SIR THOMAS BOTELER
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

DEUS SPES NOSTRA

GRAMMAR SCHOOL ROAD
LATCHFORD, WARRINGTON
WA4 1JL

01925 636414 ☎
01925 417468 🖷
INFO@BOTELER.ORG.UK ✉
WWW.BOTELER.ORG.UK @
/THOMASBOTELER f 𝕏 ⓘ

Diocese of Liverpool

THE CHURCH OF ENGLAND
Diocese of Chester

HOW WE SUPPORT STAFF WORKLOAD AND WELL-BEING

TCAT

PART OF THE CHALLENGE ACADEMY TRUST | NURTURE | CHALLENGE | ACHIEVE
THE CHALLENGE ACADEMY TRUST C/O PRIESTLEY COLLEGE, LOUSHERS LN, WARRINGTON WA4 6RD.   COMPANY#: 10689247   VAT#: 296154966

CulturalDiversity QualityStandard   The Schools Network

ENGLAND RUGBY LEAGUE   TALENT PATHWAY ACCREDITED SCHOOL

TEACHING AWARDS

DfE

Warrington Inclusion Hub Committed to Inclusion

ARTS COUNCIL ENGLAND

A CHURCH OF ENGLAND ACADEMY SERVING THE DIOCESES OF CHESTER AND LIVERPOOL • HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

COMMUNICATIONS, MEETING TIME

- Staff are encouraged to turn off notifications. Limit to when they send or check emails. Distribution lists in place
- Staff encouraged not to send emails over the weekend or in an evening where possible. SLT model best practice
- Emails sent assign status and any deadline dates to signify urgency, when necessary
- Bi weekly bulletin sent to staff to communicate key messages and events
- Staff training and meetings are all planned for in advance, so all are aware of key dates, deadlines and meeting requirements
- Meeting times have been reduced, agendas set and only staff needed to attend- no time wasting for all staff
- Meetings around planned CPD, pedagogy and school improvement priorities
- All CPD, monitoring events, and schedules shared well in advance
- HT meets with Union Reps once a term to allow teachers to feedback on polices, practice or anything else they wish to comment on

STAFF PERFORMANCE MANAGEMENT AND SUPPORT

- SMART objectives set in collaboration with staff. Timeframes, resources, sourcing of CPD all part of the PM process.
- Staff supported with Student Performance meetings for student progress and outcomes – existing data sources used from these meetings as part of the PM review
- Clear success criteria agreed for each objective
- Professional dialogues to reduce workload of the reviewer and allow staff to take ownership of their personal and professional development
- Opportunities planned for to enable staff to collaborate on activities, joint research, project work
- Reviewers managing similar numbers of staff.
- Interim reviews available for all staff
- Well-being meetings in place for staff who needs some support
- Open door policy to raise concerns or to talk to someone
- Personalised comprehensive letters from the HT around performance

FEEDBACK, MARKING, PLANNING AND DATA MANAGEMENTS

- Significantly reduced the feedback and marking policy
- Staff feedback and involvement with every review and implementation of the feedback and marking policy
- Staff encouraged to use peer and self-marking, live class feedback etc.
- SAHT analyses all data for teaching staff to support with Student Performance meetings
- Data collection is now only 3 times a year and has pre-determined dates set annually
- Assessment moderation support planned into staff meeting time to develop confidence, support and accuracy for staff
- Invested in data tracking package (SISRA) and staff training to support with assessments, consistency and ease for recording workflow
- Curriculum planning evaluated and support proformas in place for staff
- Staff file shared annually that includes key documents, proformas, policies etc.
- Planning as teams to share workload, using experienced colleagues, specialisms.
- Membership of high-quality online resources, subscriptions to support with planning and delivery of lessons
- Membership of online subscriptions to support governors and Senior Leaders
- Marking time built in to the calendar around key examination times

ADDITIONAL SUPPORT

- School website developed to include information, email facility etc.
- Future in Minds Group in place to look at Mental Health of the whole institution
- Parent Mail subscription to send letters and reminders home, alongside Twitter and Facebook
- HT rewards raffle for attendance every terms (Teaching staff, Teaching Support and Business support)
- Well-being breakfasts and treats following events or 'hot spot' periods in the calendar
- HT 'surprise' random acts of kindness where appropriate e.g.) Ice Cream Van
- HT letters, commendations and cards to any member of staff where appropriate
- HT well-being sessions for SLT
- All forms, clubs, school trips etc. managed by the school office
- Parental events constantly reviewed for impact.
- Yearly events planned and shared with all staff, so all are aware of events and possible commitments. Rotas to support events are encouraged
- Staff are encouraged to lead on extra-curricular clubs (half term) as part of directed time
- End of year reports evaluated and minimised to support with maximum impacts and ensure in line with the requirements for reporting to parents.
- Calendar production in advance for the new school year, including planning for change, staff, class movements, completed later Spring, early Summer.
- Any changes are clearly planned for and are strategic
- Evidence based research is used to support any strategic changes
- Training in place for all staff to support planned change
- Building of leadership capacity with investment in middle leaders through NPQL programmes and as part of TCAT
- Collaboration is actively encouraged as part of the school culture, vision and ethos
- Staff are actively encouraged to seek out support and also to support one another as part of the Boteler Family.
- Collaboration and network support through TCAT hubs and subject hubs
- NPQ, NQT, RQT, middle leaders and SLT programs all in place to support with staff development
- Staff well-being supported. External support in place with Occupational Health, and other external agencies
- HT leads on staff well-being.
- Transition built in to school year to support with the effective processes to maintain learning environments
- Corridor displays completed as teams
- Mentors in place for all new staff.
- Marketing team in place
- Shared finance package for the Trust (each Academy able to still manage own finances)
- Online safeguarding package
- Development of Trust wide policies (GDPR, Pay, Health and Safety, Disciplinary)
- Process of developing a more formal back office function that will provide support on finance and administrative matters and undertake the role of project lead for any capital investment projects.
- Email cut off time
- Reduced number of mock examinations resulting in reduced marking
- Charity work - whole school initiatives - inc. coffee and cake mornings and staff football matches
- Boteler's Got Talent / Christmas Video end of term events - staff involvement
- Friday fitness club with AR / Staff football
- SLT support in covering lessons to support staff at key pressure points e.g. exam build up/mock exam marking
- Small but fun - department initiatives (Secret Santa)
- Supportive culture of teamwork and support
- Staff development through training opportunities
- TCAT discount cards