

Working for Castle Phoenix Trust

Investing in you is key to our Trust. We believe that by investing in you, our pupils will achieve beyond expectations. Employees enjoy a range of comprehensive benefits, including professional development opportunities that provide scope for rewarding career progression. We are very pleased to offer the following benefits :

- Access to outstanding CPD for teaching and leadership. This includes access to a personal mentor and participation in the Trust's annual learning and teaching conference
- Cycle to work scheme
- Discounted gym membership at Caludon Castle Sports Centre
- Employee discount scheme 'Wider Wallet'
- Release time in addition to non-contact time for planning and preparation for leadership responsibilities
- Long Service Award
- Occupational Health Service
- Opportunity for all staff to apply for up to £500 through The Professional Qualification Assistance Policy
- Provision of an ipad/laptop for teaching staff and identified support staff
- Use of excellent ICT facilities
- Use of School and Community Library
- Career Progression through the Trust Lead Learning Practitioner accreditation and Aspiring Lead Learning Practitioner scholarships
- Comprehensive induction training on joining the Trust
- A supportive and professional HR team
- A commitment to the importance of staff wellbeing, reward and recognition (see link for wellbeing committee terms of reference and our people strategy)

For further details refer to pages within this booklet or contact Emma Over.

See us in action on our websites including on <https://www.youtube.com/watch?v=9mlmgmD90fw>

CASTLE PHOENIX TRUST | T: 024 7644 4822 | E: enquiries@castlephoenixtrust.org.uk

INCORPORATING: Caludon Castle School, Hill Farm Primary, Kingsbury School, Foxford School and Richard Lee Primary

Registered office: Castle Phoenix Trust, Axholme Road, Wyken, Coventry CV2 5BD | Registered Number 8331385

- **Access to outstanding CPD for teaching and leadership**

Staff development is central to the Castle Phoenix Trust's philosophy, maintaining that highly motivated, experienced and confident staff are an effective force in teaching and the learning process.

All schools within the Trust have access to a fabulous forum for establishing supportive school improvement networks and the professional expertise and development opportunities offered by the Castle Phoenix Teaching School Alliance. Castle Phoenix Teaching School Alliance is a collaborative partnership of 16 schools across Coventry and Warwickshire plus Coventry LA and University of Warwick. Together we work to provide the capacity to deliver outstanding professional and leadership development, school to school support, ITT and research opportunities. The strength of this collaborative approach means we are very well positioned to provide what the profession and school system need to facilitate outstanding outcomes for all learners. Partners in this alliance have a proven track record of high quality assured provision and are committed to seeking, nurturing and developing world class future leaders to provide the best possible life chances for all young people.

Through our wide-ranging and powerful partnerships, we can work with education professionals and schools in the following areas:

- Initial Teacher Training. Whatever route and style of training is sought by any potential trainees, we can provide this, whether salaried or training.
- All types of professional development, whether short courses, longer courses, twilight opportunities or bespoke programmes.
- Support for schools tailored to the need of the individual school. This can include major support across all aspect of need, or smaller more specific areas of support. Our Specialist Leaders of Education (SLEs) are available for this, as are other staff, both at senior level and classroom practitioners. We also have a pool of LLEs and NLEs.
- Support for research work and projects, whether for individuals or schools.

The Trust is committed to a training programme for all staff, inclusive of support staff. This commitment has been recognised by Caludon Castle gaining Teaching School Status, CPD Mark and as a National Support School.

Castle Phoenix Trust also offers a programme of professional development to newly qualified teachers, through a network of schools who are interested in enhancing their teaching skills. This involves small group training which can be tailored to suit individual needs and requests.

- **Cycle to work scheme**

This scheme is also processed via wider wallet. This allows you to buy bikes for cycling to work, subject to scheme rules. The school buys the bike and 'hires' it to you for a year. By sacrificing part of your monthly salary over 12 months, you reduce the amount of income tax and NI that you pay. This leads to savings on the purchase price over the 12 month period. At the end of the 12 months, you are then given the option to purchase the bike outright for a further payment. This is handled by cyclescheme.co.uk who will write to you at the end of the hire period.

You can log onto the cycle scheme website and input your postcode to see which cycle shops are participating in the scheme and also to use the cycle scheme calculator to see how you could save

- **Discounted gym membership at Caludon Castle Sports Centre**

Staff are able to join the leisure centre and use the facilities on site which include a swimming pool and gym. Preferential rates are available for both one off, monthly and annual membership. The current monthly membership rate is £25. Full details are available from the community office at Caludon Castle.

- **Employee discount scheme 'Wider Wallet'**

Boost your spending power, enjoy your leisure time and experience wellbeing. Wider Wallet brings together a wide range of national and local offers, along with clear information on your other Employee Benefits. So whether you'd like to save money at high-street stores, enjoy discounts on your supermarket shopping or splash out on a treat, there's something for everyone. The process is to simply visit coventry.widerwallet.com and register using the Trust access code. If you don't have access to a computer you can still sign up by contacting the Wider Wallet Team on 0800 612 7220 between 8am to 6pm weekdays as an employee of the Trust.

- **Release time in addition to non-contact time for planning and preparation for leadership responsibilities**

Staff with significant leadership responsibility are given time to implement school priorities.

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- **Long Service Rewards**

The school awards long service rewards once an employee has 25 years continuous service and again once an employee has 40 years' service. The reward entails the presentation of a gift of the employee's choice (to the value of £200) to the employee in school and the opportunity to have a family meal paid for by the school for up to 4 people, in line with school policy.

- **Occupational Health Service**

Staff have access to support and advice through the school's occupational health service provider and the offer of confidential help when facing problems or crisis which could affect their work.

- **Opportunity to apply for up to £500 through The Professional Qualification Assistance Policy**

The purpose of the professional assistance policy is to provide a framework for staff that wish to undertake an approved professional qualification programme.

The key principles underlying the funding policy are that:

- Allocation is based first and foremost on the resource available
- Funding will be prioritised in respect of development and training which aligns to the school improvement plan
- Funding will be prioritised in respect of training/development which directly impacts on the ability of staff to undertake the role they are employed to do.

Assistance may be in the form of all, a combination of, or one of the following means:

- Part payment of course fees up to 50% of the course fees or £500 per annum whichever is the lower
- Appropriate and applicable time off work
- Management support and mentoring assistance.

The full policy including eligibility criteria and arrangements in the event of staff leaving the school is available from Emma Over.

- **Provision of an ipad**

An ipad is provided to staff whose role requires them to provide planning and preparation work outside of the timetabled day in order to supporting the teaching of students. Full details will be made available to staff on appointment to the relevant teaching role.

- **Use of excellent ICT facilities**

The school has invested in a wide range of technology throughout the school. These facilities are available for staff to use for both business and personal use (in line with the Acceptable Use of ICT Facilities Policy). Caludon Castle has recently updated its reprographic suite and copying is available to staff at preferential rates for personal use subject to there being no conflict of interest. Perhaps you are involved in a voluntary or community role outside of work and the association could benefit from competitive printing prices? Contact Karen Wolstenholme in reprographics, at Caludon Castle, to find out what is available as a member of staff.

- **Use of School and Community Library**

Caludon Castle has excellent library facilities, the Learning Resources Centre (LRC), for students, working groups and members of the community. As a member of staff you can use the library to borrow 20 items for up to 4 weeks including CDs and DVDs. A staff guide is available from Angie Barton, the Learning Resource Manager at Caludon Castle, who will also provide you with a staff library card.

- **Career Progression (Learning and Teaching)**

The Trust has within its staffing structure selected posts which are dedicated to enhancing the quality of learning and teaching. These are

- **Principal Leaders of Learning who are assistant head teachers**
- **Assistant Principal Leaders of Learning**

In addition, all teachers can become accredited as

- **Lead Learning Practitioners**

The Lead Learning Practitioner accreditation is for those excellent teachers who see themselves as life-long learners. Not only are they keen on self-development but also on leading others.

Roles and Responsibilities:

Once accreditation status as a Lead Learning Practitioner has been achieved the following is expected:

- An open door policy for lesson observations or 'drop-ins' for all classes
- At least 'good' teaching is consistently maintained and attainment and VA are consistently above the national average

- Contributions to all Teachmeets, the development of learning and teaching resources, the learning and teaching blog/Twitter, to whole school CPD and relevant key events
- Annual research project which impacts positively on learning in, at least, the faculty
- Support to the Leaders of Learning
- Mentoring/coaching of an Aspiring Lead Learning Practitioner

Pay - Accreditation as a Lead Learning Practitioner enables access to accelerated pay progression, and is subject to annual review through the performance management process. For more details or to discuss this opportunity in more detail please contact Ann Rayns, Deputy Headteacher, Learning & Teaching Consultant

A number of scholarships are offered each year for the Aspiring Lead Learning Practitioner programme:

- **Aspiring Lead Learning Practitioner**

The Scholarship offer:

Up to £2000 scholarship bursary available over 2 years. The scholarship is to enable the preparation of inspirational resources, lead on aspects of intervention, sharing of good practice, development of a 'leadership of learning' challenge.

£1000 'golden ticket' for training and development with the Castle Phoenix Teaching school Alliance and Leadership academy:

- Access to a personal mentor
 - Participation in a selection of teaching and/ or leadership training modules – this could be the OTP programme
 - Attendance at Teach meet and Leadership exchange events
 - Professional leadership profiling
 - Participation in the Trust's annual Learning and Teaching conference and termly learning and teaching group
- **Supportive HR Team**

See overleaf

HR's Mission Statement

To continually develop the HR strategy and provision to:

- Support the Trust's vision (*Growing Confident Learners*), people strategy, strategic priorities and each school's development plans through people
- Attract, retain and develop a talented, diverse and motivated workforce
- Create a culture committed to wellbeing in which people thrive
- Develop the Trust as a high performing organisation to maximise student success

Through

- Responsive HR expertise and professionalism
- Working in partnership and with integrity
- Business focussed solutions using best practice
- Effective performance management that develops and empowers staff
- Policies and processes that are fit for purpose
- Building the Trust's values of Respect to all from all, a positive attitude, resilience and determination to achieve our best, passion for learning, innovation and collaboration.

February 2019