**Staff wellbeing policy**

**Aim of the Policy**

Holy Spirit GNS 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: Role Expectations**

**Staff (Teachers and SNAS)**

* To be aware of the school’s policies relating to well-being, e.g. Health, Safety and Welfare, Code of Behaviour, Dignity in the Workplace. Working Together Guidelines, 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 by participation
* 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 made up of members of the In - School Management , i.e Principal, Deputy Principal, Assistant Principal 1 and Assistant Principal 2 x3.

* 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 in order 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 environment
* Staff meet in band groups x1 month with their team leader to discuss professional matters relating to classroom teaching and planning
* All staff have an opportunity to speak with a member of the support team to discuss personal or professional concerns as required
* To coordinate an induction plan for activities for new staff in collaboration with the principal
* To encourage staff to engage with continued professional development ( sharing of information with staff at CPD sessions, 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 SNA’s,i.e **Inspire Wellbeing Services 1800411057/** **support@carecallwellbeing.ie**

**Principal**

* To support the well-being of all staff members
* To take overall responsibility for implementing this policy and ensuring the staff enjoy a reasonable work life balance
* To ensure that clear procedures are in place that will minimise the levels of disruption and stress caused to staff when critical incidents occur, i.e. Critical Incidents Policy, Safety and Welfare Policy
* To support the ISM team in providing support and information to all members of the 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 for staff to enable them to do their jobs effectively
* Provide opportunities for staff to feedback at staff meetings, committee meetings and encourage input on policy formation.
* Meet with ISM team once a month 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.

**Section 2 : Procedures**

**August Induction Day**

The principal in collaboration with the ISM team prepares a 1 or 2 day induction programme for all staff members

* All staff are given passwords to the internal communication system and emails with links to and access to induction materials, planning documentation, policies and resources
* All staff are given access to the school calendar that details Croke Park hours, staff meetings, planning deadlines and events throughout the school year.
* School policies and practices are shared, discussed and explained
* Transfer of information : time is allocated for meeting teachers/SNAs who have worked with class previously
* COS meetings: COS team meetings set to discuss children in need of support

**ISM as a Support**

* Each staff member will be designated a member of the ISM team who they can approach should they wish to discuss personal or professional concerns in a supportive and non judgmental environment.
* ISM members will endeavour to initiate necessary support as required. These supports may be initiated within the school or staff may be given information to seek additional supports externally.
* Provide feedback to teachers when requested

**Teachers as a support for each other**

* Co- teaching
* Team Planning- with support teachers
* Allocated planning time for SET team
* Observe a colleague teaching a lesson in their own class if desired
* Observe a colleague teaching a lesson in another class if desired
* Teacher CPD exchange
* Teach Meet
* COS meetings

**SNAs as a support for each other**

* Observe another SNA in class
* Team interventions
* SNA monthly meetings
* Student information exchange

**Teachers and SNA’s as a support for each other**

* Daily check ins before school each morning and after school for 10 minutes
* Weekly meetings with class teacher and SNA’s to discuss targets for the week ahead
* Teacher to inform SNA re strategies to be used
* SNA’s to support the teacher with the daily preparation of materials for the students
* Collaboration re COS file

**Whole School Practices**

* Staff are encouraged to leave the school building by **4 pm each day at the latest to** enjoy a work life balance
* Staff are asked to schedule meetings with other staff members in advance, where possible and to share the agenda and the purpose of the meeting. This will allow for staff 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 staff room and to try to discuss non school related issues. This allows the staff to take a mental break from the classroom.
* Staff social committee organise regular events throughout the school year and encourage all staff to attend.

**Section 3 NQTS: Droichead**

Initial Teacher Induction for Newly Qualified Teachers is carried out in HSGNS through engagement with Droichead- an integrated induction framework. This process includes a period of supported professional practice in the classroom, school based professional learning activities, as well as other additional professional learning activities to meet the needs of teachers as they begin their careers. Following satisfactory completion of the process, a recommendation will be made by fellow professionals that the NQT is ready to move onto the next phase of the continuum of teacher education. On receipt of this recommendation the Teaching Council will remove the Droichead condition from the teachers’ registration.

The main objective of the Droichead process is to support the professional learning of the NQTs during the induction phase, thus laying the foundations for subsequent professional growth and learning in the next phase of their career.

**Review and Feedback of the Policy**

* Needs analysis at the beginning of the year and corresponding action plan put in place
* Review at the end of the year
* Collaboration and consultation between all staff

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson

Review date: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_