



Supporting Wellbeing and Workload at Bolder

Kinder, Stronger, Braver

We are one team at Bolder and we must strive to...

- Look after ourselves
- Stay connected
- Look after one another
- Celebrate

1. Physical Health

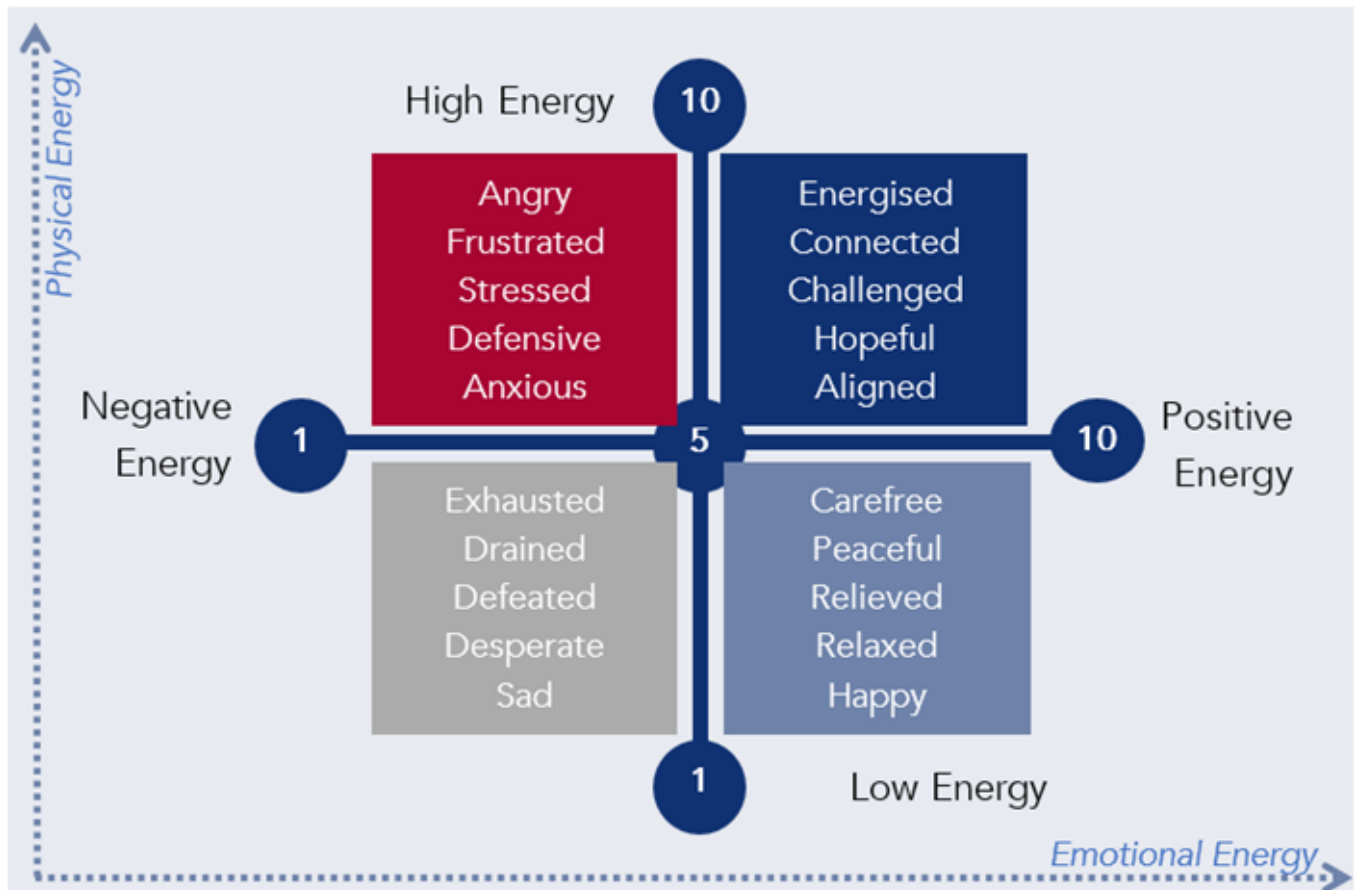
Staying physically healthy is important. We support this by giving access to the gym and the wellbeing room.

Below are some top tips....

Energy Management	Tip
Stay hydrated. Did you know that just 5% dehydration can reduce your capacity for work by 30%	Drink 2-3 litres of water a day
Fuelling for work. Just as you fuel your car, fuel your body. Eat breakfast!	Step away from technology and put the books down
Moving throughout the day has a huge impact on how well you can perform at work	Move more. Try 10 minutes of brisk walking every day. Aim for 30-60 minutes three to five times a week
Sleeping is very important for the recovery of the brain. We burn 30% of our energy whilst we sleep and its how we process everything from our day.	Stop using screens for at least an hour before bed. Everyone needs a different level of sleep, experiment with how long you need

2. Self Check – where is your energy at?

Knowing how you feel is important. Do you recognise how you are feeling at certain points throughout the day – a check in and self-talk can help....



Where do you feel you spend most of your time?	When you are in one of these energy states, particularly a negative one:
How do you feel when you're in each quadrant? What triggers you to be there?	How long does it take you to get out of it?
Do you see any patterns in your home and work life?	What do you do to overcome it?
What kind of impact is this having on you and those around you?	How do you manage your energy state so you can move from the pressure of work being present at home?

3. Taking time, finding space, sharing....

Taking time out...knowing and understanding when to take time out and where to go ...

Remember if you need to take a break, take a walk / use the staff room / well being room.

A problem shared...

Talk with a friend, a trusted colleague or your line manager.

Signal and identify what you need...

Sometimes it will be important to signal to another person that you need to talk and/or that you need space not to talk.

“Something is concerning me/I feel angry.... are you able to spend some time listening and helping me to reflect”?

“Can we catch up later? I hear that you are upset and I want to listen fully and give you my attention...”

“I am feeling overwhelmed...I just need a moment...I just need a confidential space...”

Social time with one another will be really important for some staff.

4. Less is more....

We recognise that giving you time is important. We have:

- Ensured teaching staff do not work over the directed time
- Offered an extended October half term
- Offered an extended weekend in November
- Have an early finish on Fridays

5. Other ways we support....

We review all our operational systems to try and support workload, wellbeing and morale. Some examples include:

- Access to confidential Employers Assistant Programme
- Earlier finish time on Parent's Evenings
- SLT Breakfast
- Staff Socials Whole school approach in terms of avoiding sending whole school emails as much as possible
- Moving to one lunch time rather than two hours / staggered lunch
- Calendar consultation to try and avoid clashes
- Published Line Management agendas in advance

- Change from line ups to meeting and greeting at the door
- Support from your line manager
- Having an office/work area in departments
- Parents Academic Evenings being timetabled from 3.30 - 6 pm rather than later until 8pm
- Later start after the Year 6 Open Evening
- Coaching opportunities
- Opportunities to support students beyond the classroom e.g. trips and residential
- When staff don't teach a particular year group, they do not need to attend parent's evening, despite this being part of directed time.
- Cover policy, focussing on the use of cover supervisors and team teaching rather than deploying non contact time
- Timetable consultation
- Postcards at briefing
- Christmas party
- End of term gatherings
- Treats/gathering in staff rooms events
- Having access to the ground floor staffroom
- Regular CPD sessions with information shared in advance about what is coming up
- Shared resources and lessons
- A whole class feedback approach as opposed to marking all book
- A whole school approach to assessment cycles shared at the start of the year
- Student spotlight information shared at briefing
- A systemised approach to behaviour e.g.: escalation reminders, warnings and removals.
- Increase in staffing within the pastoral support team

6. Further support and help....

Sometimes it will be important to ask for professional help and support.

At Bolder, we buy into a completely confidential programme for all our staff. They can provide a wide range of services from financial advice and support to signposting counselling and other services.

Your Employee Assistance Programme



For online resources visit: edsupport.org.uk/onlinesupport

Username: worklifesupport

Password: support1

7. Helpful Websites

Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)

[Every mind matters – Looking after your mental health](#)

[Good Thinking – Digital Mental Wellbeing for London](#)

[One You Hounslow – Healthy Lifestyle and staying connected](#)

[MECC Link – Simple Signposting to Better Health and Wellbeing](#)

8. Additional Resources and Reading

Helping you to become the master, not the slave of your mind, Ruby explains that we need to learn coping strategies for modern life –

<https://www.amazon.co.uk/Sane-New-World-Taming-Mind/dp/1444755757>

Psychologist Shawn Achor shares how we can become more positive and gain a competitive edge. Check out his Ted Talk here (12m 4s) –

https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work?language=en

Get some head space – download Andy’s app. Check out Andy’s Ted talk here (9m 9s) -

https://www.ted.com/talks/andy_puddicombe_all_it_takes_is_10_mindful_minutes?language=en

Remember, at the sacrifice of other things, we should do whatever we can to make sure we’re getting enough sleep. Watch Arianna Huffington’s Ted Talk about the power of a good night’s sleep (3m 55s) -

https://www.ted.com/talks/arianna_huffington_how_to_succeed_get_more_sleep?language=en