



Workload and Wellbeing Statement

Approved and Minuted by the Trust Board: 7th May 2026

Review date: May 2029

Adopted by the LGB of XXX Church of England Primary School: DATE

Introduction

The wellbeing and workload of staff members is taken seriously in all schools in the St Edmundsbury & Ipswich Diocesan Multi Academy Trust (MAT). The Church of England is committed to promoting “Life in all its Fulness” (John 10.10) and all schools have links to local churches, clergy and the Diocesan education team, who support wellbeing in schools as part of our Christian care for staff and pupils. Leaders in the MAT and each individual school have taken positive action to reduce workload and support staff wellbeing. While recognising the importance of supporting staff members, it is essential to take into account the entitlement of all pupils to a high standard of education.

This statement should be reviewed, agreed and implemented by Local Governing Bodies. School specific wellbeing initiatives may be added as an appendix.

Agreed Actions

All MAT schools will implement the following strategies to reduce workload and support wellbeing.

Trust Board

- Monitor the annual Workload and Wellbeing Surveys from MAT employees, taking appropriate action as necessary.
- Arrange and purchase a whole-MAT subscription to the Employee Assistance Programme.
- Require the submission of summative assessment data no more than once per term at the end of term.
- Facilitate networking opportunities in order that staff members from across the MAT can share resources and expertise.
- Encourage schools to make appropriate use of remote working and meetings.
- Provide headteachers with the opportunity to access wellbeing support from professionals..
- Encourage Headteachers and staff to access appropriate wellbeing events, such as those organised by the Diocese.

Local Governing Bodies

- Local Governing Bodies will consider and adopt the MAT statement about workload and wellbeing.
- Identify a named Governor to monitor and support staff (including the headteacher) wellbeing.
- Ensure that all staff are offered the opportunity to take part in the annual MAT survey about staff workload and wellbeing in the summer term.
- Receive an annual report from the named wellbeing Governor (after the annual survey) which considers the results and how wellbeing can be supported.
- Governors should also consider additional ways of consulting and supporting staff members and monitor to ensure that the school has fostered a supportive ethos and culture.

- Have regard to the workload and wellbeing of the Headteacher, particularly in relation to: meeting times and duration and additional commitments outside of the working day. Encourage the headteacher to access appropriate wellbeing support.

Senior Leaders

- Identify a named 'Wellbeing Champion' within the staff team to lead on initiatives that reduce workload and support wellbeing.
- Provide a curriculum, in consultation with relevant staff members, that provides consistency across classrooms and thus reduces the planning load.
- Work with staff to reduce the assessment and marking workload.
- Require submission of summative data no more than once per term in line with MAT data collection.
- Publish the dates, times and purpose of staff meetings each term. Keeping staff meetings to training, establishing policy, assessment and monitoring. Staff meetings should never overrun.
- Do not hold staff meetings during the weeks when parent consultations are held or data is collated.
- Consider giving staff meeting time to teachers for additional administrative tasks.
- Involve teachers in reviewing and agreeing formats for annual reports to parents.
- Involve teachers in reviewing and agreeing policies that impact on workload, especially policies on feedback and marking.

Wellbeing Champion

- Review surveys and devise an action plan at least annually.
- Lead on implementing the action plan to reduce workload and support wellbeing, reviewing impact at least annually.
- Ensure that there is at least one social event annually that staff members can access, such as a meal. Organisation of this event can be delegated to other individuals or groups in school.

Staff Members

- Be responsible for one's own wellbeing, managing workload smartly and efficiently and sharing ideas that reduce workload.
- Have consideration for the workload and wellbeing of colleagues, being mindful of the impact of their own behaviour on others. Furthermore, staff members should share genuine concerns about colleagues' wellbeing with Senior Leaders, the Wellbeing champion or Governors.
- Contribute to a culture in which changes and problems are understood in a broader educational and pastoral context and require positive solutions.
- Participate in surveys regarding workload and wellbeing as requested.