

JOG WORKLOAD CHARTER

At John O’Gaunt School, we believe that we should do everything we can to support our staff to balance the demands of their jobs and those at home, and we recognise that in everyone’s life there are good times and bad. It is the job of all of us to support each other through both.

Culture

The culture of our schools is critical in ensuring we have an enjoyable, rewarding working environment in which all colleagues believe the demands of their job are reasonable and manageable. JOG is known for its community feel, where we uphold professional trust and the belief that everyone seeks to do a good job.

Lesson Planning

Staff at JOG are not expected to submit daily or weekly plans. Our IT systems are designed to establish systems and processes that reduce the replication of effort across the school.

Inspection

We do not conduct ‘mocksteds’ or other Quality Assurance (QA) activities that require teachers to provide lesson plans or that involve processes outside the normal QA and performance development policies.

Workload

We support the principle of 1265 hours for teaching staff, and where a colleague is not required to attend a particular directed event, for a reason such as not teaching a particular year group, they should not be given directed work.

Marking and Feedback

There is no prescribed frequency of written feedback and this decision is made within departments and based upon evidence. We mark less in terms of the number of pieces of work, but with greater impact so that feedback feeds forward and students take ownership. We should not use acknowledgement marking (“Flick and tick”).

Working Practices

It is important that we continue to evolve and where a new initiative is introduced, it should be based upon evidence that it is likely to improve student outcomes and serious consideration must be given to what we can stop doing to ‘make space’ for what is new.

Data Collection

We collate student performance data three times a year to ensure that staff can monitor progress without over-burdening staff. Teachers are only required to input data that requires their professional judgement.

Emails

There is no expectation for JOG staff to respond to emails outside of their normal working hours. We want staff to achieve a healthy work-life balance and we trust the professional judgement of our staff to make decisions about when they work outside school hours. We ask that all staff, including leaders, refrain from sending group emails and think carefully before using ‘reply all’ to emails.

YOU SAID, WE DID

Too many emails

To reduce the number of emails, we have introduced:

- tutor messages, a new tutor message board has been created.
- A weekly staff bulletin
- Reflection room tab on the home screen

Workload

In recognition of workload, we have:

- Introduced a later start after Open Evening
- Provided leaders with curriculum planning and development time
- Added leadership time on to timetables
- Introduced online forms and reduced the number of paper forms
- Removed the need for assessment and skills maps

Truancy

To reduce the amount of truancy, we have:

- Locked the toilets during lessons
- Use a JOG TRUANCY alert
- All staff have radios and are alerted to absences quickly

Support

To provide greater support, we have:

- Increased the size of our welfare team
- Created a number of new online videos which provide an overview of various systems and processes.

ICT

In recognition of a number of ICT issues, we have:

- Refreshed the folders on TEAMS so that they are current documents only.
- Designed an ICT strategy, which provides opportunities to implement new systems in the future.
- Provided all teachers with a laptop

Still to be reviewed:

- Number of meetings/duties
- Class sizes
- Student apathy
- Assessment and marking
- Curriculum time
- Out of specialist teaching