

# Bloxwich Academy- Secondary



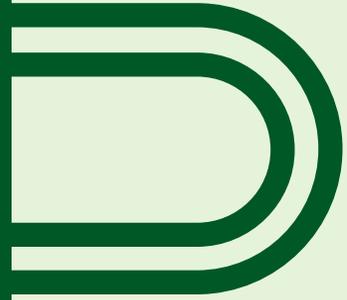
## Workload and Wellbeing

Bloxwich Academy is committed to the wellbeing of its staff and the most efficient ways of managing workload. We have comprehensive packages of support and benefits at Trust and individual school levels to ensure our staff have access to everything they need to be happy and healthy to be able to perform to their best. This overview highlights key aspects to our Workload and Wellbeing provision, showing how we look after our staff and create opportunities for their ongoing development.



**V**aluable contribution  
**A**ttempting school  
**L**ead respectful lives  
**U**nderstanding towards others  
**E**veryone is equal  
**S**elf motivated to achieve





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# TEACHING, LEARNING AND ASSESSMENT

## SHARED PLANNING

Shared resources to reduce planning and to support consistency in high quality lesson delivery

## PRE-PREPARED MID TERM PLANS

Mid term plans are produced with end points to reduce further planning and production of schemes of work

## MARKING AND FEEDBACK

A marking and feedback policy that ensures this is effective, moves learning forward and reduces teacher workload

## EFFECTIVE MANAGEMENT SYSTEMS

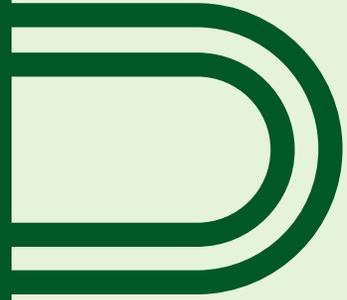
Automated digital system using Class Charts for seating plans, rewards and pupil referrals- one stop shop

## REPORTS

No written reports to parents. Reports are pre-planned and calendared to provide notice times and to support with assessment planning

## PD AND FORM

Centralised resources sent out each week to support with the delivery of form time activities and PSHE lessons.



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# CLIMATE FOR LEARNING

## CLIMATE CHECKS

Each lesson has assigned SLT and Pastoral Staff completing climate checks to ensure behaviour expectations are being met

## COMMUNICATION HOME

Class teachers do not make phone calls home- this is done by our high quality pastoral team to ensure consistency of feedback to parents/ carers

## DUTIES

Teaching staff have minimal break duties and SLT and Pastoral Staff cover all lunch duties

## REWARDS

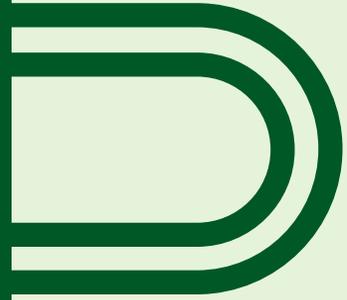
Use of Class Charts to ensure staff can reward pupils quickly, visibly and consistently to build positive learning environments

## MEET AND GREET

Staff on doors at the start of each lesson to ensure a positive start to the lesson for all pupils- shared responsibility for behaviour and learning

## PUPIL SUPPORT

Extensive and high quality Pupil Services department to ensure ALL pupils can get high quality care and support to be able to access the curriculum.



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# STAFF WELLBEING

## PLANNED EVENTS

A planned and extensive Wellbeing programme and calendar is in place to provide a holistic workload and wellbeing support package for all staff

## HEALTH SUPPORT

Free flu vaccines and staff well being checks are offered for free to all staff each year, plus free use of on-site fitness suite

## SUPPORT TEAM

A large and highly skilled support staff body is in place to support all colleagues at all levels.

## STAFF WELLBEING GROUP

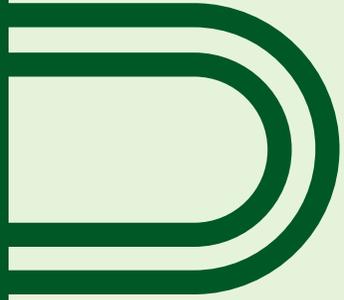
A Staff Wellbeing Group is in place who represent different areas of the staff body to ensure everyone has a representative they can talk to in person

## INITIATIVES

Staff praise programme, staff breakfasts, wellbeing events, Trust group meetings, and National Awareness days are a small sample of our termly initiatives

## DFE TOOLKIT

Full engagement with the DfE Workload Reduction Toolkit and Wellbeing Charter



# COMMUNICATION AND ETHOS

## **LINE MANAGEMENT**

Supportive and aligned line management meetings at all levels to ensure consistency of messages and clear communication

## **POSITIVE CULTURE**

Staff praise, shout outs and open door policy for Leadership all build a positive working culture that allow colleagues to discuss ideas and concerns

## **FLEXIBILITY AND BALANCE**

We recognise the importance of a family and work/ life balance and support this wherever possible

## **EMAILS**

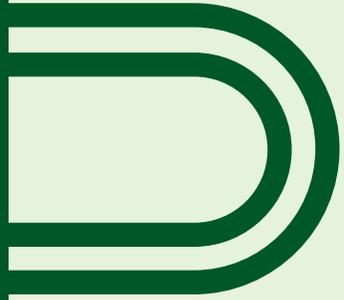
No expectation emails are answered outside of working hours, no direct emails from parents/ carers to staff and use of other information management systems to reduce the need for emails

## **STAFF WELLBEING**

Staff wellbeing is an agenda item on all line management documentation to ensure this is frequently discussed and issues highlighted to allow them to be addressed in a timely manner

## **INFORMATION SHARING**

Use of Padlet to upload all notices and information for the week- centralized place to allow ease of communication



# PROFESSIONAL DEVELOPMENT

## **CPD**

An extensive offer of high quality CPD which is research and evidenced based is in place to ensure staff have access to current good practice

## **COACHING**

Teaching & Learning team provide multiple opportunities for support and the chance to observe colleagues who are outstanding practitioners

## **ECT SUPPORT**

Comprehensive package of support is in place for all ECTs including; professional mentor, weekly meetings, CPD, ECT breakfasts and opportunities to observe colleagues

## **SUPPORTIVE CULTURE**

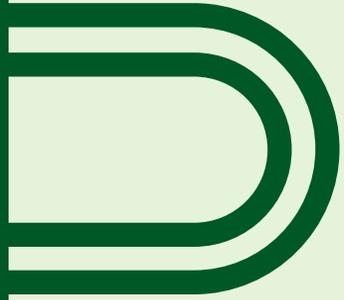
Open door policies so staff have frequent opportunities to learn from colleagues and discuss/ share ideas for best practice in the classroom

## **CO-PLANNING**

Weekly co-planning time is in place for departments so teams are able to plan, resource and discuss lessons together

## **BEST OF DAYS**

Regular opportunities where best practice is caught, shared and celebrated so staff high performance is visible



# STAFF AT EARLY CAREER STAGES

## **MEETINGS**

Weekly mentor meetings where Staff Wellbeing is a standard agenda item

## **TIMETABLE**

Consideration of career stage when timetables are devised

## **ECT BREAKFASTS**

Weekly breakfast meeting (food provided) to discuss current whole school focus and share best practice to support with high quality lesson delivery

## **MENTORING**

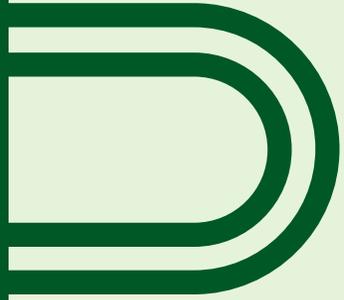
Each ECT is assigned a high quality subject mentor to ensure continued professional development and to allow ECTs to grow towards their next steps

## **DEPARTMENT RESOURCES**

All departments already have mid term plans, resources and example lesson plans created and uploaded to shared area to reduce planning time and support with lesson delivery

## **CULTURE**

Whole school culture of open door policy, including leadership to be able to discuss concerns in a timely manner



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# BLOXWICH ACADEMY AND TRUST VALUES

## **BLOXWICH VALUES**

Valuable Contribution, A Telling School, Lead Respectful Lives, Understanding Towards Others, Everyone is Equal, Self-Motivated to Achieve- sit at the heart of everything we do

## **ENRICHING OPPORTUNITIES**

All staff work towards providing enriching opportunities for pupils through an extensive and wide ranging extra-curricular programme

## **KNOWLEDGE AND SKILLS**

Through our high quality and well planned curriculum, we build knowledge and skills for pupils to allow them to thrive beyond our walls

## **PSHE PROGRAMME**

Through our well planned PSHE programme, we help pupils to make informed and educated choices to be able to make a contribution to modern society

## **CARE**

We believe every interaction is an intervention with a pupil, so we treat them with dignity, respect and care to provide the very best pastoral and educational provision

## **MATRIX ACADEMY TRUST**

Education without exception- the core value we all live by to provide the best educational experience for our pupils



# MATRIX TRUST BENEFITS

## **PEOPLE STRATEGY**

A comprehensive People Strategy with 4 pillars at the heart of how we work with all staff; attract and retain, develop, empower, thrive

## **HEALTH SUPPORT**

Mental health support and a wide range of health care services for all Trust employees as well as other schemes such as Cycle to Work.

## **SCHOOL IMPROVEMENT TEAM**

Specialist and experienced support from a dedicated School Improvement Team who work alongside colleagues to keep driving schools forward

## **TRUST WIDE EVENTS**

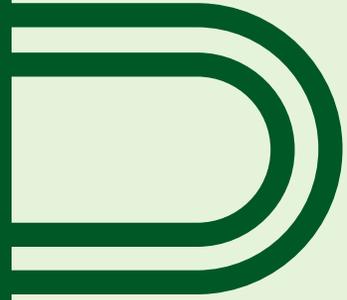
An annual Matrix Trust Day and an annual Trust wide charity challenge are just a small sample of events and initiatives open to all Matrix Trust staff

## **PENSION SCHEME**

All staff have access to a Work Place pension scheme as well as access to advice and support for pensions and retirement planning

## **INVESTMENT**

Ongoing significant investment in all Matrix Trust sites to provide the very best facilities for staff and pupils



# NEW STAFF INDUCTION

## **INDUCTION PROGRAMME**

A full staff induction day with the opportunity to meet senior leaders, faculty staff and relevant support teams

## **WELCOME PACK**

A new staff welcome pack provided to all with necessary and key information to allow the best possible start to your employment with the Trust

## **CPD**

A full day's programme of CPD on the first day in September covering all statutory information as well as department time to meet the team

## **LINE MANAGEMENT**

A line management structure in place to ensure staff have the opportunity to discuss performance and progress and check in on wellbeing

## **STAFF SUPPORT**

On site support teams in place to assist with aspects such as IT, finance and Management Information Systems from your first day in post

## **TALENT DEVELOPMENT**

A clear commitment through the People Strategy to develop all staff to be the best they can be and provide pathways for progression