

What are the different flexible working practices in your workplace?

Part Time PPA Policy Job share Shared Headship Parental Leave Special Leave

Name: Claire Moran

Organisation Name: Latimer Primary School

Organisation type: **Primary Maintained School**

Location: Anstey, Leicestershire

Email: mrsmoran@latimer.leics.sch.uk

Telephone: 0116 2362138

Summary of practice

Over the last 10 years we have grown and developed flexible working, particularly part-time working, across the school for support staff, teachers and school leaders. Our governors have long supported flexible working and have been innovative in adapting the school leadership structure to accommodate numerous flexible working requests and maternity leaves. Our current 'shared leadership' structure consists of a part-time headteacher, a full-time head of school and a part-time deputy head.

Approximately half the teaching staff are currently part-time, on one-, three- or four-day contracts. Our support staff also work a range of hours to suit their lifestyles and other commitments, and we are proud that, to date, the vast majority of flexible working requests have been granted.

As part of our commitment to staff well-being we are developing several policy areas, such allowing time off in lieu for running lunch time or after school clubs; operating a family-friendly approach to leave and timetabling; and allowing staff to complete administrative tasks at home or off-site to avoid long commutes or disruptions. We are currently trialling fortnightly staff meetings and teachers taking PPA time off site, as part of our ongoing commitment to reduction in workload and staff well-being.

Benefits of flexible working practice

- **Individual**

Individuals report better work-life balance and feel fortunate to continue their role/career development when circumstances change. Many of our full time staff have indicated they may wish to reduce their hours at some point in the next five years and see the school as a place where this is a viable option. Reasons for reducing hours have included parental leave, childcare, work/life balance, phased retirement, caring commitments, further study, career development, and health reasons.

- **Organisation**

Staff commitment and retention are high resulting in talent development and the quality of teaching and learning consistently improving year on year. The consistency in staffing strengthens the school community and the school's reputation - which in turn attracts high quality candidates when recruiting. Staff have balance between their home and work life which reduces sickness absence and creates a positive working environment. Staff appreciate the school's commitment to flexible working and give back much in good will. The staffing structure has in-built flexibility which benefits the school budget, for example: cover arrangements are often easier to manage with a more flexible staff, preventing the need for costly agency supply.

- **Pupils**

The pupils benefit from working with a wide range of adults who know them, their needs and their families well. They have consistency in approach from staff across the school, who have trained and developed policy & pedagogy together over the years. Pupils' academic outcomes are also consistently very strong as a result. Pupils and parents regularly report very high levels of satisfaction.

