

People-Focused Workload Charter

Introduction

At Pennine Academies Yorkshire (PAY), we strongly believe that our staff are our most valuable asset, and their wellbeing is crucial to our success. A key factor in ensuring staff satisfaction is to ensure a supportive work environment that promotes a healthy work-life balance.

This charter reflects our commitment to creating a supportive, balanced, and rewarding work environment for all staff members across our Trust. By prioritising wellbeing and managing workload effectively, we aim to empower our staff to thrive both personally and professionally.

Workload Management

- Balanced Workload
- Proactive Workload Management: Workload is regularly reviewed to ensure it is manageable and aligned with the Trust's strategic priorities. Adjustments are made where necessary to prevent overburdening staff.
- Efficient Use of Time: Meetings and duties are organised efficiently, respecting staff time and ensuring that PPA (Planning, Preparation, and Assessment) time is distributed fairly and effectively.
- Streamlined Processes: Data collection and assessment processes are streamlined to reduce unnecessary administrative burdens on staff.
- Staff are encouraged to manage their workload effectively, with support from line managers to ensure fairness and prevent burnout.
- The Trust promotes a rational approach to emails, data collection, and meetings to reduce unnecessary workload and stress.

Collaborative Culture

- Shared Best Practices: We promote collaboration across the Trust, encouraging schools to share resources and strategies to reduce duplication of effort and workload.
- Supportive Line Management: Regular line management meetings focus on discussing workload concerns, identifying solutions, and ensuring fairness in task delegation across teams.

Workload Monitoring and Feedback

- Regular Staff Surveys: We conduct regular surveys to gather feedback on workload and wellbeing, using the insights to make informed improvements to our practices.
- Workload Continued Professional Development: Training sessions focused on managing workload effectively are available, providing staff with tools and strategies to work more efficiently.