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Lanesend Primary School

Work Life Balance Policy School Staff Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: June 2019 (Every 3 Years)

Reviewed By: Headteacher and Full Governing Body

Lanesend Primary Work Life Balance Policy

A good work-life balance is central to staff effectiveness and satisfaction, and children's learning. Work-life balance is about helping staff combine work with their personal interests and commitments. The governing body has a statutory responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all their employees.

Work-Life Balance

Lanesend Primary School has responsibility for the well-being of all our staff. Everyone must take responsibility for their own work-life balance and be aware of the role model they are setting for others. An important element within the wider remodelling agenda is the statutory responsibility governors have with regard to the work-life balance of the Headteacher. The Headteacher, in turn, will have regard to the work-life balance of other staff.

In order for our staff to be at their most effective they need to have a healthy work-life balance:

- To attract and retain the calibre of staff needed for a 21st Century education system
- To improve the school's effectiveness by actively reducing staff absenteeism and turnover;
- To develop a more motivated workforce, with high morale, even more able to deliver a better education for our children;
- To improve team work, staff development and co-operation by effectively distributing leadership and creating new leaders
- To recognise that excessive hours of work might reduce staff effectiveness
- To recognise that improving workplace communication has a positive outcome for the whole school workforce

Dedicated Headship Time

It is the responsibility of the Governing Body to ensure that the Headteacher has dedicated time that recognises the Headteacher's significant responsibilities for the school and a reasonable work life balance.

The Working Time Regulations 1998:

- limit working hours to 48 per week (averaged over 12 weeks).
- 11 hours consecutive rest in a 24 hour period (compensatory rest can be given).

Aims

- To benefit our school and its staff in order to raise standards
- To acknowledge that the needs of both our school and staff are not static, but change over time
- To acknowledge the need for school leadership (including the governing body), unions/staff representatives and staff to discuss workable work-life balance solutions

- To encourage a partnership approach to meeting the needs of both our school and the staff
- To operate in a fair and consistent manner
- To value staff for their contribution to our school
- To carefully plan and agree work-life balance solutions including flexible working practices where possible
- To take into account the equality implications of any policies introduced
- To communicate work-life balance practices to all staff in our school. Developments and changes to policies should also be communicated on a regular basis

Policy Principle

All staff within the school, including the Headteacher, will be supported in attaining a balanced lifestyle where they can achieve their best at work and manage other areas of their life effectively.

Our strategies to support a balanced lifestyle will include:

- Clear identification of duties and responsibilities relating to individual staff roles, reviewed annually through performance management interviews, to aid them in the delivery of their work and managing the expectations of the job
- Continually looking at existing and new practices to make systems as efficient and time saving as possible
- Working with staff to agree and provide appropriate training to enable them to do their jobs competently and effectively and within normal hours
- Providing a system for and encouraging efficient and effective working practices
- Involving, encouraging and enabling staff to actively manage their own careers and personal development
- All new initiatives to consider the long-term effect on work-life balance
- Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice, e.g. to confer with their Union representatives, where appropriate
- Granting special leave, as appropriate, when staff are faced with an emergency outside work
- Providing opportunities, where possible, for flexible working practices
- Providing suitable equipment (such as personal laptops for teachers) to enable them to work as effectively as budgetary constraints allow
- Increasing teacher administrative support as much as possible within the constraints of the budget.
- Considering support for childcare facilities and services where possible

Flexible Working Practices

From April 2003 new flexible working legislation gives all parents with children under the age of 6 (or age 18 if a child is disabled) the right to apply to work flexibly. This does not provide an automatic right to flexible working but employers now have a statutory duty to consider such requests seriously.

All requests will be dealt with sensitively and wherever possible the employee's needs will be met. However, in balancing the needs of the school it is likely that not all requests will be able to be accommodated.

A flexible working arrangement should be applied for by the employee in writing to the Headteacher, clearly stating the type of arrangement under consideration and how ideally it would work in the context of the school and the needs of the job. All requests will be considered taking account of the needs of the employee, the school, the education department and any legal requirements and will assess how best to accommodate the employee's needs without impairing the needs of others and the school.

Types of Flexible Working

Not all types of flexible working will be appropriate for all roles within the context of the school. However, all requests must be given fair consideration.

The types of flexible working include:

- Flexi-working
- Job Share
- Home working
- Annualised Hours
- Part-time work
- Special leave arrangements
- Employment breaks

Home Working

Staff can request to work from home during periods of PPA (Planning, Preparation and Assessment time) or to complete a specific task. Consideration will be given if it impacts on the staffing numbers of the school, but if appropriate numbers remain on the school site, home working will be granted.

Monitoring & evaluation

The staff will be encouraged to share concerns with the Headteacher if they feel their work life balance is impacting on their health and wellbeing.

The Governing body have a responsibility to ensure that the Head Teacher manages an acceptable work-life balance. This includes providing appropriate administrative and leadership support and leadership and management time for the Head. The Governors will regularly review their own practices with consideration to staff workload. The Head Teacher has a duty to monitor their own work-life balance, model good practice and report concerns to the Governing Body.

Impact

Staff are happy and secure in our environment enabling them to deliver high quality education to the children. Go Team Lanesend!