



RAINHILL HIGH SCHOOL

STAFF CHARTER



LFC ACADEMY
EDUCATION
CENTRE
LFC WOMEN





Staff Charter 2020/21

The Staff Charter was originally written in 2017/18. The document has been updated by the same working party staff for 2020/21. The Charter will continue to be reviewed and renewed annually and has the full support of Senior Leaders, Governors and Trustees.

A. Key Principles

All staff, support staff and teachers are recognised and respected as the greatest asset of Rainhill High School.

- We all work together as a team.
- We are family friendly.
- We respect one another.
- We listen, we care and help if anyone is struggling.
- We work together to reduce workload and keep this under constant review.
- We aim to provide a culture and workplace that energises and enthuses staff in our classroom.
- We seek to ensure that all staff have a work life balance.
- We aim for a culture that allows staff to thrive professionally and enjoy their time in the job.

B. Specific Strategies

We all work together as a team to reduce workload, share best practice and minimise duplication which includes:

1. **Lesson planning and preparation** is a priority.
2. **Feedback and marking** is to inform progress and must be useful for students.
3. **CPD** - We provide staff with the highest quality CPD possible to support their classroom practice and keep up to date. We also encourage staff to see best practice around school, join in, review and engage in conversations wherever possible about teaching and learning.
4. Any **quality assurance** activities are developmental and used to improve practice in our classrooms.
5. **Data** (all types) is to be produced via one system to be used by many for different purposes.
6. **Realistic deadlines** for the completion of any work – 48 hours is the aim.
7. **Meetings**
 - a. The **school calendar** distributes meetings and evening commitments evenly and should be followed by all staff. This is published at the start of the year to all staff.
 - b. Are to have a clear purpose and be focussed on improving outcomes for students. Wherever possible, information should be distributed ahead of the meeting to ensure efficiency of time.
 - c. Parents Meetings are to finish at 7pm. If you do not teach a class in that year group you do not need to attend.
8. **Communication**
 - a. The **Staff Bulletin** is a central 'go to' document and is the main source of key information for all staff.
 - b. The **Parents Newsletter** is a weekly publication and should be used for getting information to parents to avoid excessive work for individual teachers and the office staff.
 - c. We discourage staff from accessing emails on phones and respect their right to time away from work in evenings and weekends. Whole staff emails should be kept to a minimum.
 - d. We use central systems to book work with support staff and respect their roles in supporting teachers.
9. **Staff Welfare** is important to us and we have five mental health first aiders trained to support staff.
10. A number of **non-teaching roles** including Year Support Managers and Safeguarding Officers exist to ensure that support is always available to students and parents throughout the day when they need it.
11. Duties are done once a week at break time and will have a PPA either before or after it to ensure staff get a break. We want staff to do lunchtime duties to support the culture and ethos of the school but pay staff for doing them.

2020 Staff working group members: Carmel Grace, Claire Dickman, Claire Haselden, Jo Parkinson, Josie Thorogood, Kelly Cook, Loraine Potter, Pam King, Peter Capewell, Rachel Evans.