

September 23: The Cowplain School Workload Charter: Acknowledgement of the expertise and commitment of our staff and the establishment of a culture of mutual respect between all

(Italics represent a specific reference to non-teaching support staff)

Workload: We support the principle of directed /*contracted* time and where a colleague is not required to attend a particular directed event they should not be given directed work. *We recognise that our support staff work outside normal parameters to meet the needs of our students. We also recognise that support staff work over time and encourage them to review their job descriptions regularly to ensure they reflect the work required accurately*

Data Collection: Staff are expected to collect performance data twice a year for each year group to allow monitoring of progress. Only data which requires professional judgement is entered.

Working Practices: Before new initiatives are introduced they have to be based on evidence that student outcomes are likely to improve and the workload impact is minimised. A consideration of what we could stop to make space for something new has to be made.

Behaviour Management: Staff are supported by SLT and MLT so that a minimal time of the working day is allocated to behaviour management. The simplicity of the support system allows all staff to focus on teaching and learning.

Marking and Feedback: Staff are not expected to “acknowledge mark” by writing in exercise books but are only expected to assess the learning of students, to identify common misconception which are reflected upon using marking grids, therefore marking fewer pieces but with greater impact.

Monitoring Processes: Staff are not expected to provide any lesson plans, or anything else exceeding normal working procedures, e.g. during SOFs or Curriculum Reviews.

Meetings: Only take place during directed time on Thursday and *normal working hours*. There may be times with mutual agreement where meetings may take place outside normal working hours or on other days