

Supporting support staff to manage their workload

Here are some of the things we do in order to help our support staff manage their workload and support their wellbeing.

- One staff meeting per term is dedicated to well-being, which all staff are invited to attend. This can involve hearing from an external speaker or self-reflection exercises.
- There is a daily morning briefing to meet and greet staff and communicate key events for the day
- Support staff are provided with dedicated time to complete necessary jobs and admin tasks by their class teachers
- Teaching assistants receive fortnightly professional development training in TA meetings
- Admin and site staff meet weekly with a member from SLT
- Monthly support staff meetings are provided to update on dates, events and key points
- All eligible support staff have a lunch break (minimum 30 minutes)
- Meetings are punctual, have a specific objective and are fit for purpose.
- The highly detailed termly calendar with all events mapped on to it, is available for staff many weeks in advance to help them plan their time efficiently
- All planning is emailed by teachers prior to the week ahead
- The formats we use to report to parents on pupil progress have been refined and refined so that they are fit for purpose and not onerous for staff to complete.
- All staff have access to absence protection wellbeing and health consultations
- All staff have access to the Hayes Education training platform for CPD and wellbeing advice
- New staff or those new to role are allocated a mentor
- SLT oversee key duties at lunchtime (line duty, club) and address any behaviour issues so that children return to class ready to learn
- Tea, coffee, snacks and cakes are provided for free by the school
- Staff socials once per term!