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|  | **Objective** | **Action** | **Success Criteria** | **When** | **Resources: Staffing, Time, Money, CPD** | **Monitoring** | **Evaluation & Further Action** |
| 1. | Review current format for annual report to parents | Investigate statutory requirement + consultation with parents about any proposed changes | Any changes, if approved, are fully justified, and communicated to all stakeholders before implementation | Summer term | 1. Time made available for discussions with teaching staff, parents, and students | Leadership Team & Staff Wellbeing Committee | Recommendations shared with Governors TLC Committee. |
| 2. | Reduce time spent by teachers on planning and preparing lessons | Each department to review their scheme of work (SOW) and share and store resources & learning activities | Departments that currently do not routinely share planning and preparation report an improvement | Collaborative work to begin in summer term and continue over next year | 1. Department time, Planning, preparation, and assessment time and gained time in the second half of the summer term | Leadership team to include check on SOW and planning and preparation within meeting schedule with Head of Departments (HOD); Staff Wellbeing Committee | Progress shared with Governors’ TLS Committee + staff workload survey January to assess impact |
| 3. | Provide training on staff wellbeing and specifically on how to maintain a reasonable work-life balance or on how to manage a large workload | Provide training to provide advice which helps  leadership team, line managers and individuals to review current practice and make reasonable adjustments to working practices | Greater clarity and more guidance given about what is expected and required regarding work-life balance | Training provided by beginning of new academic year for all staff | 1. Funding for training | Leadership team & Staff Wellbeing Committee | Annual wellbeing report to Governors |
| 4. | Improve equality of opportunity for staff seeking promotion | Develop strategies to encourage underrepresented staff into management & leadership roles by: implementing specific advice for all stakeholders for reference-writing; use of secondments | Staff feedback is positive about the impact of the strategy; evidence that more women are applying for management & leadership posts and are successful | Easter | 1. Continuing professional development (CPD) and time for research | Leadership team & Staff Wellbeing Committee | Progress shared with Governors |
| 5. | Review and amend, where necessary, support staff appraisal policy and procedures so that all support staff receive annual appraisal and have access to appropriate CPD | Create working party to make recommended changes for implementation from September | All support staff have an annual appraisal | Summer term | 1. Training for line managers, where required | Leadership team & Staff Wellbeing Committee | Progress shared with Governors |