St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Staff Wellbeing Policy

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 15th JULY 2026

Signed:

Name: PETER TRAGOULIAS

Position: Chair of Finance Audit & Risk Committee

Date of next review: July 2027

Our Mission Statement
'The aim of St. Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

The term 'parents' in this policy also refers to carers.

This document sets out our policy in encouraging and enabling all staff to maintain a healthy balance between their work and other interests and responsibilities in their life.

Rationale

- A good work- life balance is central to staff effectiveness and satisfaction, and pupil learning.
- Work-life balance is about helping staff combine work with their personal interests and commitments.
- The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.

Work-life Balance

1. Workforce remodelling has become a key strategy in delivering certain aspects of a work-life balance for staff. Work-life balance includes better communication within the workplace, clearer job role, and workplace support.

2. An important element within the wider remodelling agenda is the statutory responsibility Directors have with regard to the work-life balance of the Headteacher. The Headteacher in turn, will have regard to the work life balance of other staff.

3. The Directors of St Cyprian's Greek Orthodox Primary Academy have the responsibility for the well being of all staff. Everyone must take responsibility for their own work-life balance, and be aware of the example they are setting for others.

4. In order for all staff to be at their most effective they need to have a healthy work-life balance:
   - to attract and retain the calibre of staff needed for a 21st century education system;
   - to continue to improve the school's effectiveness by actively reducing staff absenteeism and turnover;
   - to develop a more motivated work workforce, with high morale, even more able to deliver a better education for our children;

- to improve team work, staff development and cooperation by effectively distributing leadership and creating new leaders;
- to recognise that excessive hours of work do not equal commitment but might reduce staff effectiveness;
- to recognise that improving workplace communication has a positive outcome for the whole school workforce

Thus, the staff and the senior leadership including the headteacher are allowed to have up to three (3) days off their work during the academic year to attend their wellbeing. Wellbeing days are subject to management approval.

Purpose of the policy

- to benefit our Academy and its staff in order to raise standards
- to acknowledge that both our staff and our Academy have different sometimes conflicting needs
- to acknowledge the needs for Academy leadership (including the Governing Body), unions and staff representatives, and staff to discuss workable work-life balance solutions
- to encourage a partnership approach to meeting the needs of both the Academy and the staff
- to operate in a fair and consistent manner
- to value staff for their contribution to the Academy
- to carefully plan and agree work-life balance solutions including flexible working practices where possible
- to take into account the equality implications of any policies introduced to communicate work-life balance practices to all staff in our Academy. Developments and changes should also be communicated on a regular basis to include a monitoring, evaluation and review mechanism, linked to performance management and the School Development Plan, for work-life balance initiatives and strategies
- to provide value for money

Guidelines

All staff within the Academy, including the Headteacher, will be supported in attaining a balanced life style where they can achieve their best at work and manage other areas of their life effectively.

Our strategies to support a balanced lifestyle include:

1. clear identification of duties and responsibly relating to individual staff roles, reviewed annually through performance management interviews, to aid them in the delivery of their work and managing the expectations of the job
2. regular review and annual staff meetings of how effectively the Academy is taking into account the work-life balance of all staff
3. continually monitoring and reviewing the effectiveness of existing and new practices to make systems meet the requirements of the Academy and staff
4. working with staff to agree and provide appropriate training to enable them to do their

jobs competently and effectively within normal working hours

5. involving staff in agreeing and setting realistic work related targets for the staff and the Academy
6. providing a system for encouraging efficient and effective working practices, and discouraging staff from working excessively long hours
7. involving, encouraging and enabling staff to manage their own careers and personal development
8. consulting with staff in decisions relating to their employment, encouraging them to seek third party advice where appropriate
9. when faced with an emergency outside of work considering compassionate leave in line with Academy policies
10. providing opportunities where possible for flexible working practices
11. providing suitable workplace facilitates for breaks and relaxation (as is reasonable and practicable)
12. to provide suitable equipment (such as personal laptops for teachers) to enable them to work efficiently as budget constraints allow
13. to increase teacher administration support as much as possible within the constraints of the budget
14. communicating with parents and the wider community the benefits of our work.

Monitoring and Evaluation

The Academy Trust may request that staff development and workforce remodelling become a standard item for discussion in the Headteacher's report each term. The staff will be asked to regularly monitor their own work-life balance and to report any concerns to the Headteacher.

- **Feedback from exit interviews**
  It is also good practice for schools and trusts to conduct exit interviews with members of staff who leave so that they can provide feedback about their experiences of the workplace and reasons for leaving. Exit interviews are carried out on the same principle as staff surveys; the reported feedback should be used by the board to inform policies and decisions that improve the culture and working environment for staff.

The Academy Trust have a responsibility to ensure that the Headteacher manages an acceptable work-life balance. This includes providing administrative and leadership support and leadership and management time for the Headteacher. The Directors will regularly review their own practices and will give consideration to staff workload. The Headteacher has a duty to monitor his or her own work-life balance, modelling good practice, and reporting concerns to the Governing Body.