

# Practical tools: example of a workload and wellbeing action plan

## Introduction

Notre Dame High School, an academy converter in Norwich with approximately 1,400 pupils, has created a wellbeing committee across the school. The committee issued a wellbeing survey and used the results to create an action plan to focus on improving staff wellbeing and reducing workload. The action plan outlines the key areas of focus, the actions to be taken, what success looks like and the timescale for actions to be taken.

Schools can, if they wish, tailor or adopt this example when reviewing their own practice although there is no requirement to do so.

## Action Plan Key

Objective: Identify one (at most two) things that we are going to do to help fulfil this priority issue from the wellbeing survey

Action: What are we actually going to do?

Success Criteria: How will we know that we have succeeded?

Time Scale/Completion: How long should this take us and are there any important milestones to include if the timescale is, for example, over the whole year?

Resources: What realistic additional support will we need to achieve your objective?

Monitoring: This could be one person or group

Evaluation and Further Action: This will be discussed and agreed with staff

## Underlying questions to consider:

1. For whom am I doing this?
2. Will it improve the quality of teaching?
3. What impact will it have on students?
4. Can we do this in a more efficient and effective way?

For further details, please contact: Neil Cully, Headteacher, at NCully@ndhs.org.uk

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| **Objective** | **Action** | **Success Criteria** | **Time Scale/****Completion** | **Resources: Staffing, Time, Money, CPD** | **Monitoring** | **Evaluation & Further Action** |
| 1. | Review current format for annual report to parents | Investigate statutory requirement + consultation with parents about any proposed changes | Any changes, if approved, are fully justified, and communicated to all stakeholders before implementation | Summer term 2018 | 1. Time made available for discussions with teaching staff, parents, and students
 | Leadership Team & Staff Wellbeing Committee | Recommendations shared with Governors TLC Committee. |
| 2. | Reduce time spent by teachers on planning and preparing lessons | Each dept to review their SOW and share and store resources & learning activities | Depts that currently do not routinely share planning and preparation report an improvement | Collaborative work to begin in summer term 2018 and continue over next year | 1. Dept time, PPA and gained time in the second half of the summer term
 | Leadership team to include check on SOW and planning and preparation within meeting schedule with HODs; Staff Wellbeing Committee | Progress shared with Governors’ TLS Committee + staff workload survey Jan 2019 to assess impact |
| 3. | Provide training on staff wellbeing and specifically on how to maintain a reasonable work-life balance or on how to manage a large workload | Provide training to provide advice which helps Leadership team, line managers and individuals to review current practice and make reasonable adjustments to working practices | Greater clarity and more guidance given about what is expected and required regarding work-life balance | Training provided by beginning of new academic year for all staff | 1. Funding for training
 | LT & Staff Wellbeing Committee | Annual wellbeing report to Governors |
| 4. | Improve equality of opportunity for staff seeking promotion | Develop strategies to encourage underrepresented staff into management & leadership roles by: implementing specific advice for all stakeholders for reference-writing; use of secondments | Staff feedback is positive about the impact of the strategy; evidence that more women are applying for management & leadership posts and are successful | Easter 2018- 19 | 1. CPD and time for research
 | LT & Staff Wellbeing Committee | Progress shared with Govs Resources |
| 5. | Review and amend, where necessary, support staff appraisal policy and procedures so that all support staff receive annual appraisal and have access to appropriate cpd | Create working party to make recommended changes for implementation from Sept 2018 | All support staff have an annual appraisal | Summer term 2018 | 1. Training for line managers, where required
 | LT & Staff Wellbeing Committee | Progress shared with Govs Resources |