



STAFF WELLBEING CHARTER

2025 / 2026

wellbeing(n):
A state of complete physical and mental health that is characterised by high-quality social relationships.¹

STAFF WELLBEING CHARTER

Enhance Academy Trust is committed to being an employer of choice. A central part of this is ensuring that we put managing employee workload and wellbeing at the heart of all that we do.

We value each member of our Trust family and commit to supporting the health and wellbeing of everyone involved in our schools. We want to attract and retain staff who enjoy working in our schools and who are fulfilled and developed, with our organisation operating in an environment of high professional trust, with our Church of England ethos, integrity and professionalism underpinning our approach to accountability.

By implementing the principles highlighted within this charter, we are investing in and supporting our staff, as well as the pupils that we serve.

We want our staff to be inspired, to feel respected and to flourish within our Trust. Our values of encouragement, help and nurture are at the heart of how we seek to work with and support each-other.

OVERARCHING PRINCIPLES

- Our default is to trust our staff to be professionals, to live by our values and to do their very best for our pupils.
- We invest in our staff. We see continuous professional development as a benefit and an investment in our staff.
- We give as much flexibility as we can to enable our staff to carry out their roles, whilst also ensuring we are all able to make time for ourselves, our friends, and our families.
- We will keep in mind the impact on the workload and wellbeing of colleagues in the way we carry out our own roles.

BEHAVIOUR

We place respectful relationships at the heart of our approach to behaviour in the workplace, including how we treat each-other. This is exemplified in The Enhance Way.

Senior Leaders are visible throughout the day and support colleagues with the application of our behaviour policies. Senior Leaders also support with whole-school duties, such as at lunchtimes and being on the gate at the start and end of the school day. Visibility is key.

The Trust has a clear policy regarding behaviour by parents that supports staff in the event of them feeling bullied or harassed. We will support schools to implement this policy when required.

We have a strong and experienced HR team, who can provide support, advice and guidance for all staff, including the signposting of occupational health and counselling support if this is required.

ASSESSMENT AND REPORTING TO PARENTS

We are committed to ensuring that our marking and feedback strategies address workload and are impactful on pupil progress. Our central philosophy is that that feedback should be meaningful, manageable and motivating.

There is no expectation for teachers to write detailed feedback “for the sake of it” in pupils’ books. Written feedback should only be written to extend learning and then should be short and to the point and subject appropriate. Marking is for one audience – the pupils. Teachers are not expected to provide written feedback for parents and/or external agencies such as Ofsted.

We do no more parents evenings than are necessary for effective engagement with parents. All parents evenings form part of directed time.

We keep pupils’ written reports light-touch. We aim to balance giving the necessary information parents need about their child’s welfare and progress, with the workload of our staff.

Staff should only be expected to collect and enter data that is in line with the Trust Assessment Calendar and will be used to positively impact on the teaching, learning and wellbeing of pupils. INSIGHT supports analysis of data to support teaching and learning.

STAFF DEVELOPMENT

Continued Professional Development (CPD) is tailored to meet the needs of staff and is seen by everyone as an investment in ourselves, as well as in our school and Trust.

Staff meetings will be held between 8.00am and 5.00pm, unless absolutely unavoidable. We will seek to avoid having too many meetings during the same week. Meetings will usually last for one hour, unless absolutely unavoidable. If there is no good reason for a scheduled meeting, then it will be cancelled.

Our approach to appraisal will be focused on development, reflection and celebration. We wish to support all staff to progress within their respective pay-scales in line with our pay policies. We expect all staff to do so when this is due, unless there are performance concerns, which will be addressed through professional support.

We develop leadership positions at all levels. If a colleague is ready for leadership, they should have exposure to leadership opportunities. This will be supported by senior leadership.

Each school will set its calendar for the year ahead (parents evenings, plays, visits, CPD, twilights, open days, cross-Trust events, INSETs etc.) so that staff can plan ahead. Where applicable, these will be coordinated with other schools in the Trust and with the Central Team.

Our Quality Assurance visits are a developmental and supportive processes, and are a natural part of the school improvement cycle. The expectation is that they will not require additional work and will provide professional support to our leaders and staff.

COMMUNICATIONS AND SUPPORT

There is no expectation of answering emails or other communications (such as text messages) outside of working hours, unless providing dedicated mailbox monitoring for safeguarding.

We will be respectful in how we email colleagues and considerate if sending emails at evenings and weekends. We will be clear that we do not expect a response when emailing outside of working hours and at times that work for us.

We will keep as many messages as possible to scheduled regular staff communications, rather than send lots of emails. We will also seek to only copy in those who need to see it.

The Trust has a confidential Employee Assistance Programme (SAS) for staff to access 24 hours per day that offers advice and support to anyone who needs it. Details for this are signposted in all staff areas and on the Trust’s website.

We survey staff annually to get their opinions on how to improve and will provide feedback on the outcomes.

Each school has at least one Mental Health First Aider, who can offer non-judgemental help and signpost staff to services such as counselling/occupation help/financial advice provided by our Employee Assistance Programme Provider (SAS). The details of Mental Health First Aiders will be clearly signposted in all schools.

Line Managers will meet their staff regularly at agreed times, make this a priority and have an open-door culture. No concern is ever too small.

We are generous with verbal and written recognition and praise. We want all staff to feel a sense of belonging and to feel valued as part of a supportive network of colleagues. We formally recognise staff at the end of each half term who have displayed our values.

All employees who have a permanent or one-year or more fixed term contract of employment with the Trust have the opportunity to take a Wellbeing Day as paid leave of absence. We encourage teachers to take their PPA time at home, unless this is unavoidable. We encourage Headteachers to take dedicated leadership time whenever they feel this would be beneficial.

The Trust recognises that many staff may seek to attend their own children's sports days and/or nativities. In the first instance, employees should make informal arrangements with their Headteacher or Line Manager to rearrange their PPA (teachers) or work the time lost before or after school (Support Staff) in order for them to attend these events. If employees are unable to make such informal arrangements, they can submit a request to use their Wellbeing Day for these reasons and the school will use their best endeavour to support if operationally feasible.

ACTIONS TO SUPPORT NEW STAFF

All staff will be provided with a thorough induction both to the Trust and the school, which will be overseen by their Line Manager.

All new staff will have access to their school's staff induction handbook. This will include all important policies, or their location, and will include our wellbeing charter and details of the Employee Assistance Programme (SAS) and the Trust Mental Health First Aid team.

All staff will be made to feel welcome and given as much support as required including access to their line manager for any concerns or questions that they may have.

All new staff have a 3-month and 6-month review with their Line Manager during their probation phase. Additional reviews may be scheduled by request should they be required.

This charter will be reviewed annually.

The next review date is **September 2026**.