

This document aligns with SECAT's Strategic Plan and the 4 pillars central to our vision: curriculum, community, growth, wellbeing.

WHY SECAT?



We want our staff who work for us to look forward to coming to work, to have their value recognised so that they want to stay with SECAT. As a result we will:

- Provide (refreshments/discounted health care, vouchers for stores) wellbeing support
- Map out pathways for staff to progress along and to have a say in what that looks like
- Give opportunities for Trust-wide experience
- Reward you with SECAT's recognition of service at an annual Trust wide Awards Ceremony

CULTURE



Openness, Support and Responsibility are fundamental to this charter. If we follow and live these, our working environment and workload will be a priority for all staff. We expect:

- Staff to be *Open* with line managers when they are struggling or make suggestions about what would make their work life easier
- All staff to look out for their colleagues and *Support* each other when times are busy
- Leaders to be *Responsible* and listen to staff's concerns, acting and speaking out when they feel staff workload is unreasonable

WELLBEING GROUP



Your school staff representatives on the wellbeing group are:

- Volunteers who are there to support you
- Listed on the staffroom/work base wall
- There to gather and share your views to ensure the success of the Charter
- Responsible for reporting back to you findings and suggestions from the wellbeing group meetings
- Responsible for sharing the group's findings with their line manager

RELATIONSHIPS



SECAT recognises that working relationships can cause stress as can relationships in people's private lives. All leaders are encouraged to run a buddy system so that all staff have someone (other than their line manager or Head) to talk to in difficult times. Staff also have access to Employee Assist for counselling should they wish it.

As recognised in our recent staff survey, we must all continue to support each other well. Where staff have concerns or are worried they should take these to their line manager and discuss next steps. Letting things go causes more stress.

COMMUNICATION



There is no expectation that staff read or answer emails outside working hours. The **Trust's Email Charter** says that emails that need a response should be responded to within 24 hours. Emails should be clear if a response is needed. Clear timelines for responding to actions should be in place and shared in advance. We want all staff to achieve a good work life balance and to this end we strongly advise staff not to have school email apps on their phones or tablets. All managers are required to present dates including PPA, events and meetings well in advance to staff through the staff briefings and online diary and/or calendar. All planned meetings will have clear agenda, expectations and notes shared to ensure effective communication.

STAFF WELLBEING



The Trust is committed to providing a working environment and management practices that promote good health and wellbeing of all its employees.

The Board of Trustees' 'duty of care' towards employees, legislation and case law, require them to manage and safeguard the physical and psychological well-being of the Trust's employees.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

Working for SECAT brings other benefits:

- Yearly wellbeing survey and ensuing actions
- Free refreshments in work time
- Access to Healthcare Scheme
- Employee Assist support programme
- Generous Teachers' Pension and Local Government Pensions, if eligible
- Free yearly eye sight tests
- Cycle to work scheme

INFORMATION



Information collection and reporting has been decided in conjunction with the Executive Team and will be consistently applied across the Trust.

Reports for our work will be in a standard format to ensure consistency and ease of use. Information should feed from one source to another where appropriate to lighten workload and will be requested in a timely manner with clear deadlines in advance. Inspection and Review will require **no additional documentation specifically for those purposes.**

DATES AND EVENTS



A new calendar has been produced to ensure that Trust dates are visible for all, and schools dates are aligned. This is available via the one drive. Where events clash and workload is impacted then staff should discuss this with leaders. The commitment to approximately 30 hours CPD, in a variety of forms, for all staff is planned in advance and where appropriate, reflects the STPCs.

PREVIOUS WELLBEING EVENTS INCLUDED:



Everyone acknowledges teaching is hard!

