



Boxgrove
Primary
School
& Children's Centre

a member of

Learning Partners
academy trust

THE BOXGROVE APPROACH TO WORKLOAD



At Boxgrove we are committed to doing the best for the children in our care, to ensure that they achieve the best outcomes in all areas.

We are also mindful that we have a duty of care of our staff and their mental and physical wellbeing is important. We want the professionals who work for us to develop a sustainable approach to work to allow everyone to feel successful.

Staff at Boxgrove:

- Make it a safe and enjoyable place for children and their team
- Find ways to streamline paperwork
- Like to have time to socialise together
- Work together in their teams to support one another
- Work together to develop a strong sense of community in our large school.

Ways in which we focus on our team to enable everyone to have an individual effective work-life balance:

- Flexible working requests are always considered and we happily accept applications from job share candidates
- We hold the gold CoachMark award and use coaching regularly to support and develop each other
- Teaching load – all Year Group teachers plan together via weekly morning or afternoon PPA time
- ECTs have dedicated release time planned each week and a mentor to meet with
- Teaching and Learning is a priority
- Additional non-contact time is provided for Senior and Year Group Leaders
- Subject leaders are given non-contact time, upon request, to allow them to fulfil the responsibilities of their role
- A Feedback policy is in place with a focus on verbal feedback being given to children without the need for formal written marking
- All lunchtimes are covered by Mid-day Supervisors
- Homework – home learning is set weekly but it is optional for children to complete it and staff are not required to mark it
- We trust our staff as professionals to plan and deliver learning. We encourage them to take risks and try new things out
- Teaching and Learning lesson observations are not graded. Instead we undertake short classroom drop-ins to share in and celebrate the learning offered to the children

- Core professional development is delivered to teaching and support staff regularly
- Staff are encouraged to use 'Schedule Send' for all emails outside of normal school hours
- Most meetings are organised during the school day, not evenings
- Staff are encouraged to work as a team, share resources and co-create
- Leave for funerals for immediate family is authorised with full pay (1 day)
- First day of leave for dependents is fully paid (maximum of 3 days paid leave with other days authorised (unpaid) in any given academic year)
- Leave for immediate family graduations/weddings is supported and paid (1 day)
- Leave for unavoidable medical appointments fully paid
- Staff are encouraged to focus on their wellbeing and how to promote this
- The school has a number of trained Mental Health First Aiders on site to support staff as required
- End of term half day closure, staff are paid a full day
- Friendly admin support from our strong admin team
- We focus on finishing meetings on time
- A culture of trust not fear
- Access to Employee Assistance Service so that all members of staff can access a team of trained wellbeing and counselling practitioners
- Staff socials are organised half termly and have included; bowling, chocolate lock in, curry night, golf and our termly end of term pub events
- Boxgrove offers a warm and inviting environment, where every member of staff is made to feel part of our school community and where ideas are shared and valued.

