

**A Community Seeking Excellence for All**  
*Excellence for every person, every day*



Robert  
May's  
School

*We are committed to delivering excellence in a sustainable way with high levels of professional accountability, high professional trust and high support.*



**We promise to:**

- ☐ Operate as one team, striving for excellence, within an open, transparent and kind environment
- ☐ Support, encourage, respect and provide all staff with an enjoyable working environment
- ☐ Be dedicated to developing, growing and retaining talented leaders
- ☐ Reduce unnecessary workload and use the EEF toolkit where appropriate to ensure that new initiatives are evidence based
- ☐ Support all staff to achieve a good work/life balance
- ☐ Recognise and celebrate positive contributions

**To achieve this:**



**High Support**

- ☐ Equal support given to staff who work outside the school day
- ☐ Staff encouraged to work collaboratively to resolve issues in a timely fashion thus reducing unnecessary stress
- ☐ There is a high level of SLT presence around the school
- ☐ Readily available access to the Safeguarding Team
- ☐ Behaviour support professionals offer support and advice in a non-judgmental way
- ☐ All line management meetings begin with a check on well-being
- ☐ All line managers able to recognise the signs of stress and support their teams on this area and all staff given the tools needed to manage their own stress
- ☐ A dedicated, experienced and highly professional HR department
- ☐ A robust induction programme



**Workload**

- ☐ Collaboration on annual whole school calendar
- ☐ Consideration of staff workload when considering new initiatives
- ☐ Recognition that there are some occasions when an individual needs to work beyond normal hours and aim to offer flexibility in return
- ☐ Teachers are not required to keep written records of their own planning
- ☐ There is only ever one after-school meeting a week and these are timetabled a year in advance
- ☐ Teaching staff are not used for cover of absent teachers wherever possible
- ☐ Use MyConcern for safeguarding matters and ClassCharts for behaviour to enable swift and prompt information sharing
- ☐ Staff consultation on any key changes and assessment and recording calendar
- ☐ A robust staff voice programme
- ☐ Calendered 'work/life balance' slots where weekly meetings are removed
- ☐ Effort to streamline systems to ensure staff are not unduly burdened



### **CPD**

- ☐ An external coach with bookable sessions open to staff. Where possible booked in PPA but cover available in exceptional circumstances
- ☐ A number of trained coaches within the school to support with time management and prioritising tasks
- ☐ All staff CPD and internal developmental opportunities
- ☐ A CPD/developmental section of the Library for staff
- ☐ National Professional Qualifications open to all teaching staff and relevant professional qualifications to all staff
- ☐ A clear and fair performance management process focusing on self reflection and self development
- ☐ An agile CPD programme which responds to need



### **Marking and Feedback**

- ☐ No narrative driven subject reports
- ☐ Comment banks for extended reviews
- ☐ Remote Parents' Evenings
- ☐ No school-wide approach. Instead, approach is at subject level, developed by subject experts, no centrally prescribed frequency of written feedback, no acknowledgement marking



### **Quality Assurance**

- ☐ Takes place at department level with a developmental focus. This does not feed into performance management
- ☐ We do not undertake 'mock-steads'



### **E-mails**

- ☐ All staff encouraged to put an out of office on over weekends/holidays, and encouraged not to send or read emails after 5.30pm where possible
- ☐ Minimise the number of 'all staff' emails by collating messages into a Staff Weekly bulletin
- ☐ Key student messages collated into daily 'Ready to Learn' Slides



### **Well-being**

- ☐ A buddy system for all staff
- ☐ A staff well-being group
- ☐ Access to a free, 24-hour, confidential Employee Helpline and a comprehensive free Employee Assistance Programme (with health and well-being support)
- ☐ Staff sports and well-being activities
- ☐ Access to computers/printers for independent working practices during the school day
- ☐ Regular 'Time to Talk' sessions