

# Our Workload Charter

## Our commitment to children and young people

It is a privilege to work with children and young people. Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do.

As a team of passionate educators, we make use of every single minute of every school day to deliver the very best for the children we serve.

To ensure we meet our aims, we are committed to developing a healthy and highly motivated workforce. Securing an appropriate work/life balance is an integral part of this.



### Culture

We recognise and celebrate each school's uniqueness.

We know that by working collaboratively and in partnership we can achieve more than we could alone and we can make a bigger difference to children and young people.

Kindness, generosity and mutual respect underpin everything we do.



### Data

Data helps us to review the progress pupils are making. However, we do this wisely and efficiently - only collecting data up to a maximum of three times a year.

Our systems are designed to automatically analyse the performance of groups and cohorts. This means teachers have more time to think about the 'so what?' rather than producing reports.



### Communication and Email

As a trust, we have a SharePoint page which all staff have access to. This reduces the number of emails we send whilst ensuring all staff are kept informed.

We ask staff to avoid, where possible, sending non-urgent emails outside of work hours. The use of scheduled send is encouraged as an alternative. There is no expectation for staff to read or reply to emails out of working hours.



### Support

No-one in our Trust is more important than anyone else. To this end, we promote teamwork and collaboration at all levels. Help and support is always available.

We organise regular opportunities for teachers and leaders to work with and alongside colleagues from other schools. This helps to share best practice. Staff are never alone.



### Planning

Teachers receive regular training and support to help them do their best work and make a difference to children and young people. High quality CPD helps teachers to apply the principles of effective teaching whilst designing lessons.

Leaders do not routinely check teachers' short-term planning. We believe that planning is a tool for teachers.



### Providing feedback to pupils

High quality initial instruction reduces the work that feedback needs to do.

There is no expectation to mark every piece of work. A blend of live marking, verbal feedback and more formal marking are encouraged.

All marking should be meaningful, manageable and should serve a single purpose – to advance pupil progress and outcomes.



### Workload

We are committed to the principles of reducing workload where possible and use findings from national teacher workload review groups to inform our policies and practices.

We encourage staff to consider not just how long a task will take, but what value it will bring to pupils.

We promote collaborative working and the effective use of technology as both can help reduce workload.



### PPA

All teachers are entitled to their PPA time. PPA in all schools is timetabled and allocated in a block.

Headteachers routinely consult with the teachers in their school to ensure PPA arrangements are shaped by a shared consensus. This supports our aim of securing a healthy work/life balance for everyone.



### Curriculum Development

We are committed to providing pupils with a broad, balanced and ambitious curriculum.

School leaders share detailed long and medium term plans so that teachers know what to teach and when. Teachers receive training and ongoing support to develop their expertise. These aspects not only support wellbeing and workload, they also provide clarity and promote collective understanding.

