



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

FAIR WORKLOAD CHARTER

Highdown School and Sixth Form Centre wishes to recruit and retain staff by:

- (a) ensuring they have a fair and reasonable workload
- (b) providing high quality training and professional learning opportunities that meet the needs of individual members of staff

Staff working at Highdown School and Sixth Form Centre can expect:

(a) a **fair and reasonable workload** which will be ensured by:

- adopting a *lean lesson planning* approach through the use of the official Highdown lesson planning tool or by staff teaching directly from schemes of learning
- high quality schemes of learning that are produced and shared by curriculum teams
- the feedback policy which clarifies what will be marked, how feedback can be provided proportionately, and ensuring it has an impact on learning
- calendared information collection and reports, with additional information requested only where it will have a direct impact on progress, behaviour or safeguarding and child protection
- a sharp and focused reporting system
- policies and processes that will be reviewed regularly and refined, considering the impact on workload and impact on learning and progress
- teachers working no more than two hours on top of directed time each day (and three hours for those with leadership responsibilities)
- support staff delivering key responsibilities within contracted time
- senior leaders and governors exercising their duty of care to employees with regard to workload

(b) **high quality training and professional learning opportunities** that meet the needs of individual members of staff by:

- ensuring staff are well trained and appropriately qualified
- enabling staff to access Professional Learning programmes linked to different stages of career progression and interests
- supporting practice and pedagogical development through accessing Coaching for Excellence programmes
- providing leadership development opportunities for staff at all stages in their careers
- affording opportunities for growth and development through internal promotions and opportunities
- promoting collaboration through PiXL membership and local subject/institution networks
- mentoring of ITT and NQT colleagues
- supporting staff other than teachers, including learning support assistant, in progressing to qualified teacher status where they choose to do so

This charter was drawn up by the Leadership Team and agreed by representatives of NUT and ATL professional organisations and Governing Body.

Based on an approach taken by Nottingham Education Improvement Board. [November 2016]

If colleagues feel this charter is not being implemented fairly, they should discuss concerns with their line manager.

