

## **Staff Well-Being Policy**

This policy has been devised by Scoil Aonghusa to give guidelines to teachers and SNAs in supports available to staff both formally and informally to promote staff well-being.

### **Aim of Policy**

Scoil Aonghusa Staff Well-Being Policy was developed to support the well-being of all staff within the school.

The aim of this policy is to:

- Ensure that staff are supported and encouraged to develop both personally and professionally
- Outline policies, procedures, practices, and school culture which serve to promote the well-being of all staff members
- Promote positive relations amongst staff members
- Predict and plan to reduce potential causes of stress and put procedures in place to support staff during stressful periods

### **SECTION 1: Roles & Expectations:**

#### **Staff- Teachers & SNAs**

- To be aware of the school's policies relating to well-being, e.g. Health, Safety and Welfare; Child Protection; Code of Behaviour; Social media policy, Critical Incident Policy
- To accept responsibility for seeking help and advice.
- To maintain the school's professional ethos in terms of appearance and conduct.

- To learn from the established good practice of experienced staff in the school and/or elsewhere.
- To consider the professional feedback of the principal, ISM and other staff who advise about teaching and learning.
- To work collaboratively as part of the school team, including sharing views, ideas and feelings about all issues concerning the school at meetings, as part of professional conversations.
- To attend professional development sessions and contribute to group learning
- To be aware of the continuum of professional development and his/her own responsibilities therein.
- To apply for any requests for leave of absence in advance.

### **Staff Support Team**

The staff support team is currently (2023-2024 school year) made up of members of In-School Management, i.e. Principal Siobhan Keyes Ryan, Deputy Principal Ciara Gleeson, Assistant Principal 1 Lena McHale and (x4) Assistant Principal 2, Jennifer Bryant, Maura O'Sullivan, Eamon Fogarty and John O'Donoghue.

- To encourage all staff to enjoy a reasonable work-life balance and lead by example in this regard.
- To support the principal in ensuring that strategies and policies are implemented effectively to reduce and manage employee stress.
- To ensure that there is clear communication between staff and management with regards to all areas of school life.
- To create reasonable opportunities for staff to discuss concerns in a supportive, non-judgmental environment.

- All staff would ideally meet termly to discuss professional matters relating to classroom teaching and planning however this is not possible at the moment due to a lack of suitable accommodation.
- All teaching staff can arrange to meet the principal individually to discuss professional matters, e.g. planning, collaboration, resources, timetabling, etc.
- To co-ordinate an induction plan and activities for new staff in collaboration with the principal.
- To encourage staff to engage with continued professional development, e.g. training courses and workshops, sharing of best practice among staff, cluster groups, classroom observations and feedback.
- To enable and empower staff to seek/source answers to questions.
- To ensure that all staff are informed in relation to free counselling services for teachers and SNAs- The Employee Assistance Service- Spectrum Life

### The Employee Assistance Service

The EAS is arranged and managed by the Department of Education & Skills and provides teachers, SNA's and immediate family members, i.e. partner, spouse or adult child (aged 18 and over) residing at the same address as the employee, with access to confidential counselling and assists in coping with the effect of personal and work-related issues. Counselling is provided on issues such as health, relationships, addictions, bereavement, stress, conflict, critical incident, and trauma.

The service is free and confidential and available 24 hours a day, 365 days a year to teachers in schools. The service is provided by Spectrum Life.

### Spectrum Life Contact Details:

- Free Phone: 1800 411 057

- The contact details for SMS is Text 'Hi' to 087 145 2056 and for Whatsapp is 087 3690010
- Visit <https://www.spectrum.life/>

## **Principal**

- To support the well-being of all staff members.
- To take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.
- To ensure that clear procedures are in place that will minimize the levels of disruption and stress caused to staff when critical incidents occur, i.e. Critical Incidents Policy, Health, Safety and Welfare Policy.
- To support the ISM team in providing support and information to all members of staff.
- To oversee the planning and preparation for teaching and learning by staff and put arrangements in place to support preparation and planning.
- Facilitate access to continuing professional development for school staff.
- To provide adequate resources to staff to enable them to do their jobs effectively.
- Provide opportunities for staff to feedback at staff meetings, committee meetings and encourage input in policy formation.

## **SECTION 2- Procedures**

### **Induction Days.**

New teaching staff to be paired with a permanent teacher for induction.

- All staff given access to the school Google Drive with links to induction materials, planning documents and templates, policies, and resources.
- All staff given access to school calendar.
- School policies, best practices and procedures are shared, discussed, and explained.
- Transfer of information: Time allocated for meeting teachers/SNAs who have worked with class previously.
- Planning group meetings: Meetings scheduled with partner teachers, curricular groups and SNAs to discuss planning, organize roles within classroom, etc.

### **Principal & Deputy Principal as a Support**

- Meet with all planning groups as required to discuss planning, resources, and other classroom needs. Supports are put in place following meetings as required.
- Meet with ISM team once each term and provide support as necessary regarding staff well-being needs.
- Be available and approachable for staff to enable them to come and discuss concerns in a supportive and non-judgmental environment.

## **ISM as a Support**

- ISM members be available for designated staff members when needed or requested by principal.
- Provide observation and feedback support to staff when requested.
- Support the staff by engaging in designated curricular, pastoral, and administrative duties and advising staff as required.

## **Teacher as a Support for Each Other**

- Team planning - with teachers and SNAs.
- Allocated permanent teachers to NQTs for induction
- Continuous professional development and feedback at staff meetings
- Collaboration and sharing of ideas, practices, resources, etc.
- Allowing NQTs completing Droichead to observe classes

## **SNAs as a Support for Each Other**

- Observe another SNA in class when required.
- Team interventions.

## **Teachers & SNAs as a Support for Each Other**

- Daily check ins before school each morning and once children go home.
- Weekly meeting with class teacher and SNA where observations, targets and agenda for the forthcoming week are discussed.
- Class teacher to plan and guide SNA's work in the classroom e.g. teacher to plan for group work, teacher to inform SNA of strategies to be used (First/Then chart, behavioural strategies), teacher to plan and share timetables.

- SNA to support the teacher with the daily preparation for the class, e.g. setting up the classroom, assisting with photocopying/laminating as directed by teacher, preparing resources
- Discuss targets for children and evaluate progress.

### **Whole School Practices**

- Staff are encouraged to enjoy a reasonable work-life balance.
- If there are school events on e.g. After school extra-curricular activity- staff are required to be accompanied by at least one other staff member until all students have left the school premises.
- Staff are asked to schedule meetings with other staff members in advance. This will allow for staff members to manage their time more effectively and to prepare for the meeting if necessary.
- Staff are encouraged to take a break from the classroom when in the staffroom and to try to discuss non-school related issues. This allows all staff to take a mental break from the class.
- Staff social committee organise regular events throughout the school year and encourage all staff to attend.

