



Vanguard Learning Trust

Staff Entitlement



Mission Statement

The Vanguard Learning Trust is a group of local primary and secondary schools in Hillingdon. We strive to be a Trust that serves its local community and is pioneering in its approach to broadening our students' lives. We believe in highly effective teaching which allows our students to shine both in and out of the classroom and that intellectual curiosity is at the core of every learning experience. Whilst schools in the Trust have their own ethos and values, they share the common aspiration that all students can achieve their potential and embrace a life-long journey of discovery.

Ruislip High School



Vanguard Learning Trust

Executive Headteacher

Ruislip High School joined the Vanguard Learning Trust (VLT) in September 2018, a local multi-academy trust with Ryefield, a local primary school in Hillingdon, and Vyners, a local secondary school in Ickenham. As a Trust, we are committed to staff's wellbeing and promoting an open and transparent culture. We have established four cross-phase school improvement projects in 2018-2019 with the primary aim of providing staff with professional development opportunities through collaboration with colleagues in local schools. Each school in the Trust has its own unique ethos, whilst supporting the Trust's vision and values; the overarching tenet of the VLT is to be a local, inclusive Trust serving its Hillingdon community. We are confident that staff across the Trust feel valued in their individual schools. As the Trust expands we intend to develop partnerships that provide staff with opportunities to take a leading role with specific initiatives and Trust improvement projects.



Dr Martina Lecky
Executive Headteacher

Chief Operating Officer

I am the part-time Chief Operating Officer for Vanguard Learning Trust. My role is to act as Business Manager for the Trust as a whole, as well as for Vyners (which I still do 3 days a week). My background is very much as a member of school support staff.



The natural tendency will be for us all to identify with our own local school. Being part of a multi-academy trust, however, opens up new opportunities for staff – on both the support and the teaching side – to develop our careers and simply broaden our horizons. I invite you all to seek out the person in our wide MAT 'family' who perform a similar role to you. What experience do you share, how can they help you solve problems and what insight can you offer into theirs? Whilst each school will operate slightly differently, we all share a common goal, which is to provide the very best experience for the students and young adults in our care.

Support staff are equal partners in our schools and we are privileged to have so many skilled individuals working within the Trust. As the Trust grows, we hope to provide greater opportunities for support staff to work across the Trust, or to transfer between schools.

I look forward to meeting many of you. Please come and say 'hello' and share your ideas and experiences.

Karen Williams
Chief Operating Officer



Vanguard Learning Trust

Vision and Values

VLT vision:

The VLT is a high-quality, local, cross-phase multi-academy trust that:

- demonstrates best practice in teaching and learning from nursery to sixth form using an evidence based approach;
- provides a broad and inclusive education for all school communities which develops a life-long love of learning;
- creates dynamic learning environments to stretch and challenge all students, empower them to achieve their full potential and have confidence and enthusiasm in all they do;
- ensures collaboration between schools to secure school improvement priorities and gives resilience to all schools by the strategic use of resources; and allows staff to focus on projects within the Trust which provides opportunities for professional development, including action research.

VLT values:

1. Life-long Learning

We foster in all our schools a love of learning through developing capable and resilient students who have the skills and attributes to overcome challenges and persevere when learning is challenging.

2. Pride

We promote the conditions that encourage all members of each school community - students, staff, parents and governors - to be proud of themselves, their work and their contribution to all schools within the trust.

3. Belonging

We develop school communities based on trust and respect where everyone is valued and supported.

4. Respect, Responsibility and Relationships

We celebrate the values of respect and individual and collective responsibility through developing positive relationships in all our school communities.

5. Tolerance and Humility

We develop well-rounded students who are ready to take their place in the world and make a valuable contribution to the communities in which they live.

Ruislip High School

Head of School

At Ruislip High School we recognise that our greatest asset is our staff. We are keen to appoint inspirational, influential and effective staff who will join us in supporting our students through their Ruislip High School journey.

We appreciate that if staff are to be effective practitioners over a sustained period of time, school leaders need to provide them with the professional development opportunities both in and out of school. We want our staff team to be highly motivated and feel valued for their hard work and commitment to our students' education.



In order to help our staff have the best possible experience and achieve a real work-life balance, we have put into place a range of measures to benefit both our teaching and support staff colleagues. These can be divided into the following categories:

- Professional development
- Well-being
- Staff discounts and entitlements
- 'Buy-in' schemes

A comprehensive list of the staff entitlements available at the school can be found in this booklet and emphasises that from a comprehensive new staff induction package to a dry cleaning and car wash service. Ruislip High School is committed to developing its staff and ensuring they receive the necessary support and challenge to be successful at the school.

What kind of people are we looking for?

- First and foremost, staff at Ruislip High School must like working with children and be good at it;
- Staff must be highly skilled in the role they are applying for or else willing and able to learn in post;
- Staff must show a passion for education and improving the life chances of students;
- Staff should be willing to contribute to the wider life of the school (running clubs, attending events);
- Staff should be highly motivated, like working as part of a team and possess excellent communication skills;
- Staff must hold appropriate qualifications for the role you are applying for.

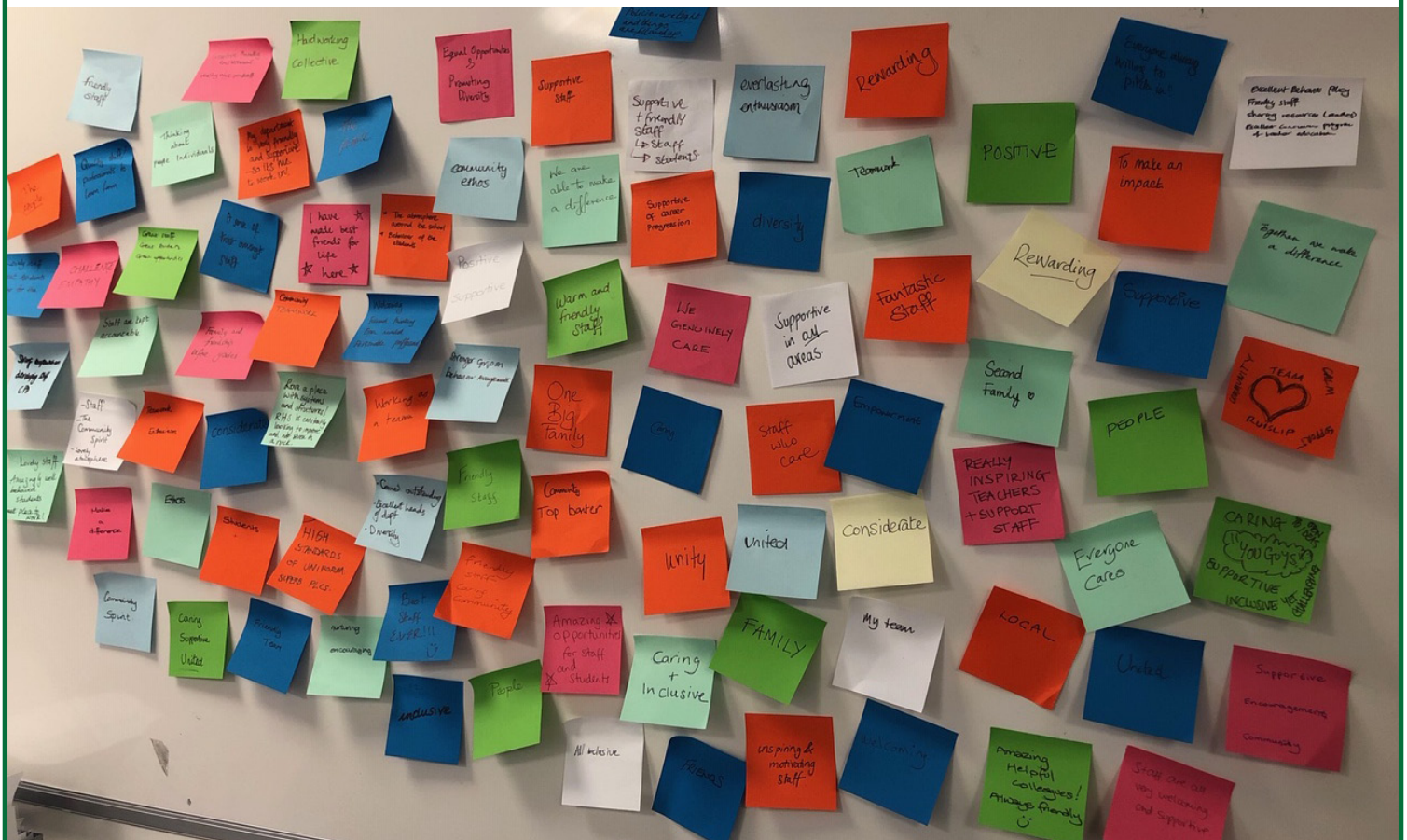
All staff and students are extremely proud of the school and the high expectations that are insisted on that help instil a culture of high aspiration and hard work equalling success. The school would be delighted to hear from applicants who share the vision and values that have led to the school being so successful to date.

Gareth Davies

Head of School for Ruislip High School

Words to describe Ruislip High School

At a meeting on Friday 23rd November 2018, staff were asked to write on a post-it note why work at Ruislip High School; here are their responses:



Rob Alexander, Associate Assistant Headteacher and Head of Year 11, started at Ruislip High School in September 2015

When I relocated to Ruislip from Leeds, it was only ever supposed to be a temporary thing. Four years later and the north is now a thing of the past. The staff and students at Ruislip High are by far the best that I have ever worked with and this is something that will keep me here for years to come I'm sure!

Papiya Dasgupta, Teaching Assistant, started at Ruislip High School in September 2015

I work in RHS because it is a lovely community school; the staff team is very supportive and I enjoy my work.

Sue Davison, Assistant Headteacher, started at Ruislip High School in April 2006

I started when the school opened in 2006 and have worked here longer than at any other school. Why? Because the staff are so friendly and supportive; because it really does have that family feel; because there is mutual respect between the staff and students and no day is ever the same as the last!

Pam Dhaliwal, Director of Science, started at Ruislip High School in September 2018

I enjoy working at RHS because of the team spirit. I feel supported and valued as a teacher so I can help students achieve their full potential. It's such a happy friendly place for teachers and students alike.



Ruislip
High
School

Words to describe Ruislip High School

Janet Edwards, Teaching Assistant, started at Ruislip High School in September 2008

I started at RHS 10 years ago by chance. I saw a job as a TA advertised and wanted a change as I had been childminding for 10 years. I wanted to be part of an organisation again and meet people. Also, a school job seemed ideal as I still had school-aged children at home at the time. Since working here I have learnt so much and every day I still learn things from the lessons, my colleagues and students. Some children do not find education easy so helping them to get through and achieve is rewarding. I enjoy helping people and when I hear "thanks miss" it gives me a boost and keeps me going. Everyone at RHS is treated as an individual of equal importance and it is great being part of this community. We all pull together, help each other out and have a good laugh sometimes as well!

Sam Faircloth, HR Administrator and Pastoral Administrator, started at Ruislip High School in September 2009

I like the people and the variety of the day. My team is supportive and approachable.

Sam Hawkins, Head of Boys' PE, started at Ruislip High School in September 2018

Since moving to Ruislip High School, every INSET or training session has had a focus on staff well-being. In the changing times of education it is nice to see this and makes working at Ruislip High even more enjoyable.

Dan Jose, Teacher of English, started at Ruislip High School in September 2018

I believe that where you live should be where you work, as you are giving back to your local community and this is exactly what Ruislip High does. Ruislip High is a community in every sense: the staff are welcoming; the students are enthusiastic and the management are supportive. The school serves the community and wants the best for their students' future and staff well-being. It is a great place to work, where you can push your teaching and learning skills as well as learn a few new techniques along the way. I have only been here a short time, but can't imagine finding anywhere better to be.

Steph Keenan, Director of English, started at Ruislip High School in September 2011

Why do I work at Ruislip High? The staff, the students, the community and the flexibility.

Noemie Lucas, Head of Year and Teacher of MFL, started at Ruislip High School in October 2013

I have been working in Ruislip High for five years and it would not even cross my mind to leave our amazing school. Our working environment is fantastic and it is a pleasure to spend every day with students and staff alike.

Melissa Marsh, Teacher of English, started at Ruislip High School in September 2017

The reason I first wanted to work at Ruislip High school was because of the rave review from Peter Randall and he encouraged me to apply for a job here. Why I still work here is much to do with that same reason: Friendship. I have truly made some close, supportive and important friendships amongst the staff at Ruislip High. There is a collective feeling of support and fun and that makes me want to go to work. I feel this friendly atmosphere amongst the staff transfers down to the students making it a great place to work.

Helena Mullane, Teacher of Mathematics, started at Ruislip High School in September 2007

I have worked at Ruislip High School since 2007. I have stayed here because of the enthusiasm, care and effort staff put in for the students, the opportunity to develop ourselves and the students and the opportunity to grow with the school.

Justine O'Driscoll, Data and HR Manager, started at Ruislip High School in May 2011

I like the variety of my job and the people. The support staff team are great and I like to make the teachers' job easier so they are able to help the students. I find it rewarding supporting individual members of staff when they need help.

Ben Peacock, Assistant Head of Year 13 and Teacher of Geography, started at Ruislip High School in September 2016

I enjoy working at Ruislip High School partly due to the motivated community of students that we are fortunate to teach, and partly due to the friendly and supportive atmosphere among the staff. The benefit of working in a fairly small school is that people can more easily appreciate what others do, and therefore make everyone feel more valued.

Sutapa Poddar, Teacher of Computer Science, started at Ruislip High School in September 2015

I like working in RHS due to the supportive environment here, right from the department to the SLT and every member of staff. Dr Lecky with her fantastic leadership is another big reason why I love working here. The systems in the school work and if something doesn't it's fixed very quickly within reasonable limits. Colleagues are fantastic here and if I go to someone to get some advice I always come out with brilliant ideas. So thank you RHS team, you are the best.

Dan Stent, Assistant Headteacher, started at Ruislip High School in July 2010

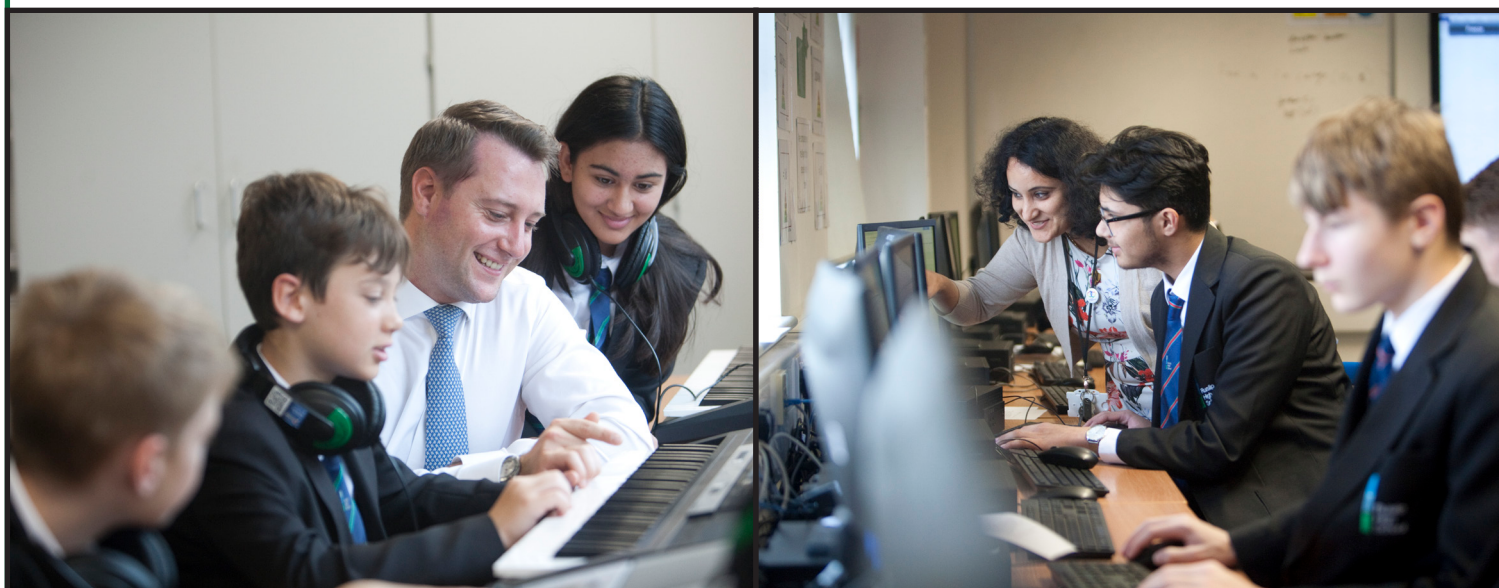
I started Ruislip High as an NQT and I am now an Assistant Headteacher. This school gives incredible opportunities to staff with ambition and drive. The staff and school leadership are always open to change and new ideas which makes this an exciting and dynamic place to work.

Pravina Vora, Teacher of Science, started at Ruislip High School in September 2018

I really enjoy working at RHS because the science department is very supportive with work related issues and personal issues. I feel like we are a big family as soon as I walk into RHS every morning. Overall I've been made to feel so welcome by all staff at RHS and feel I belong to a great community that is very understanding and supportive both to staff and students and allow them to excel to their potential. I am so proud to be part of such a successful school that is not all about results but how to guide students to succeed in the future, no matter what path they take after Year 11.

Alison Woolcock, Teacher of English, started at Ruislip High School in September 2018

Back in 2010-11 I was lucky enough to work as part of the Learning Support Faculty at RHS and got to see first-hand what a fantastic learning environment the school is. This experience totally inspired me to complete my PGCE and become an English teacher and of course my ambition was to one day return to RHS. I feel privileged to now be part of a very collaborative, inspirational and supportive English department everyday.



Feeling Valued

An A-Z Guide to Staff Wellbeing

A-Levels and GCSE courses

If staff have the desire to learn something new or wish to re-sit an exam or study a new subject that the school currently offers, the school will pay the awarding body fees for one subject exam per year and allow the exams to be taken at the school.

Attendance

Staff who complete a whole academic year without missing a day through illness or medical appointments are recognised by the governors' pay and personnel committee; this includes a letter and voucher.

Car Insurance - Business Use

Many staff use their own vehicle for business purposes, eg. attending training courses or visiting other schools. To save staff the expense of having to add business cover to their own car insurance, the school purchases a single insurance policy which covers all staff when driving their own cars for business use. The policy does not cover staff for commuting to and from work. Should staff ever need to make a claim on the policy, they should contact the school's finance manager.

Car Washing

The school is launching a monthly car wash service which will take place in the school car park, £20 for a wash and Hoover, £30 for bigger cars. A Google sign up sheet will be made available on a 'first-come, first-served' basis with a maximum of ten cars per day. To access the service, staff need to book their car and leave their keys and payment (cash only) with the premises team on the day. No cash, no wash!

Childcare vouchers

Ruislip High School (RHS) operates a fully-managed childcare voucher scheme for parents with children up to age 15. Childcare vouchers provide an easy - and tax efficient - way for working parents to save on the cost of childcare. The savings generated by using vouchers can often add up to hundreds of pounds a year. Vouchers can be used for a wide range of care, from nurseries and childminders through to holiday camps and breakfast clubs. Staff should speak to the finance department for more information.

Conference

RHS staff will take part in the first Trust's conference in November 2019. It will be an excellent opportunity to develop a Trust-wide ethos.

Cycle to work scheme

Through the 'Wider Wallet Plus' benefits portal, employees of the Trust can participate in the 'Cycle to Work' scheme. This enables employees to select a bicycle from a range of suppliers at a significant discount. The individual school purchases the bicycle and staff 'hire back' the bicycle for a twelve-month period. Payments are deducted from salaries before tax and national insurance, making this a tax efficient way of paying. If staff want to keep the bicycle, they simply pay the tax owing on the residual value of the bicycle at the end of the twelve months, and it is theirs to keep. The total cost to the employee will be less than the original purchase price of the bicycle.

Deliveries

It can be difficult for staff to arrange for packages to be delivered when they are not at home. Staff can have 'small' packages delivered to school and the premises and office team will sign for them. Staff will be notified by e-mail and can pick up the package later that day. No sofas or washing machines please!

Discounts

The '**Wider Wallet Plus**' employee benefits scheme will be operated by the school and offers staff a wide range of discounts on goods and services; this is everything from high street stores, to theme parks, restaurants and holidays. The portal is completely free to access for staff. Details of how to log in can be found in the Key Document sections on Google drive. Happy shopping!

UNiDAYS: if staff haven't already registered they can join the exclusive UNiDAYS website which will give access to various discounts from clothing to eating out. Staff should use their school email address to join using this link: <https://www.myunidays.com/GB/en-GB/account/register>

Dry Cleaning

The school has negotiated a delivery and collection service with 10% discount at the local dry cleaners - Annie's Dry Cleaning. The discount applies to all standard dry cleaning and laundry services on their price list (attached). To make arrangements call Bahman Naghashzadeh on 01895 634140 stating you are calling from RHS. You will need to arrange payment with him directly (phone card payments are accepted over the phone).

Education Support Partnership

The school and Education Support Partnership offers a wide variety of information and advice on topics including:

- grappling with work-life balance
- handling stress
- managing disagreements at school
- managing your time
- relationships at work
- managing difficult student behaviour

The charity's trained counsellors listen without judgement; no issue is too big or too small. They have a free and confidential helpline that is available 24/7 to everyone working in education and is available UK wide on 08000 562 561. Its grants service, helps working in or retired education staff experiencing short-term financial issues. Staff can use their online application form to apply for a grant. The charity can also support with training costs if staff wishing to change career or re-join the education sector. Staff should visit <https://www.educationsupportpartnership.org.uk/about-us> to learn more.

Email Expectation/Staff Communication Policy

At RHS, we have a clear staff communication policy to help with the overload of emails received. The school is making use of a weekly information bulletin (WIB), along with a shorter daily information bulletin (DIB) to ensure all key information is shared in one document and kept centrally. Guidance to ensure that staff only receive the emails that are relevant to them is clear in the policy. The charter includes a set of guidelines to help with content and remind staff when are the best times to send emails, when they can expect a response (or be expected to respond).

Feel Good Fridays

There is a choice of badminton or 5-a-side football for staff in the sports hall or the Astro, for those that still have some energy left over at the end of the week!

Financial support for MAs and Doctorates

Subject to the school's budget, staff can receive financial support up to £500 for taking a qualification that will support them in their professional role.

FRAANK weekly award (For Really Appreciated and Noble Kindness)

Each week staff thank each other publicly during briefing by passing on the FRAANK cup.

Headteacher's postcard of the week for staff

There is no question about how hard all the staff at Ruislip High School work every day. In the Headteacher's weekly bulletin, a member of staff is chosen for the Headteacher's thank you of the week, along with the reasons.

Induction

All new teaching staff have an induction day before commencing work at the school. Staff are then assigned a buddy from the current staff and a full programme of new staff meetings, covering everything from safeguarding, systems and teaching and learning updates.

Let's Party

Let's Party, situated in West End Road, offer a 10% discount for Ruislip High School staff. Staff should visit their website for more information: <https://www.letsparty4.co.uk/>

Maternity leave - return to work buddy

Staff will be given the option to buddy up with someone else in the school who has returned to work after having a baby. They are encouraged to do at least one paid KIT (keeping in touch) day before they return.

Mobile Motor Mechanic

A local mobile mechanic, Terry Denny (01895 630 788 or 07801 290282), can be booked to come to school to attend to any automotive problems. Terry is a trained mechanic and will take cars away for repair, bringing it back at the end of the school day. He will also collect cars and arrange for an MOT.

My Day Out

The school fully supports staff in their continued professional development. Some of the most rewarding training can come from visiting other schools or institutions to observe good practice. Staff are particularly encouraged to visit schools during the summer term. This should be booked through line managers and must not conflict with other things happening in school.

My Next Move

A common question at interview is, *'Where do you see yourself in five years?'* Whilst it is a difficult question to answer, it is one all staff should be considering. As an employee in a school it is sometimes too easy to get caught up in the day-to-day routines and forget to consider long term career goals. The senior leadership team meet with each member of staff annually to discuss their short and long term career plans as well as how to improve the school community.

NQTs

Each NQT has a subject mentor as well as an SLT link and a buddy from a different department. All NQTs are supported through their first year with a full professional studies programme.

Positive Workplace survey (annually)

The school buys into the Education Support Partnership annual staff survey. The survey is designed specifically for schools and offers bespoke options to address any specific challenges. It is useful as a benchmarking tool and it identifies underlying factors within an organisation that, through effective action planning, should improve the morale, engagement and effectiveness of your people. A VLT-trust comparison report will also be completed for the first time in 2019.

Postcards for Staff

Students and colleagues have the opportunity to send thank you postcards to staff. These are placed in staff trays in the staffroom and could be for anything, from running a school trip or after school club to delivering a really enjoyable lesson.

Professional Development Library

A range of professional development texts can be found in the CPD section in the Learning Resource Centre (LRC). Staff can borrow these resources whenever helpful.

Professional Development (PD)

RHS offers a full programme of high quality professional development that has been nationally recognised as 'Transforming' practice by the SSAT. All PD is held on a Wednesday after school so that staff can plan their time effectively. The school provides seven staff development days as opposed to the standard five. This is to provide additional time within the school year for staff to work in their teams for planning and moderation as well as professional development. RHS provides training in leadership for support staff middle leaders by Education Support Partnership. The school also offers a variety of middle and senior leadership modules through the SSAT and the option to become a Lead Practitioner.

Sabbatical leave of absence

RHS's governors believe that, although there is no automatic entitlement to take a sabbatical, allowing experienced staff to take short career breaks can lead to improved commitment, motivation and retention. These potential benefits, however, need to be weighed up against the business needs of the school and in particular the short-term impact on learning and teaching. The school has a sabbatical leave policy which outlines how an application can be made.

Season Ticket Loans

The cost of using public transport to commute to work can sometimes be very expensive. Season tickets offer the best value for money, but can often be out of reach for staff who cannot afford the significant upfront cost of the ticket. The school offers to advance the full cost of a six or twelve month season ticket, with the cost repaid out of monthly salary over the duration of the ticket. Staff should contact the finance department for further information.

Secret Santa

In the second week of December, staff will be invited to join the Ruislip High School Secret Santa draw. Using DrawNames, staff are randomly allocated a secret santa. For three weeks, colleagues buy a £5 gift each week for the member of staff that they have been allocated in the draw.

Staff Association Fund

This is an optional fund that staff can pay into with a one-off payment of £10 or £5 for part-time staff, collected in October every year. The fund is used to buy gifts for staff who leave the school. If the time comes to leave the school, staff will benefit from the funds accrued. Staff should see Jo Cotton, Assistant Headteacher, about contributing to this scheme.

Suggestions

As part of the annual one-to-one meetings with a member of the senior leadership team, staff are given an opportunity to put forward any new ideas. No idea is too small; sometimes the things that make the most difference are the small things that everyone thought could not be changed.

Support Staff Meetings

These meetings are held once a term and are chaired by the Headteacher. It is an opportunity to discuss current issues as well as raise any areas for improvement or concerns from the support staff team.

Sweepstakes

From World Cups to Wimbledon, from Strictly to Jungle, staff can participate in a sweepstake at Ruislip High School.

Tea and Coffee

Free tea and coffee is provided all day, every day for staff and visitors in the staffrooms.

Tour lesson of the week

Each week, members of the senior leadership team decide who saw the best taught lesson of the week. A number of teaching staff and student-facing support staff are nominated for outstanding practice in the classroom and one is selected as 'tour lesson of the week' and receive a gift from SLT.

World of Flowers Lena Archer

World of Flowers are offering Ruislip High School staff 15% discount if they order flowers to be delivered at the school. Staff should speak to Lena Archer on 0208 8682 353 or visit their website at <https://www.worldofflowerspinner.co.uk/>