



The Well-Being Programme

Headteacher briefing: your next steps

| <i>What you need to do</i> | <i>Who, when and how?</i> | <i>Resource implications?</i> |
|--|---------------------------|-------------------------------|
| Immediately | | |
| <p>Inform staff about the Well-Being Programme</p> <ul style="list-style-type: none"> Hold a staff meeting to brief everyone on the Well-Being Programme and what you hope to achieve by participating in it (<i>there is a draft presentation available at www.worklifesupport.com/materials should you wish to use it</i>) | | |
| <p>Inform the Governing Body</p> <ul style="list-style-type: none"> Meet with your Chair of Governors Provide governors with copies of relevant documents from your induction pack | | |
| <p>Complete your school participation form</p> <ul style="list-style-type: none"> Choose your Well-Being champion and Well-Being facilitator(s) Complete the school participation form and send one signed copy back to Worklife Support without delay (if you have not already done so) | | |
| Before scheduled Well-Being Team session | | |
| <p>Set up your Well-Being Team and, between you, make these initial decisions:</p> <ul style="list-style-type: none"> Agree a meeting schedule for the team Decide on individual responsibilities Ensure that two members of your Well-Being Team (preferably the Well-Being champion <u>plus</u> one facilitator) are able to attend the Well-Being Team induction day Begin to prepare for the 2-week period in which staff will complete the Well-Being Survey (for details of dates, see the school participation form) | | |



| As soon as possible | | |
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| <p>Decide on the following:</p> <ul style="list-style-type: none">▪ Which members of your Well-Being Team will attend the scheduled Development Day at which you will receive your school's data (a maximum of two attendees per school - preferably the Well-Being sponsor plus one Well-Being facilitator)▪ Date(s) for feeding back your school's Well-Being Survey data to all staff (ideally a week or two after the Development Day) | | |

Notes