



مدرسة ديرة الدولية
DEIRA INTERNATIONAL SCHOOL
FESTIVAL CITY

 Al-Futtaim Education Foundation

Staff Wellbeing and Work-Life Balance Policy

Date	10 January 2024
Review Date	10 January 2025
Owner	Director
Author	Wellbeing Team
Version	Version 1
Policy Type	Exec
Circulation	External
Date Authorised	10 January 2024
Authorised By	Director

1. Wellbeing Vision

We strive for a community where all students, staff, and families feel supported, connected, and empowered to reach their full potential in both mind and body.

We aim to create a safe and inclusive environment where everyone is valued and respected, and where everyone can thrive. Through a commitment to social and emotional learning, we aim to foster a culture of wellbeing that promotes resilience, gratitude, and kindness.

We believe that when people feel their best, they are able to learn, grow, and contribute in meaningful ways to the world around them.

2. Introduction

Deira International School recognises that staff are their most important resource and are to be valued, supported and encouraged to develop personally and professionally within a learning and caring community.

There is a relationship between healthier and more positive staff, student achievement and school improvement.

3. Aims

This policy aims to:

- Support the wellbeing of all staff to avoid negative impacts on their mental and physical health
- Provide a supportive work environment for all staff
- Acknowledge the needs of staff, and how these change over time
- Allow staff to balance their working lives with their personal needs and responsibilities
- Help staff with any specific wellbeing issues they experience
- Ensure that staff understand their role in working towards the above aims

Promoting wellbeing at all times

4.1 Role of all staff

- All staff are expected to:
- Treat each other with empathy and respect
- Keep in mind the workload and wellbeing of other members of staff
- Support other members of staff if they become stressed, such as by providing practical assistance or emotional reassurance
- Report honestly about their wellbeing and let other members of staff know when they need support
- Contribute positively towards morale and team spirit
- Use shared areas respectfully, such as the staff room or offices
- Take part in training opportunities that promote their wellbeing

4.2 Role of line managers

Line managers are expected to:

- Maintain positive relationships with their staff and value them for their skills, not their working pattern
- Take any complaints or concerns seriously and deal with them appropriately using the school's policies
- Monitor workloads and be alert to signs of stress, and regularly talk to staff about their work/life balance
- Make sure new staff are properly and thoroughly inducted and feel able to ask for help
- Understand that personal issues and pressures at work may have a temporary effect on work performance, and take that into account
- Promote information about and access to external support services
- Help to arrange personal and professional development training where appropriate
- Keep in touch with staff if they're absent for long periods
- With the HR Manager, monitor staff sickness absence, and have support meetings with them if any patterns emerge

4.3 Role of senior staff

The Director, executive team and HR manager are responsible for wellbeing of staff and monitor wellbeing through regular surveys.

Senior staff are expected to:

- Lead in setting standards of conduct, including how they treat other members of staff and adhering to agreed working hours
- Provide and manage a non-judgmental and confidential support system for staff via the school counsellor
- Monitor the wellbeing of staff through structured conversations and regular surveys
- Make sure accountability systems are based on trust and professional dialogue, with proportionate amounts of direct monitoring
- Regularly review the demands on staff, such as the time spent on paperwork, and seek alternative solutions wherever possible
- Make sure job descriptions are kept up to date, with clearly identified responsibilities and staff being consulted before any changes are made
- Listen to the views of staff and involve them in decision-making processes, including allowing them to consider any workload implications of new initiatives
- Communicate new initiatives effectively with all members of staff to ensure they feel included and aware of any changes occurring at the school
- Make sure that the efforts and successes of staff are recognised and celebrated
- Produce calendars of meetings, deadlines and events so that staff can plan ahead and manage their workload
- Provide resources to promote staff wellbeing, such as training opportunities
- Promote information about and access to external support services
- Organise extra support during times of stress, such as KHDA inspections

4.4 Role of the governing body

The governing board is expected to:

- Make sure the school is fulfilling its duty of care as an employer, such as by giving staff a reasonable workload and creating a supportive work environment
- Monitor and support the wellbeing of the Director
- Ensure that resources and support services are in place to promote staff wellbeing
- Make decisions and review policies with staff wellbeing in mind, particularly in regard to workload
- Be reasonable about the format and quantity of information asked for from staff as part of monitoring work
- Ensure that staff are clear about the purpose of any monitoring visits and what information will be required from them

4.5 Actions Taken to Promote Wellbeing

- There has been agreement with staff through the 'ways of working' procedures such that staff are made aware of what is 'reasonable'
- All senior leaders have had training to support staff wellbeing, and key members of the counselling and HR team have undertaken Mental Health First Aid training
- Staff attendance is monitored on a regular basis with support offered and provided to staff where problems are being experienced
- Parent teacher conference dates and timings have been changed in order to improve the working hours of staff
- Decision making processes are communicated, understood and supported by staff
- There is a staff social committee who work with the Director to organise events
- There is a standing agenda item on each weekly SLT meeting (both primary and secondary) that covers staffing issues and staff wellbeing where each member of SLT has the opportunity to raise any concerns about particular members of staff
- Line management meetings have staff issues and wellbeing as a standing item
- Health & Safety is a standing agenda item on executive team meetings
- There is a detailed induction process for new staff
- Appropriate facilities are available for staff to take breaks, socialise and relax with each other at relevant times of the day
- The quality of staff facilities e.g. access to refreshments, seating, and toilet facilities
- There is INSET and other forms of training throughout the year to meet CPD needs
- The school uses school calendars, and working/QA calendars to ensure that all staff are aware of forthcoming events/report timings etc. in order that they can plan their workload
- Access to a counselling service is available to conduct one to one meetings with staff to listen to issues concerning staff wellbeing
- The SLT support staff by doing regular staff duties and acting as positive role models
- The leaders of the school have focused on the development of a positive school culture, where expectations are high but realistic; teachers feel safe, trusted, supported and valued and part of an ever improving environment

5. Managing specific wellbeing issues

The school will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

- Where possible, support will be given by line managers or senior staff. This could be through:
- Giving staff time off to deal with a personal crisis

- Arranging external support, such as counselling or occupational health services
- Completing a risk assessment and following through with any actions identified
- Reassessing their workload and deciding what tasks to prioritise

At all times, the confidentiality and dignity of staff will be maintained.

6. Monitoring arrangements

This policy will be reviewed every year.