

Magdalen College School

Staff Welfare Charter – January 2025

We recognise that as a ‘people-focused school’ our workforce is our greatest resource in seeking to provide an excellent education for all our students, and in fulfilling our wider business objectives:

- 1 To provide a high-quality education to all our students
- 2 To keep all students, staff and visitors safe
- 3 To act as a good employer, enabling colleagues to thrive
- 4 To maintain and develop the physical environment of the school for current and future generations
- 5 To serve and be valued in supporting the needs of the local community

This charter sets out the collective responsibility for establishing and maintaining high standards of staff welfare. As in most of our work, this is a responsibility shared by us all.

What the school ensures for all new staff:

- A comprehensive induction programme
- Specific induction to suit your role and experience
- A named colleague to oversee your induction
- A named colleague to act as a ‘buddy’ and informal support
- A series of review points where you can provide feedback and check on any questions

What the school ensures for all staff:

- An appraisal process that gives regular feedback and the chance to collaborate on your next steps
- Annual pay progression within the agreed PayScale for your role
- Free access to counselling / welfare support through ‘Relate’
- An open staff culture where we seek to help each other be the best possible version of themselves
- Regularly reviewed HR and Personnel policies and processes as advised by professional partners
- Recognition of all unions/professional associations in the school and regular meetings of the ‘Staff Welfare Committee’
- School level ‘Stress Risk Assessment’ completed and regularly reviewed/updated
- End of term lunches and celebrations in December and July
- A commitment to evaluating the impact of any planned or implemented new policies or practices

What the school ensures for teaching staff (*some differences here specific to STPCD):

- Annually published calendar for the use of directed time
- Teaching timetables constructed with a spread of PPA sessions across the fortnight wherever possible
- The freedom to take your PPA time off site
- Entitlement to regular feedback and discussion around teaching
- Access to the Great Teaching Toolkit online resources and training
- Refreshments provided for additional evening events: Open Evening; Sixth Form Open Evening; Year 9 Options Evening and all Year Group Parents & Carers' Evenings

What colleagues ensure for themselves and the school:

- Open communication around concerns for self at work or at home
- Regular attendance
- Adopting a healthy lifestyle
- Being open to feedback and advice to support welfare