**APPENDIX 3**

**Good Practice Suggestions For Head Teachers / Managers**

**JOB CONTENT**

Ensure responsibilities and expectations are clear

Provide a degree of challenge

Enable people to contribute to decision affecting their jobs

Ensure job descriptions provide a clear role

Provide feedback on performance

Provide a variety in pace and method of task completion

**MANAGEMENT STYLE AND STRUCTURE**

Acknowledge and value people’s contribution to the school Have clear, well-communicated goals and objectives Consistent approach to all employees

Ensures a balance between responsibility and authority needed to carry out those responsibilities

Poor performance is tackled at an early stage with support and appropriate training

Regular contact with employees

Clear reporting responsibilities are communicated and adhered to

**TRAINING**

Provide opportunities for professional development

Committed to training and develop staff

Assess training and development needs regularly

Feedback and monitor training and development opportunities and take-up

Ensure all staff receive a full induction

**MANAGING CHANGE**

Keep those affected by change informed

**SUPPORT SYSTEMS**

Encourage staff to maintain a work-life balance

Ensure staff take appropriate leave

Ensure confidentiality of those seeking help

Use existing procedures such as compassionate leave, urgent domestic leave as appropriate

Promote the provision of the Employee Assistance Programme and

Teacher Line

Respond promptly to complaints of bullying, harassment etc Grievance, complaints and disciplinary policies should be seen as fair

Undertake frank exit interviews with staff leaving the job

**PHYSICAL ENVIRONMENT**

Physical layout

Work areas comply with good practice and H&S guidelines

Noise levels controlled

**EQUIPMENT**

Suitable and sufficient equipment available

Planned and regular maintenance of equipment

Equipment places comply with established standards/good practice

Information, instruction and training are given