

EMPLOYEE BENEFITS

September 2022

Spencer Academies Trust has a supportive working culture which is designed to support our employees. Together, we share a mission to improve educational standards across trust academies, and work in collaboration to deliver on our goals. Above all, we understand that Spencer academies are communities; and that we all benefit from creating a working environment in which teachers and education support professionals feel valued and able to derive satisfaction from their work.

As part of this we:

- Recognise the importance of employee wellbeing, mental health and a managed workload, and the place that wellbeing plays in the recruitment and retention of employees.
- Encourage employees to undertake training and development including apprenticeship opportunities, and where appropriate, to explore new challenges within the Trust. Professional development is central to the annual professional performance review (appraisal) framework.
- Are open to ideas which help to improve the employee experience, and encourage the sharing of good practice between academies.
- Are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- Conduct regular employee wellbeing surveys and review feedback to celebrate our successes and monitor areas for improvement.
- Promote professional development including secondment options and opportunities for career development across our family of schools. See SAT vacancy bulletin for the full range of vacancies across the Trust.
- Provide a Trust Newsletter and employee wellbeing updates.
- Provide guides to managing stress, support for symptoms of menopause and domestic abuse
- Have an employee portal available shortly.
- Recognise the importance of mental health champions in our academies and the provision of mental health training for managers.
- Provide supervision for colleagues as appropriate to their role.

The Trust and its member academies are committed to promoting equality, diversity and inclusion in both employment and education provision. We aim to ensure all employees, within the Trust community are treated fairly, and with dignity and respect regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Wellbeing

- For more details please see the SAT Wellbeing Policy at <http://satrust.com/policies/>

A Sense of Belonging

At Spencer Academies Trust we offer a wide range of employee benefits. We believe that by involving, developing and valuing employees and by supporting them to look after their wellbeing that our employees feel a sense of belonging to our organisation. We always strive to ensure every academy within the Trust develops its own uniqueness whilst ensuring a sense of belonging they are strongly part of the whole, this provides employees with a sense of belonging both at academy and organisational level.

Action for Happiness

Action for Happiness helps people take action for a happier and more caring world. Patron the Dalai Lama and members take action to increase wellbeing in their homes, workplaces, schools and local communities. Our vision is a happier world, with fewer people suffering with mental health problems and more people feeling good, functioning well and helping others.

<https://www.actionforhappiness.org/>

PHYSICAL BENEFITS

A range of employee sports teams, gym equipment, and exercise classes and other fitness facilities are available across our academies for employees to take part in or organise.

Duke of Edinburgh award, school trips and activities

These are a fantastic opportunity for our employees to join and support our pupils and young people.

FINANCIAL BENEFITS

Competitive salaries and Terms and Conditions of Employment

We offer competitive salaries for both teaching and education support professionals based on the type and level of role you do. Your starting salary will be determined by the pay range for your role, your experience as well as external market conditions. Spencer Academies Trust is committed to offering terms and conditions in line with or better than the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for education support professionals). Automatic pay progression, subject to meeting professional standards for your role, for main pay range teachers and education support professionals without line management responsibilities.

Salary Sacrifice

A cycle to work scheme - We want our employees to be fit and well, both physically and mentally and encourage physical exercise to support this. We offer a cycle scheme to enable you to save money when purchasing a bicycle and cycling equipment, with payments deducted from your salary each month. <http://www.cyclescheme.co.uk/148a67>

Childcare Vouchers - Employees who are already in the Childcare Voucher Scheme with our Trust can purchase tax-free Childcare Vouchers that can be used for registered childcare providers. This includes school breakfast clubs and after-school clubs. Vouchers are purchased with gross pay, so no tax is payable on vouchers meaning a saving is made by the employee.

After 1st October 2018 the childcare vouchers scheme is no longer available for new entrants. Similar childcare savings can be made through Tax Free Childcare www.childcarechoices.gov.uk

Computer and Technology - Techscheme lets you get the latest tech through your employer. You then spread the cost with up to 12 payments from your salary across 12 months and make National Insurance saving too. Over 5000 products available from the Apple store or directly from Curry's PC World <https://www.techscheme.co.uk/148a67>

Lunch

Through our amazing catering teams all academy sites offer a range of lunch options to employees at subsidised prices. You may be provided with lunches and breakfast on INSET days and teas for parent's evenings. The Trust provides free tea, coffee and milk to all employees.

Free on-site Parking and safe cycle storage

There are free parking spaces available at all our academy sites and for those working in schools within the Nottingham city boundary the Trust pays a levy fee to the City Council on behalf of our employees to allow them to park for free on site. There are also secure spaces on our site for cycles.

Life style and Benefit discounts

Discounts for Teachers and Uni Days provides a variety of benefits and money saving opportunities for all employees. **Money Saving Expert provides tips and advice on how to save money:**

<https://www.moneysavingexpert.com/>

Long Service Award

A long service award of £100 is payable for employees who have reached the goal of 25 years' service across one or more of our academies.

Pension and Life Assurance

At SAT we understand the importance of preparing for your retirement. All of our employees are enrolled into either the Teacher's Pension Scheme (teachers) or the Local Government Pension Scheme (education support professionals) with both schemes providing a range of pension options and three times salary life assurance cover for that peace of mind.

Eye Care

As a valued employee, you can claim reimbursement for an eye test for regular Visual Display Users (as defined by HSE) and we will pay for, or contribute towards basis lenses (contact lenses not included) where the glasses are solely needed for DES use. (claims are limited to one claim per 12month period).

Flexible opportunities

Time off to spend with your family and friends and pursuing your hobbies is important. We provide flexible opportunities for part time; job share and term time only roles across the Trust.

Holidays

For those who work all year round, we provide a minimum of 24 days holiday plus bank holidays, with additional days added after five years' service, so that you can take time to relax and recharge.

Occupational sick pay

For those times when you are not well enough to be with us, we provide occupational sick pay to help you financially. One less thing to worry about.

Family Leave, occupational maternity, paternity, adoption pay

We provide a range family friendly benefits and leave. When new arrivals join your family, we want you to spend time together and provide occupational pay (subject to qualifying criteria) in addition to statutory payments to support you during the important early days. Additional unpaid family leave may also be requested.

EMOTIONAL AND WELL-BEING

We actively promote employee engagement in school productions and events and other social activities. As a school employee you will have access to a range of perks provided by, for example:

- Events
- School trips and Activities
- School library

Discretionary Leave of Absence

The Trust provides a number of discretionary leave of absence days as outlined in the Trust Annual Leave and LOA policy, published on the SAT website.

SAT Flu Jab Scheme

The Trust provides a free voucher for Flu Jabs at a local pharmacy near you or onsite arrangements.

Occupational Health

We work with an Occupational Health provider to ensure that employees are safe and well in the workplace and that we are providing well-being support for employees wherever we can. Counselling and other therapies can also be secured through Occupational Health for employees where needed. Counselling support in the first instance is accessed through Health Assured.

Where our employees are unable to work for health reasons and meet specified criteria, we support applications for ill health retirement under the LGPS and TPS.

Health Assured

SAT has partnered with Health Assured to provide a confidential employee assistance programme (EAP) designed to help deal with personal and professional problems that could be affecting an employee's home life or work life, health and general wellbeing. The service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues.

Health Assured offers cover for employees and their immediate family members, 24 hours a day, 7 days a week, 365 days a year:

- Life support: including structured telephone counselling or face-to-face counselling sessions (employees only).
- Legal information.
- Bereavement support.

- Medical information.
- CBT online.

In addition to the counselling support and advice, they also offer a virtual library of wellbeing information. To find out more information on what services Health Assured can provide, please visit www.healthassuredeap.com or contact 0800 028 0871.

Health e-Hub Mobile App offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

Access to Work Mental Health Service

We promote the Access to Work Mental Health Support Services. This service provides confidential and vocational support for employees with mental illness to retain/regain their ability to participate at work. Confidential Helpline 0300 456 8114 www.remploy.co.uk/mentalhealth

PROFESSIONAL DEVELOPMENT

Continuous professional development

We want you to grow and develop with us. To help you to continue to improve, we offer a range of opportunities for networking groups across our academies and functions and for CPD to support your chosen career path whether this is progressing in your leadership role by completing NPQML or NPQH, training to teach with School Direct, completing an Apprenticeship to enhance and develop your education support professional role or simply keeping ahead of the latest trends in your field.

All of our employees have access to online training resources allowing you to pick from a wide range of training including data protection, safeguarding, fire safety, preventing bullying and health and safety and many more. These training courses are offered prior to starting your role, as part of your induction or as continuing CPD.

Apprenticeships

Teaching and Teaching Assistant apprenticeship programmes are provided by SAT Apprenticeships. In addition, we work with other apprenticeship providers to offer new and existing opportunities to undertake CPD and training through the apprenticeship levy for education support professional employees.

Collaborative Working

We are continuously developing new and unique ways for individuals and academies across our Trust to work together collaboratively in Network Groups for both teaching and education support professionals. This not only enables employees to share best practice and develop their own practice it also provides employees with various professionals to contact and liaise with for support and advice.