



The Friary School has collaborated with partner schools to produce a charter which sets out the organisation's commitment to achieving a balanced workload for all, as well as identifying commitment and support from colleagues.

### Using technology effectively

We will:

- review systems and processes to ensure they are time efficient and cost effective.
- provide training for staff on new/existing systems to ensure they are competent and confident in their application and use to support working practices.

You will:

- engage in training to ensure you have the skills to use technology effectively.
- Use the technology available to you to streamline working practices increasing efficiency and effectiveness.

### Control or influence over workload

We will:

- be clear about your work responsibilities and our expectations.
- provide opportunities for one to one discussion about workload and priorities.
- encourage access to approved counselling services to support colleagues.
- support you in targeting your time well, focusing on priorities.

You will:

- understand your work responsibilities and our expectations and ask if you are unclear.
- use one to one discussion to raise concerns about your workload and access support.
- be personally organised and prioritise work to keep focused on school priorities.

### Communications

We will:

- set parameters for the use of email identifying times when colleagues should not check or reply to messages (considering urgent matters such as safeguarding).
- consider who needs to know information and target communications appropriately.
- ensure meetings are required and purposeful.
- actively encourage and promote positive behaviours in all forms of communication.

You will:

- work within the parameters set for electronic communications.
- consider email recipients carefully to ensure your communications are targeted to colleagues who need to know the information.
- participate and engage in meetings providing constructive and useful contributions to best utilise the time.
- role model positive behaviours in all forms of communication to support the wellbeing of all.

### Feedback and marking

We will:

- review marking policies with a view to utilising proportionate and effective techniques such as self-marking, immediate feedback and collaborative moderation.
- ensure the format of parental reports is simple and frequency is proportionate.

You will:

- use the marking techniques specified in the policy
- approach collaborative working with an open mind, learning from colleagues to improve your skill set and practice.

This organisation recognises that having a balanced workload supports the recruitment, wellbeing and retention of our valued colleagues. This charter sets out the principles we have adopted for a balanced workload in our school. It aims to provide opportunities for you to achieve a balanced workload and for you to utilise those opportunities to maximise productivity.

### Curriculum planning

We will:

- encourage and support collaborative working to share best practice, including online availability of planning.
- choose and recommend trusted high quality resources which are easily accessible.

You will:

- be proactive and work together to share best practice and resources supporting the achievement of a balanced workload for all.
- make best use of time to plan ahead and be prepared.

### Managing change

We will:

- plan ahead, consulting with you early to create a shared understanding of the need for change and the process time changes to take account of busy periods and existing expectations where possible.
- offer support and training where required to address the impact of any change.

You will:

- ask if you do not understand why a process or practice is carried out.
- proactively engage in any change adopting a positive approach and seek to understand the benefits.
- raise concerns about any uncertainties and seek to access appropriate support if required.

### Performance management

We will:

- understand your training and development needs and discuss a personalised professional development plan with you.
- provide access to high quality training as appropriate.
- adopt a coaching approach providing informal and formal constructive feedback throughout the academic year, supporting personal and professional development.
- commit to recruit others who are aligned to our approach and deliver effective induction programmes which encourage new colleagues to work in the same way.

You will:

- take ownership of your personal and professional development using self-reflection and feedback to inform you of areas for improvement.
- engage in coaching and use feedback to improve your skills and practice.
- work in a way which supports the organisation's approach to a balanced workload and encourage your colleagues to do the same.

### Data management

We will:

- have clear and realistic data recording requirements that eliminate duplication in recording and minimise data collection points.
- provide data for interpretation by teachers which develops pedagogy.

You will:

- record data accurately and in a timely manner.
- use data to inform your teaching developing your professional skills and the skills of pupils.