



COLLABORATIVE LEARNING TRUST

Working Together to Secure Success



STAFF WELL-BEING CHARTER

PURPOSE

We want Collaborative Learning Trust staff to enjoy the highest possible standard of well-being.

We define 'well-being' as:

The state of being comfortable, healthy and happy.

Our schools strive to create a culture of workplace well-being, so that every member of staff can thrive and our schools can recruit and retain high quality staff. Our aim is to make our schools strong and happy learning communities to deliver our Trust's vision for education and make a positive impact on our communities.

Our well-being charter aligns perfectly with the values of our Trust – the things that are important to us:

- Education for the common good of the whole community
- Education for dignity and respect
- Education for wisdom, knowledge and skills
- Education for hope and aspiration

Achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career.

THE CHARTER

Everyone has a role to play in creating and sustaining a culture of workplace well-being – it is not just school leaders who have this responsibility. All Collaborative Learning Trust staff must be committed to exhibiting professional behaviours that support the well-being of themselves and their colleagues. Individuals must take responsibility for their own well-being by finding ways of supporting or maintaining their well-being and seeking support if needed.

However, we recognise that leaders' actions (at senior, middle or governance level), are fundamental in setting the *culture* across our Trust. As well as modelling behaviour that supports staff well-being, leaders must be committed to making decisions and creating resources that support the well-being of all Collaborative Learning Trust staff.

This is why our well-being charter focuses on six core areas – it sets out our ambition for the way that leaders at all levels in our Trust will support staff well-being.



Invest in staff training and professional development:

- We will provide training, information and support to help colleagues (including leaders delivering this Charter) understand and develop their own well-being and the well-being of others so that we can all meet the ambitions set out in this Charter
- We will provide continuous professional learning opportunities to engage and motivate colleagues, and provide the knowledge and skills needed to carry out their work effectively and enjoyably.
- We will actively look for opportunities to develop, grow and retain talented staff so that they can progress through their careers
- Our investment in staff development will aim to engender a sense of belonging across the Trust to support spiritual well-being

Support flexible working and promote a healthy work life balance

- We will support all flexible working and leave of absence requests where there is no detriment to our children and young people or the quality and provision of education
- Our actions and decisions will reflect our support for a healthy work life balance

Manage workload

- We will aim to eliminate any unnecessary workload and we will consider this when introducing and reviewing policies and procedures
- We will seek out ways to better manage or reduce workload where possible, looking for opportunities whenever we introduce or review policies and procedures
- We will understand that whilst timely communication is essential, colleagues need to manage their own workload and therefore should check, respond to, or send emails at a time that is convenient to them.
- We will consider workload in all our decisions, but especially when arranging or leading meetings, making requests for data or setting out expectations for marking and feedback
- We will conduct an impact assessment on new policies and new procedures – identifying mitigating actions if necessary

Gather and respond to staff feedback

- We will regularly gather feedback on well-being, for example through performance appraisal discussions, surveys, well-being working parties or other formal and informal routes for staff feedback and suggestions
- We will support and encourage colleagues to discuss well-being matters
- We will support the introduction of a Well Being Champion in each site to gather feedback and promote well-being activities
- We will respond to staff feedback and use it to inform decision making discussions
- We will communicate with staff about the impact of their feedback
- We will regularly review working practices in the light of staff feedback, prioritising any well-being concerns

Prioritise positive school culture and relationships

- We will model positive relationships – leading by example, displaying a supportive and nurturing approach to colleagues, and expecting the same of others
- We will embody ethical leadership – our actions and decisions driven by integrity and moral purpose
- We will champion and celebrate equality, diversity, and inclusion in all of our work, taking equity action where appropriate
- We will treat all people with respect, dignity and tolerance
- We will secure a positive balance between professional trust and professional accountability
- We will recognise the benefits of working collaboratively and look for opportunities to do this
- We will encourage all colleagues to communicate with clarity, honesty and openness (but also in line with the nurturing and respectful approach outlined above) and lead by example in our own communication
- We will always act in line with the Nolan Principles of Public Life
- Our ways of working will help staff to feel recognised, valued and rewarded

Provide access to mental and physical health well-being resources and support

- We will seek out opportunities to reduce stress and anxiety in the workplace
- We will provide training and support so that staff are better able to manage points of stress
- We will support colleagues who wish to train as Mental Health First Aiders to enable access at each CLT site
- We will listen to any well-being concerns raised by team members and ensure these are responded to quickly
- We will recognise that at times colleagues may experience poor mental or physical health and we will provide, or signpost, appropriate support at that point
- We will provide access to external counselling, including counselling to support finance, housing, grief or relationship challenges

We understand that the responsibility for well-being is shared across all members of our community. Therefore we will expect all Collaborative Learning Trust staff (not just leaders) to behave in accordance with these ways of working in order to support the well-being of themselves and their colleagues.



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