours teaching per week maximum. 12% PPA time. This is greater than the PPA allocation set out in the School Teachers' Pay and Conditions document.
- ◆ A constructive approach to lesson observation and work sampling feedback with a supportive and solutions focused approach. We make time to ensure that feedback is meaningful.
- ◆ Assessment and feedback policy to ensure that all feedback is meaningful, motivational and manageable. Takes account of national workload recommendations.
- ◆ No elaborate approaches to differentiation—adaptive teaching.
- ◆ Automated systems such as seating plans and updated trackers to save staff time— use of Class Charts.
- ◆ Shared approach to assembly planning and resources provided for form time activities - Theme of the Week.
- ◆ Assessment for learning strategies encourage pupils to become skilled in peer and self assessment to ensure that teacher feedback is more focused and manageable.
- ◆ No written reports to parents.
- ◆ Significant reduction to only 3 data entries per year. No double entry of data required. Same data used for many purposes.
- ◆ Planning templates shared to reduce workload and staff are free to use textbook or ready-made quality assured resources to reduce planning time and support better teaching. Use of online platforms for setting homework to reduce planning and marking.
- ◆ Centralised media team to produce whole school resources and Reprographics Team in house for duplication of resources. Sharing of good practice within the Trust.

Climate for Learning

- ◆ Regular climate walks to reinforce positive behaviour expectations
- ◆ Good Neighbour system to provide peer support.
- ◆ Staff meet and greet pupils - everyone shares the responsibility for pupil behaviour.
- ◆ No class teachers make phone calls to parents - a strong House system supported by a skilled administration team to manage the pastoral care of pupils.
- ◆ A clear system of sanctions applied consistently to support staff. Use of SIMs and Class Charts to reduce workload for pastoral recording—rewards and sanctions
- ◆ Senior Leadership and Heads of House cover lunch duty.
- ◆ Behaviour in the school is at least good which allows staff to get on with the job of teaching.
- ◆ Placement on staff duties wherever possible matched to work commitments and working space.

Staff Well Being

- ◆ Refreshments and lunch provided on training days and at whole school CPD.
- ◆ Refreshments provided before and during Progress Evenings.
- ◆ Staff survey with individual feedback if required. Opportunity for a well being discussion with the Headteacher or Senior Leader.
- ◆ New staff survey to assess how they have settled in to Etone.
- ◆ Meetings to discuss how we can work more effectively - every faculty represented.
- ◆ Breakfast Meal Deal - breakfast and hot drink at a reduced price.
- ◆ A highly skilled team of support staff to support colleagues at all levels.
- ◆ Offers and discounts passed onto staff and local arrangements made to ease work life balance
- ◆ Health services for staff—flu vaccines and well being checks offered to all staff each year.
- ◆ Senior Leadership cover to reduce pressure on departments.
- ◆ Use of the staff gym facilities during term time and holidays.
- ◆ Optional talks and information regarding pensions and financial planning offered to staff.
- ◆ Member of Leadership responsible for staff wellbeing/workload and this sits at the heart of policy decisions.
- ◆ Return from maternity leave inductions and wellbeing meetings for staff returning from a long-term absence.
- ◆ Staff book swap
- ◆ Healthy Eating Recipes shared on the bulletin each week
- ◆ Full engagement with DfE Workload Reduction Toolkit and Wellbeing Charter.
- ◆ Staff Sports events.
- ◆ Staff room noticeboard.
- ◆ Etone College whole school wellbeing calendar and monthly events to promote whole school wellbeing.
- ◆ Recognition of national days and events to celebrate teaching, support and TA staff.
- ◆ SAS Trust App offers a range of support services for staff including 24 hour access to a GP and counselling support
- ◆ One off sessions to support staff wellbeing and provide opportunities to come together such as art and clay sessions.
- ◆ Shared staff clubs
- ◆ Free access to National Theatre Live with titles of performances shared with staff.
- ◆ Summer reading and photography challenges
- ◆ Half term prize draw for staff for a book of the half term - one book for pedagogy and one book to read for pleasure.
- ◆ Staff led activities such as art and craft and sports.

Communication/Ethos

- ◆ A collegiate approach to all that we do - everybody benefits because everybody contributes.
- ◆ All members of staff are recognised as part of the Etone Team and there is a genuine recognition of the importance of the job that every member of staff does on a day to day basis.
- ◆ Praise and saying thank you are an integral part of what we do - praise postcards, thank you emails and peer to peer thanks. Staff shout outs on the weekly bulletin
- ◆ A supportive line management system at all levels.
- ◆ A culture of typicality - at least good all day every day - and systems to support this. Time for staff to put things into action.
- ◆ No direct emails from parents to staff.
- ◆ Meetings only if they are needed.
- ◆ Leadership calendar shared at the start of the term so staff are able to plan ahead. Consideration taken of pinch points. DOLs create and manage QA and Assessment and Feedback calendars to further reduce pinch points for staff and ensuring best possible timings alongside meeting curriculum aims. Shared events calendar.
- ◆ We take a flexible approach wherever possible and recognise the importance of a family and work/life balance.
- ◆ We take a reasonable and measured approach to staff requests.
- ◆ There is no expectation that staff stay or work late or work late outside of events that are scheduled through directed time
- ◆ There is no expectation that emails should be answered outside school time –just in line with the given timeframe
- ◆ We discourage whole staff emails and ask that staff only send emails to the relevant recipients.
- ◆ Birthdays on the bulletin and wellbeing section including celebration of school success.
- ◆ A culture of openness with a flexible approach - Leadership have an open door policy and staff are actively encouraged to discuss issues, no matter how small.
- ◆ Streamlined approach to Progress Evenings to facilitate more effective parent communication and reduce administrative burden on staff.
- ◆ Duties take account of teaching commitments wherever possible. Leadership cover before and after school duties.
- ◆ Staff wellbeing as agenda item for Line Management meetings, ECT, pastoral and Faculty Friday meetings.
- ◆ Use of Padlet to support communication—all form notices in one place.

Professional Development

- ◆ A Teaching and Learning Team to provide CPD and coaching support for staff as required. Programme of VCPD to respond to training requests.
- ◆ Clear pathways following observations to allow for a more personalised approach to professional development.
- ◆ Teach Meet events to celebrate and share good practice and weekly pedagogy briefings. Lesson Takeaways.
- ◆ Coaching provided to staff following learning observations as required. Peer observations for good practice on request.
- ◆ A culture where staff have regular opportunities to learn from others and contribute to the development of others.
- ◆ A commitment to offering high quality CPD using in house experts and external support as required. Research rich.
- ◆ Development of Leadership opportunities at all levels including Middle Leader Development and engagement with specialist National Professional Qualifications and NPQSL, NPQH and NPQEL
- ◆ Opportunities for staff to share expertise
- ◆ Comprehensive support for ECT colleagues including a professional mentor, subject mentor, CPD, weekly meetings and good practice observations.
- ◆ A RQT programme to support staff in the early stages of their career including a mentor, professional development events and VCPD.
- ◆ PM tailored to individual and faculty needs.
- ◆ Staff can share good practice and take time to develop their role through training opportunities such as CCF, conferences, NPQ and exam board courses etc.
- ◆ Staff self directed CPD so that staff can take ownership of their own professional development.
- ◆ Subject knowledge enhancement as part of Faculty CPD and time for subject development within faculties to include moderation - more time dedicated to faculty teams to support this.
- ◆ Middle Leader CPD.
- ◆ Gained time used to allow staff in faculties time to evaluate schemes of learning and plan together for the year ahead.
- ◆ Access to free eBooks and audiobooks as part of membership to Warwickshire Libraries (<https://www.warwickshire.gov.uk/join-the-library>).

Staff at Early Stages of Career

- ◆ Well being as standing agenda item on mentor meetings.
- ◆ Teach Meet to share good practice and half termly social events so you get to know your colleagues
- ◆ “Next Move” dedicated time on Induction Day to prepare for first time events and policy induction.
- ◆ CPD to meet needs e.g. “how to do the little things”, schemes of learning, parent communication.
- ◆ Consideration of stage of career when timetabling.
- ◆ 5 minute lesson plan as a supportive tool and shared resources
- ◆ regular social events organised for ECTs.

Etone School and Trust Values

We are all committed to a collective set of values that underpin all that we do at Etone College. Our Trust values are:

- ◆ Excellence - We strive for the highest standards in teaching, learning, and leadership.
- ◆ We are committed to continuous improvement and evidence-based practice.
- ◆ Care - We support our pupils and staff in aiming high and in realising their potential. We nurture ambition and a passion for lifelong learning.
- ◆ Equity- We work tirelessly to remove barriers, so everyone can succeed. We champion inclusion and ensure that no child is left behind.
- ◆ Integrity - We act with honesty, fairness, and accountability in all that we do. We lead by example and always choose what is right over what is easy.
- ◆ Collaboration - We believe in the power of working together across our schools and communities. We share best practices and learn from one another to ensure every child benefits.

Our Etone College values are:

- ◆ Caring - Displaying kindness towards others and looking after our environment and community.
- ◆ Courteous - Being polite, respectful and showing good manners.
- ◆ Self Belief - Having confidence to achieve your goals.
- ◆ Supportive - Providing help for others and looking out for each other.
- ◆ Trustworthy - Being honest, truthful and reliable.

Matrix Academy Trust Values and Benefits

- ◆ One wellbeing day per year.
- ◆ Matrix Trust Day.
- ◆ Staff sponsorship funding.
- ◆ Staff charity challenge.
- ◆ Trust referral incentive for recommending colleagues to join our Trust.
- ◆ Recognition schemes.
- ◆ Mental health support and a wide range of healthcare services.
- ◆ Professional services to support staff such as site, finance, IT and media teams.
- ◆ Dedicated on site IT technician for each school.
- ◆ Investment in school sites to create an inspiring learning environment.
- ◆ Workplace pension scheme.
- ◆ Specialist support through a School Improvement Team.
- ◆ Talent Management Programme and support for school leaders.
- ◆ A wide range of professional and personal opportunities to grow, develop and excel.
- ◆ A commitment to develop the strengths and talents of all Matrix staff .
- ◆ A comprehensive People Strategy that puts staff at the heart of what we do
- ◆ Senior leader workload and wellbeing representative in every Trust school with cross Trust meetings each term to share effective practice
- ◆ SIT team lead for workload and wellbeing to provide support for leaders across the Trust

New Staff Induction

- ◆ Full Staff induction day with opportunity to observe best practice and meet with faculty team.
- ◆ New Staff induction pathway based on role.
- ◆ New staff welcome pack
- ◆ Return from maternity leave inductions and wellbeing meetings for staff returning from a long-term absence .
- ◆ Full programme of CPD on first training day in September.
- ◆ Leadership check ins.
- ◆ Subject buddy as a first point of reference.
- ◆ Informal QA to get staff used to systems and teaching and learning support as required.
- ◆ New staff breakfast and break time touch base in the first weeks to check that staff are settling in OK.
- ◆ Time to Talk - coffee and cake and time to chat to colleagues.
- ◆ Sharing of Trust benefits .
- ◆ Check in meeting with Trust lead for People Strategy.
- ◆ New staff survey and time with HT to discuss feedback and address queries.
- ◆ Monthly wellbeing check-in.
- ◆ Trust Induction package including regular meetings and support.