

—Lady Manners School—

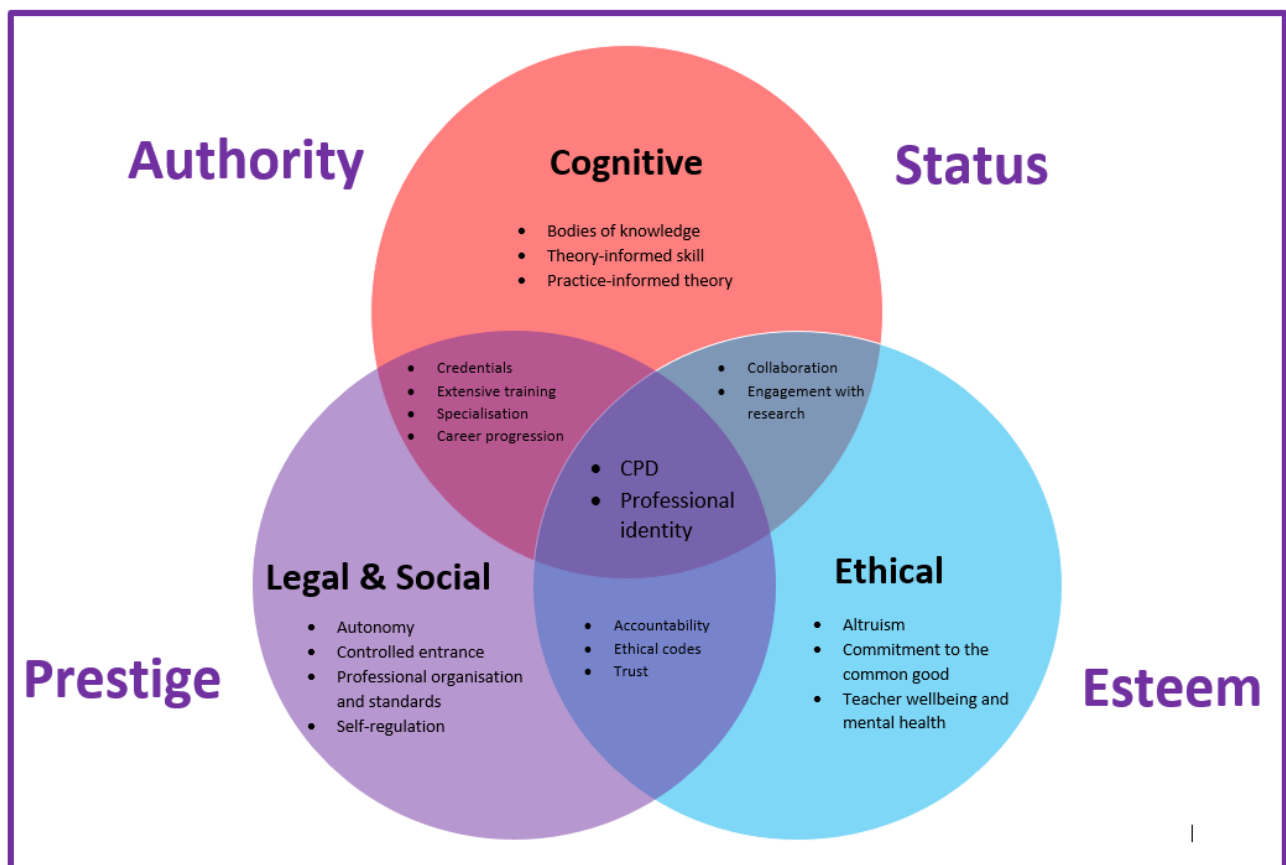
People Strategy



CPD and Professional Identity

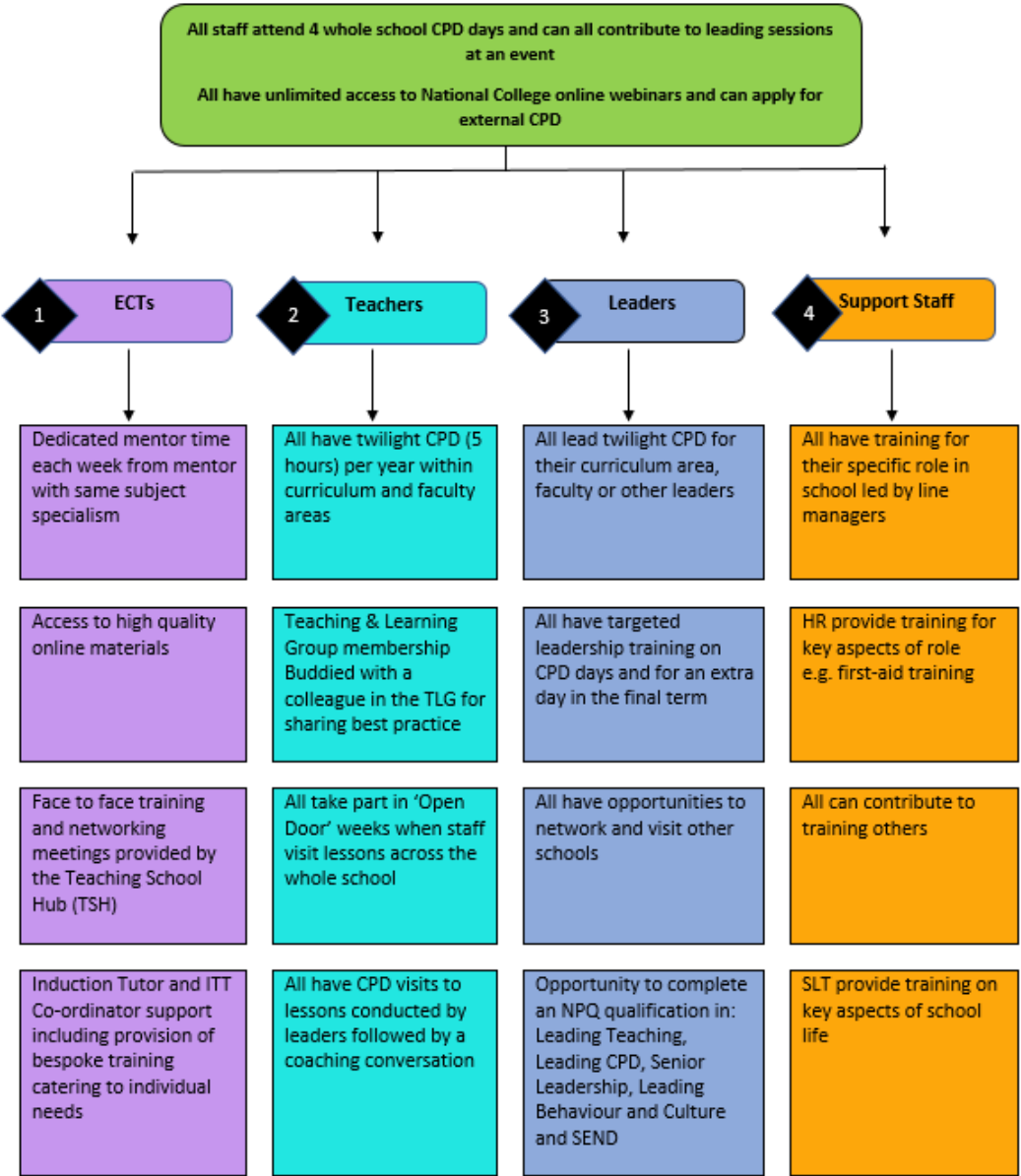
We have an outstanding CPD programme at Lady Manners School. This comes from treating each person as an individual, offering training that is appropriate to their needs and professional aspirations.

The model defining professionalism drawn up by the Chartered College of Teaching is consistent with our ethos as it puts CPD and professional identity at the heart of everything



At Lady Manners School we believe that high quality CPD is the key to all staff feeling positive about their role in our community and is vital in our aim to recruit and retain high calibre personnel. Therefore, we work hard to provide an outstanding CPD offer at all levels. The broad offer is shown in the diagram below. Opportunities for each person to access and tailor CPD to their individual needs and career pathway are available and encouraged.

CPD Opportunities at Lady Manners School



Staff Wellbeing

The wellbeing of all our staff is of paramount importance to us and we strive to support our staff to achieve a healthy work-life balance. We have developed a workload charter for teachers and support staff that recognises the importance of staff wellbeing and aims to keep workload at a manageable level. Our charter is reviewed annually.

Lady Manners School Workload Charter

1. At Lady Manners School we aim to give staff more than the recommended 10% **PPA time**
2. Teaching staff are given one '**protected**' lesson per week in which they cannot be called upon to **cover** a lesson (unless in exceptional circumstances)
3. **Data is inputted** by staff using a single point of entry
4. Staff are not expected to respond to work communication (such as **emails**) outside of their normal working hours
5. Most parent consultation evenings are operated **online**. A face to face model may be used for some examination groups
6. Staff are not obliged to respond to parents/carers via the **ClassCharts** messaging system. Students will follow clear guidelines when using ClassCharts to communicate with teaching staff
7. All whole-school **evening events** finish by 8pm at the latest
8. All staff are given **high quality professional development** to support their roles and are encouraged to work **collaboratively** with other colleagues regarding workload
9. During September **training days**, staff are allocated at least one hour to organise their work and prepare for the term ahead
10. **Live marking** is considered a valuable and key feature of the school's marking and feedback policy
11. The **school calendar** is reviewed each year by staff at all levels and takes account of workload pressure points for teaching and non-teaching staff
12. **External invigilators** are used to support examinations where possible
13. **Appropriate notice** is given ahead of any significant change which impacts the school calendar and/or the learning of students (at least two weeks' notice)
14. Any changes to the school are clearly **linked to improvement priorities**, and have a clear, logical implementation plan
15. Staff have **up-to-date and accurate** job descriptions that reflect their workload and working patterns

The 'Little Extras'

At Lady Manners School we want everyone to feel valued and part of the community. We survey our staff every year to find out how we can improve.

Our staff say:

"I am very happy here and feel lucky to work in such a wonderful school with such brilliant students and staff"

"I feel that the school is working hard to achieve a good work-life balance for staff. I am pleased with the live marking, admin supporting trips, pastoral staff, well-being group"

We have a wellbeing leader who organises events and keeps wellbeing at the forefront of our minds. There is a noticeboard in the staffroom with ideas and useful websites including a 'staff in the spotlight' feature which provides another way we can get to know each other and provide words of encouragement. We subscribe to Health Assured, the UK's largest employment assistance programme, who provide everything from home life support and work life assistance to wellbeing resources and videos. There is a free 24/7 counselling, legal and information line and access to the Wisdom App

health assured



In our sports block there is a small gym that staff can use after work free of charge and the views from your classroom and office space of the surrounding Peak District are second to none!

