

# HASSENBROOK SCHOOL Specialist Technology College



## **WORK/LIFE BALANCE POLICY**

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Governors recognise the importance of ensuring that all members of staff feel they can achieve an appropriate work/life balance and are therefore strongly committed to valuing them for their contribution to raising standards rather than for their working patterns.

This policy sets out the ways in which the governing body will work to identify and address the complex range of issues that relate to work/life balance.

As with every aspect of school life, success depends on partnership. Governors will be greatly helped in carrying out their responsibilities – and pupils will benefit most – if members of staff are proactive in their approach to issues that affect both themselves and their colleagues.

#### **Promoting Wellbeing**

Individuals can feel that they do not have a proper work/life balance as a result of issues that exist in their professional life, their personal life or a combination of both. It is clearly in the best interests of pupils that these issues are identified and addressed effectively. The appraisal process will provide a timetabled opportunity for structure discussion, but it is vitally important that any individual who feels under pressure in the course of the year raises the issue with the Headteacher, with their line manager or an appropriate external support service.

In order to monitor the situation in school, the school will carry out an anonymous survey each year. Governors have adopted the HSE's Draft Stress Management Standards and, after the initial survey, will adopt targets encompassing:

- the percentage of employees who indicate that they are able to cope with the demands of the job
- the percentage of employees who indicate that they are able to have a say about the way they do their work
- the percentage of employees who indicate that they receive adequate information and support from their colleagues and line managers
- the percentage of employees who indicate that they are not subjected to unacceptable behaviours (including bullying) at work
- the percentage of employees who indicate that they understand their roles and responsibilities

The Governing Body will receive the results of this survey each year along with a proposed action plan from the Headteacher addressing any significant issues that emerge.

## **Working Hours**

### **Core Job Description**

Governors support the Government's stated policy to "achieve progressive year-on-year reductions from the current level of some 52 hours a week in term time". Because this figure is an overall average, governors do not feel it makes sense to establish an overall school target.

They do, however, commit themselves to ensuring that the annual performance management process addresses work-life balance issues and that effective support, advice and guidance are offered to all members of staff who are experiencing difficulty in accomplishing their core job description in a reasonable number of hours.

Overall, staff satisfaction with the outcomes of this process will be monitored through the annual survey.

### **Voluntary Additional Time**

Governors recognise the enormous value of the additional time that individuals choose to give to provide a range of additional opportunities for children. They recognise that people's ability to make this additional commitment will vary greatly according to the pattern of interests and responsibilities that they hold beyond school. They are also conscious that people can feel guilty if outside circumstances impact upon the amount of additional time they can spend.

Name: (Optional) .....

Teaching Staff  (please tick appropriate box)

Support Staff

*It is recognised that working conditions affect workers' well-being. Your responses to this questionnaire will help us determine our working conditions now and enable us to monitor future improvements. This is seen as part of the school's long term commitment to managing work related stress and promoting work/life balance and addressing the issues in this area.*

Areas that could be the cause of work related stress and may affect work/life balance	Always	Often	Sometimes	Never	N/A
<b>Support in the Workplace</b>					
1) My line manager encourages me at work					
2) I can talk to my line manager about something that has upset or annoyed me at work					
3) I have adequate resources to do my job					
4) I have regular line management meetings with my line manager					
5) I am supported through emotionally demanding work					
6) I receive supervision within my role					
<b>Demand</b>					
1) I have achievable deadlines					
2) I am able to take sufficient breaks					
3) Different groups demand things from me that are hard to combine					
4) I neglect some tasks because I have too much work to do					
5) I am pressured to work long hours					
<b>Role</b>					
1) I am clear about what is expected of me at work					
2) I am clear what my duties and responsibilities are					
3) I am clear about the goals and objectives within my department					
4) I feel fully trained within my role					
5) I receive meaningful developmental opportunities					
6) I am given feedback on the work I do					
<b>Control</b>					
1) I have realistic time pressures					
2) I feel in control due to good team work and support					
3) I have sufficient opportunities to questions managers about change at work					
4) I receive adequate communication regarding change in the workplace					
<b>Relationships</b>					
1) My colleagues are willing to listen to my work related problems					
2) I get the help and support I need from my colleagues					
3) Relationships at work are supportive					
4) I am subject to bullying at work					