



STAFF WELLBEING RESPONSIBILITIES

Whose Responsibility is Staff Wellbeing?

When it comes to maintaining health and wellbeing in the workplace, there has to be a symbiotic relationship between leaders, teachers, and staff. While school leaders should establish the foundations, policies, procedures, and initiatives to promote wellbeing and ensure positive school culture, staff need to elect to put up their hand and get involved in the programs offered and offer feedback and solutions.

This PDF outlines the specific responsibilities that leaders and staff have to uphold in order to contribute to a happy and healthy school culture.



In order to move forward as one, leaders and staff need to work together to put staff wellbeing and school culture front and centre with a clear set of responsibilities for all.



Staff Wellbeing Responsibilities

This page of the guide includes the **foundational responsibilities** of leaders and staff; the very basics needed to create a healthy and functioning work environment.

The following 2 pages, cover the secondary, yet just as important, responsibilities of each group beyond just the basics.

I encourage you to print this guide and post it in offices and staff rooms to serve as a reminder and increase accountability.

LEADERSHIP

Implement workplace legislative requirements

Ensure the safety of all staff

Ensure adequate follow-up and support options for staff who have had their safety, health, or mental health compromised

Seek consultation and feedback from staff to find out their needs and requirements for improved health and wellbeing

Provide a framework, policy of staff wellbeing action plan to address the health and wellbeing needs and requirements of their staff

STAFF

Adhere to/following workplace legislative requirements

Report any breaches of safety, health, and wellbeing or injuries in the workplace

Access Employee Assistance Program or external support options (where EAP is not appropriate) when safety, health or wellbeing is impacted

Provide respectful feedback for school improvement

Seek support from health or mental health practitioner for any instances of chronic stress, mental health or physical health concerns or ailments.

Staff Wellbeing Responsibilities

LEADERSHIP

Build a culture of help-seeking that includes all staff

Review and implement strategies, structures and processes to minimise work-related stressors

Provide professional learning opportunities for staff to develop their resilience, stress management and improve mental health

Provide resources to help staff build their sense of self-efficacy

Provide clear lines of referral to the Employee Assistance Provider (EAP), union representatives, wellbeing representatives and external agencies

Encourage a healthy work-life balance and adherence to basic legislative requirements (e.g., work hours and breaks)

STAFF

Seek the support required to address any health and/or wellbeing concerns

Provide feedback on structures and processes aimed at minimising stressors

Engage in professional learning - Participate openly, honestly and respectfully in professional learning and reflections of staff wellbeing

Participate in activities, exercises and processes aimed at developing teacher self-efficacy

Access the support options provided or suggested, or, seek own external support

Follow the legislative requirements - work core hours (outlined on enterprise agreements) and take regular breaks

Staff Wellbeing Responsibilities

LEADERSHIP

Allocate and manage resources in a way that enhances staff wellbeing (support staff, release time, time to collaborate and complete core business tasks such as reporting and assessment)

Model, build, and sustain respectful relationships and work collaboratively with others

Provide, encourage and participate in opportunities for staff and community to build relationships with events, activities, coaching, mentoring, and collaboration

Manage conflict between staff, parents and/or students where appropriate

Ensure staff receive appropriate recognition for their work

Encourage healthy lifestyle choices

STAFF

Use legislated and allocated release time productively and appropriately.
Request additional time to complete tasks, where required and reasonable.

Model, build, and sustain respectful relationships and work collaboratively with others

Foster and maintain your workplace relationships (e.g., attending relationship/team building events, participating in coaching, attending community events)

Seek the support of a school leader to manage any conflict/s

Provide appropriate recognition to school leaders for their work

Be responsible for the basics of nutrition, exercise, and sleep



Set Your School Up for Success

Build a rock-solid staff culture, boost teacher engagement and achieve better school outcomes.

Feel like your teaching staff are burnt out and struggling to perform to their potential?

Engage a Health and Wellbeing Consultant to help your staff tap into new energy reserves and make lasting changes to their health and wellbeing. Create a positive ripple effect on their performance and engagement in the classroom.

ABOUT ME

As a school executive, I was once unhappy, overworked, and burnt out. And when I looked around me, I could see I wasn't alone. Everyone around me was dropping like flies. I knew that if I wanted to function better at work, I needed to function better myself. So I decided to completely overhaul my lifestyle.

By prioritising my health and wellness, I started to feel healthier, happier, and more engaged at work. Since doing so, I've made it my mission to help schools build more positive cultures and individuals beat professional burnout and find their happiness again.

LEARN MORE

CONNECT WITH ME

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I've worked hard to develop my content so you and your
school can learn, develop and grow.

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services.

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