



ENGAGE & ACHIEVE

Employee Handbook

2022-23

Last updated: 25 August 2022

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Reviewed by: Stephen Morrison (Director)

Welcome

Welcome to **Invested Education**.

We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment. We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information please refer to the School Manager or Directors.

This handbook should be read in conjunction with:

- Your job offer letter and your Statement of Terms and Conditions of Employment
- General or targeted circulars which are issued from time to time, introducing new features, or changing existing ones
- Letters to you from the Company confirming a new or amended feature of employment
- School policies

Updates to this handbook may be made throughout the year and you will be advised of these.

1. School values

Values and ethos statement

‘Engage and achieve’

At Invested Education, we are committed to providing a safe and inclusive learning environment where every student has the opportunity to fulfil their potential through a broad and balanced curriculum.

By investing in our young people today, we aim to help them to develop into confident, successful and resilient adults who are able to play an active part in society.

We understand that in some cases a young person may have missed a substantial amount of education, and our central goal is to build positive relationships and help them to re-engage with learning.

Diversity and inclusion

The school aims to create a positive, stimulating and happy environment through which all members of the school community can develop their skills and thrive. The school is committed to ensuring that all members of the community are treated fairly, justly and with respect in every aspect of school life.

Our school celebrates diversity and prides itself on cultivating an environment in which all our staff members, pupils, governors, parents and stakeholders have the freedom to be themselves without judgement or discrimination. You are expected to adhere to these values at all times.

2. Term dates and timetables

Term dates

We follow the term dates of Redcar and Cleveland Borough Council:

Calendar Key (click dates below to change)

-  Holiday
-  Open
-  Weekend
-  Closed
-  Training

Autumn	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
October	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
November	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
December	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri															
Spring	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
February	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue			
March	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Summer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
May	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
June	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
July	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri										

Professional Development Days

School will be closed to students on the following dates and staff will be expected to attend PD days, an outline of which will be distributed in advance. If these days fall on a day when you are not contracted to work, please discuss this with the School Manager.

Thursday 1st September 2022

Friday 2nd September 2022

Friday 2nd December 2022

Thursday 20th July 2023

Friday 21st July 2023

Timetables

The school timetable is below. This is subject to regular review and may change. You will be advised of any changes in advance. All staff are expected to be in the school building between the hours of 8:30am and 3.30pm, unless your contract/ terms of employment states otherwise.

Any flexibility to hours must be discussed and agreed with the School Manager / Directors.

8:40 - 9:00am	Staff briefing
9.00 – 9:30am	Breakfast club
9.30-10.15am	Lesson 1
10:15 – 11:00am	Lesson 2
11:00 -11:15	Break
11:15 – 12:00pm	Lesson 3
12.00 – 12:45pm	Lunch
12.45 – 1:45pm	Lesson 4
1:45 – 2pm	Student reflection and target setting
2.00 - 2.20pm	Staff de-briefing
2.20-3.30pm	Staff PPA/ admin time/ CPD

For **teaching staff** directed time will not exceed 1265 hours per annum 195 days per year (194 for the year 2021) (pro-rata for part time staff). This aligns with School Teachers' Pay and Conditions Document (DfE, 2021).

A maximum of 190 days involve teaching pupils/students, the remainder being non-teaching days where you may be asked to undertake other duties related to your role as a teacher. These are often known as in-service training days (INSET). These limits do not apply if you are paid on the leadership range.

Directed time may include the professional duties of a teacher, including your timetabled teaching as well as any meetings and duties such as parental consultations, planning, preparation and assessment (PPA) time, leadership and management time (as appropriate) and meetings.

For **non-teaching** staff or bank/ casual staff, your hours may differ and are specified in your contract/ terms of employment.

PPA time

All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours (1258.5 hours for the school year beginning in 2021 (or pro rata equivalent)) to enable the discharge of the professional responsibilities of teaching and assessment. PPA time should be not less than 10% of the teacher's timetabled teaching time.

PPA time may be taken daily 2.30-3.30pm. Due to the flexible nature of the setting and numbers of students, when you are not teaching or supporting in lessons or have been allocated a specific task, this time may also be used for PPA.

Lunchtimes, breaks and supervision

A teacher who is required to be available for work for more than one school session on any school day must be allowed one break of reasonable length during the day.

Students must be supervised during breaktimes and lunch times. You are entitled to a lunch break, as outlined above and this will be organised on a rota system. Some flexibility may be required due to the nature of the setting.

Staff meetings

We will have staff meetings, which you will be expected to attend, after school, each term. These will form part of your directed time. A termly agenda for staff meetings will be distributed before the beginning of the term and it will focus on the priorities for development or review.

3. Staff list

We are a small school and communication and collaboration are key. Please see below for details of current staff and their roles and responsibilities.

Name	Main Role	Other responsibilities
David Parrish	Headteacher	Deputy Safeguarding Lead SENCO
Sara O'Grady	Deputy Headteacher	Maths Lead Teacher
Josh Carter	Behaviour and Safeguarding Lead	Designated Safeguarding Lead Fire Warden First Aider
Vicky Malthouse	Science Lead Teacher	Emergency first Aid
Amy Hook	English Lead Teacher	
James Fitzgibbon	PE Lead Teacher	
Keith Smith	Teacher	Wellbeing Lead
Faith Brodie	Teaching Assistant	
Stephen Morrison	Proprietor	
David Lambert	Director	
Michael Bowe	Director	

We will notify you if any of the information in this table changes.

4. Policies and procedures

You will be provided with electronic copies of all school policies with which you are expected to familiarise yourself. These include:

- Health and Safety Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Procedures Policy
- Curriculum Policy

Paper copies can be provided if required.

5. Staff conduct

Introduction

In addition to the code of conduct, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards: Personal and Professional conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe and the school should notify staff of this code and the expectations therein. Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students. Each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours. This Code of Conduct applies to:

- All staff who are employed by the school, including the Headteacher
- All staff in units or bases that are attached to the school

Setting an example

All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff must, therefore, demonstrate high standards of conduct inside and outside of school and whilst using social media, in order to encourage our students to do the same. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding students

Staff have a duty to safeguard students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The duty to safeguard students includes the duty to report concerns about a student to the Designated Safeguarding Lead (DSL).

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues. Staff must take care of students under their supervision with the aim of ensuring their safety and welfare.

Student development

- Staff must comply with policies and procedures that support the well-being and development of pupils.
- Staff must cooperate and collaborate with colleagues and with external agencies where

necessary to support the development of students.

- Staff must follow reasonable instructions that support the development of students.

Honesty and integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities. All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone: or if they request, agree to accept or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Policy.

Conduct outside work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the community. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Staff must exercise caution when using information technology and the internet and be aware of the risks to themselves and others (please see separate ICT Acceptable Use Policy). Staff must not engage in inappropriate use of social networking sites which may bring themselves, the school, the school community or employer into disrepute. Staff may undertake work outside the school, either paid or voluntary, provided that it does not conflict with the interest of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. If staff do undertake work outside the school, they should inform the headteacher about this.

Confidentiality

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil. All staff are likely at some point to witness actions which need to be confidential, for example, where a pupil is bullied by another pupil. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school including with the pupil's parents/carers, nor with colleagues except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their manager or the Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the students.

Disciplinary action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Dress code

All staff are expected to present themselves appropriately in accordance with the Staff Code of Conduct. You are expected to:

- Ensure that your appearance is clean and neat when at work or representing the school.
- Dress in a manner that is appropriate to your role.
- Remember that you are a role model for pupils, and that your dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders.

Personal belongings

You should ensure that all personal belongings, e.g. handbags are kept locked away.

Mobile phones and internet use

Mobile phones should not be used during lessons.

Please refer to ICT acceptable use policy regarding use of internet during work time.

Professional respect

You must remain professional with colleagues and pupils. It is unacceptable to speak unprofessionally about a colleague, or publicly challenge them or the school; particularly in front of pupils, parents, or other stakeholders.

We expect that you will show professional respect for your colleagues at all times. Any instances of workplace bullying or disrespect will be handled in line with the Disciplinary Policy and Procedure.

Alcohol, smoking and drugs

Alcohol, illegal drugs and legal highs are strictly prohibited on the school site.

Prescription medication must be kept locked away. You must never consume medication in front of pupils.

You are not permitted to smoke on school grounds. You must never smoke in front of pupils or parents.

6. Salaries and Wages

A) Administration

1) Payment dates are outlined in your contract of employment. You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, etc. Any pay queries that you may have should be raised with a Director.

2) Overpayments If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3) Income Tax and National Insurance At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

B) Lateness/ Absenteeism

1) You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

2) All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

3) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

C) Timesheets

You may be required to complete and submit timesheets as directed in order to ensure that you receive the correct payment. Incorrectly completed, or late submission of, timesheets may result in incorrect or delayed payment of wages. Deliberate falsification of timesheets will be regarded as a disciplinary offence and may lead to your summary dismissal.

D) Pension Scheme

You may be auto-enrolled into the company pension scheme (subject to the conditions of the scheme) details of which will be provided separately by the Directors.

7. Attendance and absence

Your contract outlines your requirements for working days. Regular attendance at work is an integral part of your contract of employment and we expect all of our staff to keep absences to a minimum, where possible.

You must attend for work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

A) NOTIFICATION OF INCAPACITY FOR WORK

1) You must notify us by telephone on the first day of incapacity at the earliest possible opportunity. **Where possible, notification should be made the night before. If this is not possible, notification should be made by no later than 8am.** Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally, to the School Manager.

2) You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate.

3) If your incapacity extends to more than seven calendar days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

B) EVIDENCE OF INCAPACITY

1) Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.

2) If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

C) PAYMENTS

1) You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.

2) Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

3) Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

D) RETURN TO WORK

- 1) You should notify your Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- 2) If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Manager.
- 4) Upon returning to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

E) GENERAL

- 1) Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.
- 2) In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.
- 3) We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.
- 4) If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.

Setting cover

In periods of known absence - you should ensure that appropriate work is set for pupils with clear instructions during your absence.

In periods of unknown absence (e.g. sudden illness) you should have short- and medium-term plans available for use by the individual providing cover for you in the event of an unplanned absence.

Medical/ other appointments

Where possible, you are expected to make routine appointments outside of working hours – where this is not possible, please try and schedule these appointments for as close to the beginning or end of the school day as possible. You must submit an absence request form to the School Manager for such appointments.

Returning to school after an absence

Upon return to school, you should ask the office staff which forms need to be completed, as the type of form will likely vary depending on the length of your absence. You should also ensure you speak to the headteacher about what occurred in your absence.

Paid and unpaid leave of absence

Leave of absence is only granted for circumstances outlined in your contract – please see your official contract of employment for details regarding your leave of absence entitlements.

All requests for leaves of absence should be given to the School Manager for approval.

8. Holiday entitlement and conditions

For teaching staff employed on an annual salary – your holiday entitlement falls during non term time. Your salary is divided over 12 months.

For other staff - your annual holiday entitlement is shown in your individual contract/
Statement of Main Terms of Employment

It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward and no payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.

As this is a school, **holidays must be taken during school holidays and must not be taken during term time**. Any requests for holidays during term time may, in exceptional circumstances, be granted at the absolute discretion of the School Manager (and Directors where appropriate). All requests for holiday must be submitted in writing to the School Manager (and Directors where appropriate).

You should give at least six weeks' notice of your intention to take holidays.

Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms of Employment.

9. Staff training and wellbeing

At Invested Education staff training, development and well-being is of great importance. Regular, relevant training (online and face to face) and professional development opportunities are provided throughout the year.

All staff are expected to attend Professional Development (PD) days and must undertake specific training. There is also bespoke and individualised training for staff relating to their roles and responsibilities. All staff have access to a training hub and are required to log their training and PD on a spreadsheet in OneDrive.

Where you wish to undergo a training opportunity to further your professional development, you should raise this with your manager. Where a training is considered to be relevant and beneficial for your role, the school will organise and fund this training where possible.

If you have any concerns about your own or another member of staff's well-being you should raise this with your manager. Invested Education aims to provide opportunities to promote and support staff well-being.

10. Health and safety

All staff are required to familiarise themselves with the Health and Safety Policy and School Risk Assessment.

Fire and other emergencies

In the case of fire you should leave by the nearest exit and meet at the fire assembly point which is the far edge of the school car park. The designated Fire Safety Officers are David Parrish and Josh Carter. The Fire Brigade should be called.

The school doors should be locked to prevent unauthorised visitors to the building. The doors can be opened from the inside in case of an emergency/ evacuation.

Pupils must always be supervised in the event of an emergency; if you are supervising pupils when emergency procedures are invoked, you must ensure that all pupils in your care are accounted for and kept as safe as possible.

You must ensure that you are aware of any pupils in your care who have a Personal Emergency Evacuation Plan, and how to enact that plan where necessary.

First aid

See staff list for First Aid trained staff.

First aid kits can be found in **both kitchens**. You are responsible for familiarising yourself with the school's First Aid Policy.

If you witness an incident involving pupils, you must act immediately. If you are first aid trained, you will be expected to tend to the pupil if you are the closest staff member to the incident. If you are not first aid trained, you must locate a first aider to do so.

You must ensure you know how to complete the Accident Log, as you will be required to do so if you are the closest available staff member to an incident.

In the event that an incident requires a hospital visit:

- The most senior staff member present at the scene will call an ambulance, where necessary.
- The most senior staff member will call the pupil's parents/ carers, or delegate this responsibility to another staff member on the scene.
- A member of staff will accompany the pupil in the ambulance in the absence of their parents.
- The Accident Log will be completed with any additional details, e.g. the severity of the injury once assessed by medical professionals.

The wellbeing of our pupils is our primary concern; therefore, we expect all of our staff to act quickly, though cautiously, regarding incidents that involve injured pupils.

Cause for concern

Any incidents involving students which are a 'cause for concern' (but not Safeguarding issue – see separate policy) must be logged using the Cause for Concern form. The student profile will then be updated and discussed with staff.

Hygiene

You are expected to contribute to keeping the school neat and tidy. You are responsible for:

- Tidying up after yourself, including washing any dishes used, throwing away rubbish and cleaning up spillages.
- Ensuring that you remove any perishable products from the fridge prior to their expiry dates.
- Emptying the bins at the end of the school day in your classroom.
- Wipe down the desks in your classroom using antibacterial wipes (this is important in light of COVID).

Behaviour management

You bear responsibility for working with the rest of the school's staff to ensure good standards of behaviour are maintained.

You must ensure you familiarise yourself with the school's Behavioural Policy so that you are aware of the behaviour that is expected of all pupils. You are expected to model good behaviour for pupils at all times.

11. Teaching and learning

Curriculum

We will ensure that we offer a curriculum that is broad and balanced. Our curriculum will align to the National Curriculum where appropriate.

The school should give experience in the following areas:

- Linguistic: developing pupils' communication skills and increasing their command of language through listening, speaking, reading and writing - pupils must acquire speaking, listening and literacy skills.
- Mathematical: making calculations, understanding and appreciating relationships and patterns in number and space and developing pupils capacity to think logically and express themselves clearly. Their knowledge and understanding of mathematics should be developed in a variety of ways, including practical activity, exploration and discussion
- Scientific: increasing pupils' knowledge and understanding of nature, materials and forces and with developing the skills associated with science as a process of enquiry: for example, observing, forming hypotheses, conducting experiments and recording their findings.
- Technological: Technological skills, can include the use of ICT; developing, planning and communicating ideas; working with tools, equipment, materials and components to produce good quality products; and evaluating processes and products. If a school does not allow the use of IT systems it should still make pupils aware of their existence and of the impact these can have in their lives
- Human and social: people and their environment, and how human action, now and in the past, has influenced events and conditions. In most schools, the subjects of history and geography make a strong contribution to this area
- Physical : develop pupils' physical control and co-ordination as well as tactical skills and imaginative responses, and to help them to evaluate and improve their performance. Pupils should also acquire knowledge and understanding of the basic principles of fitness and health
- Aesthetic and creative: processes of making, composing and inventing. There are aesthetic and creative aspects of all subjects, but some make a particularly strong contribution including art, music, dance, drama and the study of literature because they call for personal, imaginative, and often practical, responses
- PSHE Plans and schemes of work must illustrate how each area is to be woven into the school curriculum. It is not necessary for subjects to be treated as separate subjects but the overall curriculum must cover the range set out above.

It is a key priority of our school to ensure our curriculum offers opportunities for all individual needs to be met and delivers an enjoyable learning experience. You will be required to participate in curriculum planning alongside all members of teaching staff, which should ensure that there is progression and continuity in learning.

Lesson preparation

You must ensure that individual lessons are carefully prepared so that all the required materials and resources are to hand before the lesson begins.

Lessons should be sequenced and tailored to meet the needs of individual students. Consideration should be given to SEND and all EHCP and other plans should be followed accordingly to meet individual student outcomes.

The classroom

Classrooms must be kept tidy and promote an environment that encourages learning. Displays should be engaging and appealing.

You are expected to keep your desk tidy and uncluttered at all times – all drawers and cupboards should be locked, and bins utilised and emptied daily.

You are responsible for developing and implementing classroom behaviour rules, and following the Behavioural Policy in the instance of poor pupil behaviour.

Marking, feedback and reports

You will ensure that work is marked and feedback is provided in accordance with the Marking and Feedback Policy. You should always allow pupils to ask any questions regarding their work and any feedback given.

Weekly summaries should be completed for all pupils. Half termly reports for each student should be written by teachers and provided to schools and parents.

12. Performance management and appraisal

Appraisal in this school will be a supportive and developmental process designed to ensure that all staff have or fully develop the skills and access to support they need to carry out their role effectively. It will help to ensure that staff are able to continue to improve their professional practice and to develop. Full details can be found in the Appraisal policy.

Performance review may involve learning walks, lesson observations, work scrutiny and staff and student voice. Targets will be agreed and discussed with staff and reviewed during the year.

General Terms and Procedures

A) CHANGES IN PERSONAL DETAILS

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

B) OTHER EMPLOYMENT

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

C) TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Proof of the appointment should be provided to your Manager. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of your Manager and will normally be without pay.

D) MATERNITY/PATERNITY/ADOPTION LEAVE AND PAY You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify a director at an early stage so that your entitlements and obligations can be explained to you.

E) PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with a director who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business.

F) TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with your manager who, if appropriate, will agree the necessary time off.

G) BEREAVEMENT LEAVE

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your manager and agree appropriate time off.

H) TRAVEL EXPENSES We will reimburse you for any reasonable expenses incurred whilst travelling on our business. The rules relating to travelling expenses will be issued separately. You must provide receipts for any expenditure.

I) EMPLOYEES' PROPERTY AND LOST PROPERTY We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight. Articles of lost property should be handed to your Manager who will retain them whilst attempts are made to discover the owner

J) INCLEMENT WEATHER/TRAVEL ARRANGEMENT DISRUPTION

Every reasonable effort should be made to attend work in accordance with your contract. In the event that you are unable to attend work owing to inclement weather conditions and/or severe disruption to your travel arrangements, you should report your absence through the normal absence reporting procedures. Any absence due to adverse weather will ordinarily be unpaid.

K) DRIVING LICENCE

If driving is a necessary part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. We may also require you to provide us with the ability to access your driving licence details online. If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

L) CAR INSURANCE

If your position requires you to use your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and an MOT Certificate must be produced for scrutiny by the school upon renewal and at any time when so requested.

M) FINES

Any fines imposed by relevant authorities including (but not limited to) speeding and parking will be payable by the employee. The school take no responsibility for the payment of fines incurred by the employee during their employment. In the event that the school receive the summons on the employee's behalf or owing to a fine incurred by the employee, we may pay the fine and deduct the cost from the employee's salary. This is an express written term of your contract of employment.

N) THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of that hearing.

O) RECORDING OF FORMAL MEETINGS

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request. All personal data collected for this purpose will be processed in line with the current Data Protection Act

15. Capability Procedures

A) INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

B) JOB CHANGES/GENERAL CAPABILITY ISSUES

- 1) If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
- 2) If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
- 3) If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 4) If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES

- 1) Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
- 2) There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

16. Disciplinary Procedures

A) INTRODUCTION

1) It is necessary to have a minimum number of rules in the interests of the whole organisation.

2) The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

3) Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

4) The following rules and procedures should ensure that: a) the correct procedure is used when requiring you to attend a disciplinary hearing; b) you are fully aware of the standards of performance, action and behaviour required of you; c) disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner; d) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind; e) other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process; f) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and g) if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

B) DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

(These are examples only and not an exhaustive list.) You will be liable to disciplinary action if you are found to have acted in any of the following ways: a) failure to abide by the general health and safety rules and procedures; b) smoking in designated non smoking areas; c) persistent absenteeism and/or lateness; d) unsatisfactory standards or output of work; e) rudeness towards parents/guardians, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language; f) failure to devote the whole of your time, attention and abilities to our business and its affairs during your normal working hours; g) unauthorised use of e-mail and internet; h) failure to carry out all reasonable instructions or follow our rules and procedures; i) unauthorised use or negligent damage or loss of our property; j) failure to report immediately any damage to property or premises caused by you; k) failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs; l) if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction; m) carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain; n) loss of driving licence where driving on public roads forms an essential part of the duties of the post; and o) a breach of OFSTED regulations.

D) SERIOUS MISCONDUCT

1) Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.

2) You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

E) RULES COVERING GROSS MISCONDUCT

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of: a) theft or fraud; b) physical violence or bullying; c) deliberate damage to property; d) deliberate acts of unlawful discrimination or harassment; e) consumption of alcohol on the premises prior to and/or during hours of duty; f) possession, or being under the influence, of drugs* at work and/or testing positive for drug use in a random sample drug test in line with our policy; *For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal. g) a serious breach of OFSTED regulations; and h) breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person. (The above examples are illustrative and do not form an exhaustive list.)

F) DISCIPLINARY PROCEDURE

1) Disciplinary action taken against you will be based on the following procedure:

OFFENCE	FIRST OCCASION	SECOND OCCASION	THIRD OCCASION	FOURTH OCCASION
Unsatisfactory Conduct	Formal verbal warning	Written Warning	Final written warning	Dismissal
Misconduct	Written Warning	Final written Warning	Dismissal	
Serious misconduct	Final written warning	Dismissal		
Gross misconduct	Dismissal			

2) We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal.

3) If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.

4) In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

G) DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

H) PERIOD OF WARNINGS

1) Formal verbal warning A formal verbal warning will normally be disregarded for disciplinary purposes after a three month period.

2) Written warning A written warning will normally be disregarded for disciplinary purposes after a six month period.

3) Final written warning A final written warning will normally be disregarded for disciplinary purposes after a twelve month period.

I) GENERAL NOTES

1) If you are in a supervisory or Managerial position then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

2) In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

3) Gross misconduct offences will result in dismissal without notice.

4) You have the right to appeal against any disciplinary action.

Capability/Disciplinary Appeal Procedure

1) You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

2) If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

3) An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

4) The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.

5) If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.

6) You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice. The result of the appeal will be made known to you in writing, normally within five working days after the hearing.

Grievance Procedure

1) It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

2) Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.

3) You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.

4) If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.

5) If you wish to appeal you must inform a Director within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the Home will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).

6) Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing

17. Safeguards

A) RIGHTS OF SEARCH

1) Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.

2) Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.

3) We reserve the right to call in the police at any stage.

A) CONFIDENTIALITY

You must always be aware of the confidentiality of information gained during the course of your duties, which in many cases includes access to personal information relating to children, their families and other staff. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following:

1) All documentary or other material containing confidential information must be kept securely at all times when not being used by a member of staff and must be returned to us at the time of termination of your employment with us, or at any other time upon demand;

2) Information regarding the school and children must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that employees should ensure the authenticity of telephone enquiries;

3) Conversations relating to confidential matters affecting the school, employees and children should not take place in situations where they can be overheard (i.e. in corridors, reception areas, lifts, etc.);

4) Any breach of confidentiality may be regarded as misconduct/gross misconduct and be the subject of serious disciplinary action.

5) You must make yourself aware of the school's policies on data protection in relation to personal data and ensure compliance with them at all times. The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times. For the purposes of clarity, you shall not at any time (save as required by law) before or after the termination of your employment, disclose such information to any person without our prior written consent.

C) SCHOOL PROPERTY AND COPYRIGHT All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

D) STATEMENTS TO THE MEDIA Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by a Director.

E) DATA PROTECTION The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it

is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects. We will process data in line with our privacy notices in relation to both job applicants and employees. You have several rights in relation to your data. More information about these rights is available in our "Policy on your rights in relation to your data". We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such. We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time. You are required to comply with all school policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

F) GIFTS Any gifts, tips, benefits, invitations to subsidised events or any form of gratuity etc. must be disclosed to your Manager. You should not accept any high value gifts or invitations without prior written authorisation