



Work Life Balance Policy

2023 - 27

	Date	Signed
Agreed by Trust Board:	July 2023	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	July 2027	

Work Life Balance Policy

Rationale:

Both the Trust and local Governing Bodies recognise the importance of ensuring that all school staff enjoy a reasonable balance between their working life and the demands of home, family life and other interests and commitments.

The Trust recognises that employees are not obliged to work beyond their contracted hours and that, in the case of part-time employees particularly, they may have taken a decision to limit the time which they commit to paid work. The Trust discourages any employee from making a regular practice of working beyond their contracted time.

Aims:

The Trust wants to ensure that, although an acceptable work/life balance may be different for an employee at a different stage of his/her life and career, that the employee does not work to the detriment of his/her health, recognising that excessive work without complementary rest/recreation is not conducive to efficient or effective working.

The Governing Bodies are committed to ensuring that positive steps are taken in their schools to promote a healthy work/life balance for all employees. In the case of teachers, the School Teachers Pay and Conditions Document requires that all teachers and Head Teachers should enjoy a reasonable work/life balance. The same principle will be extended to all support staff, whether or not their conditions of service require this.

The Governing Body and leadership team will take appropriate steps to publish this policy and make it available to all employees at their school.

Health, Safety and Welfare:

The Trust recognises its duty to ensure the health, safety and welfare of all employees at the school. This policy will be implemented within the context of the full range of measures which the Trust has put in place to prevent and deal with workplace stress and to support the well-being of its staff. A consideration of work/life balance issues will form a part of the Trust's annual planning of health, safety and welfare measures.

Implementation:

The Trust takes overall responsibility for implementing this policy and for ensuring that all Head Teachers and their senior staff enjoy a reasonable work/life balance. The Head Teacher and the senior staff of each school will ensure that school staff generally enjoy a reasonable work/life balance and provide them with an example of good practice. All employees will assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

The following issues will be reviewed for inclusion in a programme of improving employees' work/life balance:

Unmeasured Working Time: Where employees are contracted to work unmeasured time, (i.e. senior staff and teachers' working outside "directed time") the Trust undertakes to ensure that the Trust's requirements and expectations are reasonable.

Employment Policies and Practices: The Trust has policies in respect of "family friendly" employment, including consideration of part time working (including job sharing), and flexible working patterns etc, where this can be implemented without detriment to the operational requirements of the Trust and the school(s). The Trust may also allow time off for public or trade union duties, or for personal reasons.

Individual and Team Workloads: Each schools' timetable will reflect a fair and reasonable balance of work between different members of staff. The Head Teacher and senior staff of each school will ensure that new and emerging priorities such as inspections are discussed with the employees affected and that ways of managing the implications for individual workloads are addressed.

Work Planning: Planning documentation should be no more elaborate than is necessary and consistent with its purpose.

Meetings: The Head Teacher and senior staff of each school will ensure that patterns of meetings, appropriate to the requirements of the whole school, are agreed in advance and that the pattern is adhered to. Staff convening meetings will specify a target finishing time and adhere to it. Notes, minutes, etc. will be as short as possible.

Administration: Administrative work will be delegated to appropriate support staff and systems will be regularly reviewed. Requests for information, statistics and similar will be assessed for their importance (e.g. whether they are required by statute) and benefit(s) to the Trust and the school(s).

Individual Support and Training: Individual support, including confidential counselling through the Well Being Service will be made available to employees so that they may raise concerns about problems and difficulties which affect them, either in their work or their family/personal life. Performance review will offer employees an opportunity to raise with their manager any concerns which they may

have about their workload or ability to balance work with other aspects of their life. Guidance will be made available to employees on the effective and efficient use of their working time, and sensible prioritising of their workload.

Monitoring:

The Trust will monitor the effectiveness of this policy through its health and safety monitoring procedures and well-being survey.

Further Information and Guidance:

Further information and guidance on work/life balance issues is available from:

The DfES: information is available on Teachernet and the DfES' website e.g. Primary Planning Guidance; Bureaucracy Cutting Toolkit; the Implementation Review.

Trade Unions and Professional Associations: representatives will be aware of periodic guidance issued.

Related Policies:

This policy should be read in conjunction with the Trust's Health, Safety and Welfare and Safeguarding policies.

Period of Review:

This policy will be reviewed every 4 years or sooner should statutory guidance change.

Document History

Version	Date	Comments
Issue 1	June 2018	Based on SCC Model Policy
Issue 2	July 2023	Aims changed from "Headteacher" to "leadership team".

		Under Individual support- reference made to the Well-Being Service. Reapproved.