



Special Partnership Trust



## WORK-LIFE BALANCE POLICY

Date Last Reviewed: July 2022

Review Date: July 2024



Special Partnership Trust

This policy needs to be read in conjunction with any work force development proposals being considered by the Trust, the performance management policy and recruitment/retention/reward policies and strategies

### **Scope of policy**

Our Trust recognises that all staff should enjoy a reasonable work life balance. This document sets out our policy on supporting, encouraging and enabling all staff (i.e. any member of staff whether leadership, teaching or support staff working at the school) to maintain a healthy balance between their work and other interests and responsibilities in their life, so that they can achieve their best at work and manage other areas of their life effectively.

### **Key aims of The Special Partnership Trust work life balance policy:**

- To ensure the Work-Life Balance Policy benefits the pupils, employees and the Trust
- To acknowledge that the needs of both the Trust and employees are not static, but change over time
- To acknowledge the need for Trust leadership, Trustees, Governors, Trade Unions, professional association representatives and employees to work in partnership to identify realistic work-life balance solutions
- To operate in a fair and consistent manner
- To make employees feel valued for their contribution to the Trust
- To take into account the equality implications of any policies introduced
- To communicate work-life balance practices to all employees on a regular basis across the Trust
- To include monitoring, evaluation and review of work life balance initiatives and strategies
- To foster mutual respect
- To promote self esteem

### **The Trust Board is committed to adhering to the following strategies in achieving our fundamental aims:**

- To have due regard and ensure provisions are in place for the work-life balance of Trust Leadership
- Ensure the clear identification (through routinely reviewed job descriptions) of the duties and responsibilities relating to the employees' role to aid them in the delivery of their work and managing the expectations of the job
- Supporting staff through training and CPD to enable them to manage their jobs effectively
- To have in place performance management / appraisal processes for all staff with realistic and agreed targets for them which relates to Trust/whole school priorities/targets
- To involve, encourage and enable staff to actively manage their own professional and personal development.



- Providing a system (including performance management training and supervision) which encourages efficient and effective working practices, and actively discourages staff from working excessively long hours
- Consulting with staff on decisions relating to their employment, encouraging them to seek third party advice i.e., to confer with their professional and union representatives where appropriate
- In consultation develop agreed strategies and procedures for monitoring and evaluating work pressures and work-life balance
- Ensuring that any local conditions effecting terms of employment of staff are adhered to
- Providing opportunities, where possible, for flexible working practices\*
- Providing adequate workplace facilities for breaks and relaxation
- Considering support for childcare facilities and services where possible
- Provide an induction programme for staff appropriate to their position
- Through a Trust/School well-being team identify key work life balance issues and possible solutions for all staff
- Prioritise work life balance requirements when preparing annual budgets
- Ensuring statutory requirements are met e.g. National Agreement on Workforce Reform and Health and Safety requirements
- Consider the demand on staff when planning meetings
- Keeping school policies under review and with a view to reduce burdens on staff

### **Work-life balance**

Work-life balance is about helping staff combine work with their personal interests outside work. Workforce remodelling at a national level has become a key strategy in delivering certain aspects of a work-life balance for both teaching and support staff. Our Trust recognises that flexible working patterns are also a cornerstone of many work-life balance policies and must have a place within education establishments where they do not impact unduly on the educational operation of any of our schools. The Trust considers this policy and associated aims to be part of the 'package of benefits' whilst working for the Trust

As a Trust that is committed to work life balance, we acknowledge:

- That effective practices to promote work-life balance will benefit both staff and pupils
- That joint responsibility to discuss workable solutions and encourages partnership between staff and line managers
- That developing, monitoring and evaluating appropriate policies and practical responses that meet the specific needs of the school, have regard to fairness and consistency, value staff for their contribution to raising standards not their working pattern
- The importance of communicating Trust commitment to work life balance to its staff
- Demonstrating leadership and encouraging senior managers to lead by example

Employers have a duty to employees under common law and legal duties in the health and safety legislation, which includes the Health and Safety at Work Act 1974 and related legislation identified in the Working Time Regulations 1998. It is acknowledged the Trust has a responsibility under Section 21 of the Education Act 2002 to have due regard for the work life balance of their staff and ensure they are not required to work unreasonable hours and can achieve a reasonable work life balance.

To achieve this fundamental aim the following have been identified which encourages and develops effective work life balance strategies:

- Additional hours for classroom teachers over and above the annual 1265 must be considered to be manageable.
- For those teachers not covered by the 1265 annual limit on directed time (deputy and assistant headteachers, ASTs), overall hours should be manageable.
- Trust leaders must have regard for all staff (including themselves and other senior leaders) being able to achieve their professional duties and the time required to pursue their personal interests outside work
- Trust non-teaching staff will normally have the right to a 20-minute rest break if they are expected to work for more than six hours at a stretch. The break must be in one block, at lunchtime.
- Apprentices who need to work for more than four and a half hours have the right to a rest break of 30 minutes.

#### **\*Types of Flexible Working**

Not all types of flexible working will be appropriate for all roles within the context of a Trust/School. However, all requests must be given fair consideration. The types of flexible working include (the Trust HR provider can provide further guidance)

- flexi-working
- job Share
- home working
- annualised hours
- part-time work
- special leave arrangements
- employment break
- extended leave
- career/employment breaks
- compressed hours
- term time working
- reduced hours
- working from home