

Staff Champion Role Description

The role of the Staff Champion

At Anthem, the local layer of governance in our schools acts as an important conduit for everyone across the Trust and school community to listen, hear and act on the voices of our stakeholders.

The role of the **Staff Champion** is to focus on capturing the lived experience of all teaching and non-teaching staff in the school and ensuring that they are heard by the ACC. This will ensure that the staff voice in each school is heard by Anthem's National Team and Trustees, allowing us to address issues and share in celebrations and lessons learned across the Trust.

Staff Champions will:

- Actively and impartially listen and give voice to staff at your school.
- Help the ACC communicate with staff and improve links.
- Help Trustees and the National Team understand the local context of the school.
- Provide feedback on how to make the school and Anthem more responsive to staff needs.
- Encourage the ACC to be more visible to the staff.
- Always observe confidentiality and not discuss highly sensitive and confidential information with non-ACC members.
- Always direct a grievance from a member of staff appropriately, in line with the school's Grievance Policy

Who can be a Staff Champion?

No specific skills or experience are required to be a Staff Champion in an ACC. Some ACC staff members may feel they are uniquely placed to fulfil this role; however, the main purpose is for the Staff Champion to capture the lived experience of all staff in the school and communicate this to the ACC so the Staff Champion does not need to be a member of staff at the school. Led by the Chair, the ACC will decide collectively which ACC member will take on each Champion role, taking into consideration the skill sets and interests of each ACC member.

What should the Staff Champion capture and how?

The Staff Champion will focus on the lived experience of all teaching and non-teaching staff in the school. Areas such as wellbeing, workload, retention, morale and CPD can be captured during interactions or visits with the school. It is important that the feedback from the Staff Champion to the ACC is impartial, fair and includes areas of concern and areas to celebrate. There are many methods by which this information can be captured:

- Linking in with the HT, Senior Leadership Team and the National Team to create staff surveys (Trust or school-wide).
- Reviewing survey results to gain further insight.
- Organise listening posts or drop-in sessions with staff.
- Organise or assist with focused sessions in collaboration with national HR staff.

- Attend Anthem's Champion Forums termly, that connect Staff Champions across all Anthem's 16 schools and the National Team (HR) to share ideas and pick up new ideas.

The above list is not conclusive, and you or the ACC and Staff Champion may have other suggestions to capture the staff experience. Please remember to obtain approval from the ACC Chair and HT prior to initiating any activities. Should alternative methods of data collecting be identified, please ensure that any approach is approved by the HT and is shared so other schools can benefit.

The Staff Champion Summary Report

Prior to each ACC meeting the Staff Champion will complete the Staff Champion Summary Report. This report is a simple one-page summary, RAG rating the Staff Champion perception of the staff experience. This report will also include some key findings and evidence, along with areas to celebrate and lessons learned.

During the ACC meeting the ACC members as a collective will discuss and decide a final RAG rating for the ACC Dashboard. The Clerk will also record any actions to be taken between meetings on the Support and Challenge Log (SCL). Both the ACC Dashboard and SCL will be finalised at the ACC meeting and then shared with the school's Associate Director of Education to feed into the next Collaborative Review Day.

After the ACC meeting the Staff Champion works with fellow ACC members and the Headteacher on any actions agreed during the ACC meeting.