



EMPLOYEE BENEFITS GUIDE

ENHANCING LIFE CHOICES



WELCOME TO OUR BENEFITS GUIDE

Everyone in our Trust is united in our core values of ambition, teamwork and honesty. We put students first, but never staff last. We understand that our success as a Trust depends on the success of the children who we have the privilege to teach and the wellbeing, satisfaction and growth of our talented colleagues.

We recognise the importance of a happy, healthy, rewarded, and motivated workforce and we are committed to providing an extensive range of employee benefits that goes above and beyond, and which support you, your family and your career growth.

We have taken great care in putting our benefits package together and this booklet is your comprehensive guide. Please do take the time to read through.

Should you have any questions please reach out to our Human Resource team who will be happy to help with any questions.

Remember, these benefits are here for you, to support your journey with us, to help you grow, and to ensure you feel valued, supported, and developed throughout your career as part of team Two Counties.



YOUR HEALTH AND WELLBEING

Employee Assistance

The importance of looking after all colleagues cannot be overstated. We understand the pressures you and your family face daily and that it is sometimes difficult to balance work and home life.

To help you, our Employee Assistance Programme (EAP), delivered by Health Assured, provides access to confidential wellbeing services including a free, confidential helpline which is available 24 hours a day, 7 days a week, where an experienced advisor will be on hand to take your call. Telephone 0800 0305182.



Wisdom

The Wisdom App is our health and wellbeing platform which complements the confidential telephone helpline, and provides an enhanced set of wellbeing tools and resources to improve physical and mental health.

To Access Wisdom download the App on the App Store or the Google Play Store by searching for Wisdom (by Health Assured) using the code MHA085729 to register.

Your Health Hub



Interactive mood tracker

You will receive regular prompts to track your mood. By tracking mood trends, Wisdom can help you identify patterns and areas for improvement in your wellbeing.



Four-week health plans

Wisdom will support you in your health goals, whether that be eating healthier, quitting smoking, sleeping better, or coping with pressure. Get started on your health plan and track your daily progress.



Mini health checks

How are you feeling today? Take a minute to check in with yourself by using the health checks to assess and support your health and mental wellbeing.



Breathing techniques

Our guided breathing exercises help you feel a sense of calm and relaxation to carry into the rest of your day.

Wellbeing Connected



Personalisation

Wisdom allows you to personalise your homepage so you can access tailored resources and learning materials based on your interests.



Live Chat

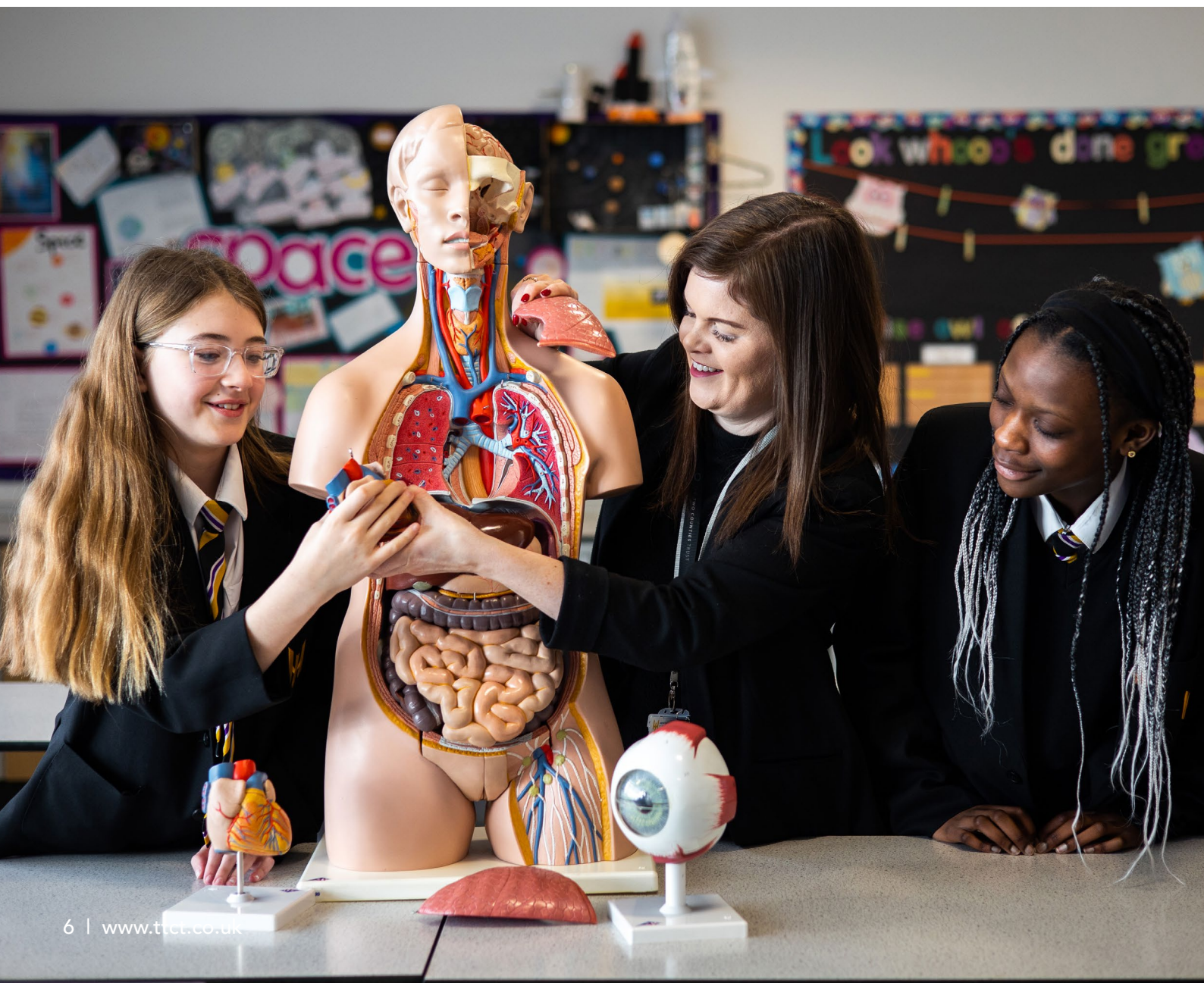
The Live Chat feature allows you to contact a dedicated wellbeing counsellor using live messaging and video calls. For further support, you can call our helpline - available 24/7, 365 days a year. We've made it as easy as possible for you to get the right advice when you need it the most.

Occupational Health

Recognising the importance of both good physical and mental health for all, we offer the opportunity for our employees to access advice and support from our Occupational Health service provider, COPE.

COPE are a team of health professionals who are committed to providing expert advice, support, and interventions to promote a healthy, safe, and productive work environment. Whether you are looking to address specific health concerns or require assistance navigating health-related workplace challenges, our Occupational Health Service is here to support you every step of the way.

If you wish to request a referral to Occupational Health, please reach out to your HR Business Partner.



WORKLOAD CHARTER

The Two Counties Trust recognises the importance of a healthy work life balance and has agreed this workload charter to support colleague wellbeing following feedback in the last employee wellbeing survey.

CULTURE

- Our default position is one of professional trust that all colleagues seek to do a good job.
- We aim to deploy a safe, rewarding and fulfilling working environment which allows colleagues to professionally develop and give of their best.
- Our default position is that the demands of all roles should be reasonable, and manageable.
- Leaders are expected to set an example and role model a positive work life balance and monitor workload in their teams.
- Everyone is expected to accept personal responsibility and their part to play in managing their workload and their personal health and wellbeing.
- All employees will have access to a confidential Employee Assistance Programme to provide support in and out of work.
- Our approach to managing student behaviour will be consistent across the Trust with support and training provided to colleagues.

COMMUNICATION

- Our communication principles set out the standards colleagues can expect from one another.
- We want colleagues to be able to manage a healthy work life balance and we trust the professional judgement of employees to make decisions when they work outside of their working day.
- The Trust is committed to communicating effectively and providing colleagues with clear, relevant, and up to date information.
- Communication will always be professional and ensure the recipient is caused no unnecessary worry or concern.
- The Trust aims to deploy structures and systems which give all employees a voice.

ADMINISTRATION AND DATA

- Student performance data will only be collected as per the annual calendar to ensure that progress can be monitored without creating a burden for colleagues.
- Colleagues will only be asked for data where their professional judgement or expertise is required.
- Data will only be collected once, and our aim is not to duplicate requests for different audiences.
- We will ensure that all colleagues can easily access data, resources, and documents.
- Colleagues will have access to reprographics function at each school.
- Colleagues are encouraged to save documents in a soft version.

TEACHING PRACTICES

- Teachers are not expected to submit daily or weekly plans and are encouraged to spend time collaboratively planning, sharing resources and knowledge with colleagues across the Trust.
- Where possible, documentation will be prepared once and shared across all schools in order to reduce duplication and workload.
- Teachers are encouraged to make use of collaborative /central Trust resources.
- Whole class feedback is encouraged.
- Meaningful steps are taken in each school to ensure that marking policies are manageable and do not require detailed written feedback.
- Corrections will be centralised in schools and run at common times to alleviate workload.
- The Trust employs a fair approach to cover arrangements.

WORKING TIME

- The Trust does not want employees to work excessive hours and encourages a work life balance.
- The Trust discourages presenteeism.
- The special leave policy will be applied consistently and fairly in order to support colleagues across the Trust.
- Where possible, we aim to meet the needs of family life, ensuring that emotional and family wellbeing are supported.
- Meetings will normally be arranged during working hours, accepting that there may be times, with mutual agreement, that meetings may take place outside these times.

WORKING PRACTICES

- Colleagues will be consulted locally about the introduction of new initiatives.
- New initiatives are only introduced where there is an evidence base which shows they are likely to have a positive impact on students and / or staff.
- Consideration will be given to what we can stop doing to make time and space for new initiatives.
- New policies and policy reviews will be completed with staff workload in mind.
- The Trust does not conduct mock Ofsted's and our leaders are mindful not to use phrases such as "Ofsted expects to see".
- Time will be put aside in calendars each year for meetings, professional development, and other key activities in order to ensure time is allocated and these are well planned.
- The Trust has a clear commitment to co-planning, recognising that this serves to upskill colleagues, provides a platform to share expertise, and reduces duplication and workload.

PENSIONS

The Two Counties Trust is a member of both the Teachers' pension and Local Government Pension Schemes and you will automatically be entered into the appropriate scheme on starting employment, subject to meeting the qualifying criteria.

Local Government Pension Scheme

For support colleagues

The LGPS is one of the largest pension schemes in the UK. It is a defined benefit pension scheme which means your pension is based on your salary and how long you pay into the Scheme. Your pension is not affected by how well investments perform. The LGPS provides you with a secure and guaranteed income every year when you stop working.

Teachers' Pension Scheme

For teaching colleagues

Teachers receive a guaranteed pension through the Teachers' Pension Scheme. You pay into your pension and so does The Trust.

It's a Defined Benefit Scheme, based on your salary and service rather than investments. Your pension will be a regular source of income when you retire but you can also take some of it as a tax-free lump sum.



SUPPORTING AND DEVELOPING YOUR CAREER

At The Two Counties Trust we aim to support your career and personal, professional development through structured Professional Learning.

We put people first through high impact professional learning and a culture of coaching by:

- Offering a highly attractive career framework to ensure we are genuinely an employer of choice.
- Providing relevant, research informed, professional learning for all employees so that talent is developed and maximised.
- Developing and promoting our approach to diversity and inclusion.

The Professional Learning Academy

The Professional Learning Academy is the vehicle which delivers our professional development, maximising potential and delivering solutions to achieve professional ambitions.

The Professional Learning Academy, or TPLA for short, provides employees with opportunities to continually learn, try out new things, improve, develop their skills and career, ultimately impacting positively on the outcomes and life choices for all students.

Professional Learning Scheme

As a member of team Two Counties, you will benefit from our Professional Learning Scheme. The scheme is our approach to organisational development through the deployment of Professional Learning Plans which focus on personal ambitions.

Our scheme echoes the Trust value of Ambition, in that **“we maximise our potential through striving for excellence”**.

Through the Professional Learning Scheme, we:

- Create a supportive, development focussed culture in which all employees can utilise their collective responsibility and autonomy to develop themselves, captured through Professional Learning Plans.
- Provide regular opportunities to reflect on professional development.

- Facilitate professional development through coaching, support, and feedback including the provision of learning opportunities through The Professional Learning Academy which align with current and future needs.
- Enable all employees to gain the skills they need to be successful and carry out their role effectively and prepare for next steps.

Trust conference day

Our Trust conference days are a great opportunity to celebrate achievements, provide professional learning for everyone, and to celebrate our values of Ambition, Teamwork and Honesty. Look out for the date!



FAMILY FRIENDLY

We recognise the importance of balancing work and home life and, as such, we have developed a range of employment policies to support family friendly working arrangements.

These include flexible working and job-share policies which operate alongside arrangements for maternity, paternity, adoption and parental leave.

Many of our policies include occupational pay provisions which are in excess of statutory pay, subject to qualifying conditions being satisfied.

To find out more please check out our employment policies [here](#) or contact our HR team.

Flexible working

We are committed to fostering a supportive and flexible work environment that adapts to the diverse needs of our employees, enhancing our inclusive workplace culture.

We are open to requests for a variety of flexible working options, including but not limited to job share, part-time and phased retirement. We encourage employees interested in flexible working to discuss this further with their line manager or HR Business Partner in the first instance to ensure appropriate consideration is given to requests that align with both personal needs and service delivery requirements.

By integrating flexible working into our operations, we aim not only to support the well-being of our colleagues, but also to maintain high standards of educational excellence and operational effectiveness.



ADDITIONAL BENEFITS

Salary Extras

We offer a great range of benefits for you and your family to enjoy. On joining The Two Counties Trust you will receive log on details to be set up with salary extras super benefits! To access any of the benefits set out below log into:

<https://thetwocountiestrust.salary-extras.co.uk>

Username: Twocounties

Password: 57JqtBdc84

Or download the Salary Extras App from the App Store or the Google Play Store.

Note: You will need to confirm your identity so please have your National Insurance number to hand and enter your date of birth. Please note that your access to this site will go live after your first salary payment from the Trust.

What's on offer?

Arnold Clark Affinity Cars

This scheme gives you access to great car leasing deals and special offers.

- Shop online. There's no need to visit a car showroom.
- Personalise your deal, including the initial payment and mileage allowance.
- Choose from any make or model available in the UK at competitive prices.
- They'll even deliver the car for free anywhere in the UK mainland.

Affinity Cars offer one of the largest selection of new cars anywhere in the UK and employees of the Trust can benefit from competitive lease deals.

Bike scheme

The Bike Scheme is a Government backed initiative to encourage people to leave the car at home and bike to work instead. As a reward, you'll not only reduce the cost of travelling to work, but you will also save money in Tax and National Insurance (NI).

Through the scheme, you can save up to 42% on the cost of a bike and cycling safety accessories providing the bike is used for cycling to work. The saving is made because you reduce the tax and NI you pay.

If you already have a bike and simply want to get some safety gear or upgrade your bike and treat yourself to some new wheels or brakes, then you can do this through the scheme too.

You'll pay a hire fee for the bike over 12 months. During this time, you are essentially hiring the bike. You pay for the hire of the bike and equipment directly through the Trust who will make deductions from your gross pay before tax and NI are deducted. This is known as 'Salary Sacrifice'.

Cinema discounts

We all love the big screen experience, now you can treat yourself and your family by making a great saving on the usual entrance price. Simply choose a cinema, book your tickets at the discounted price, get your e-code and redeem the code at the cinema or online. Participating cinemas include Showcase, Reel, Vue, Odean and others.

Gym Scheme

Keeping yourself physically active can help improve your health, reducing the risk of suffering major illnesses. It's also worth remembering that keeping active can really support your mental wellbeing too. Through the gym scheme you'll have access to discounted gym memberships at over 3,500 participating gyms, including some of the big names.

If you prefer to exercise from home, through the gym scheme, you'll also have access to discounted subscriptions to online workout programmes so you can kickstart your fitness goal from the comfort of your own living room. It's quick and simple to join.

Instant discounts

Want to save on your morning Costa Coffee fix, your weekly shop, gift cards or a meal out? Then instant discounts is the place to go.

High Street names including Halfords, Jet2, M&S, John Lewis, Tesco and many more offer you discounts to make your hard earned pay go further. Check out what's hot now on the website or via Instant Discounts in the Salary Extras App.

Offers and discounts

The offers vary from time to time, so if you want to save money on airport parking, hotels travel insurance, check out the site to see what available now.

Savings and investments

Saving for a comfortable future is important for all of us. To help you we have introduced a range of workplace ISAs that you can contribute to straight from your monthly salary. Cushon, the workplace savings provider, make saving and investing simple so it's never been easier to build a nest egg for the future.

This benefit gives you access to a range of online ISAs, including an Investment ISA (where you can hold money in cash or choose to invest), a Lifetime ISA and a Junior ISA. There is also a General Investment Account (GIA) available if you have maxed out on your annual ISA allowance.

Please be aware that the value of investments can go down as well as up which means you may get back less than you put in.

Shopping

Looking for a bargain from your favourite store? then head to the Shopping area of Lifestyle Benefits. Here you will find discounts and great offers are available from stores such as Currys, Fragrance Direct, O2, Schuh, Swarovski and many more.

Other benefits



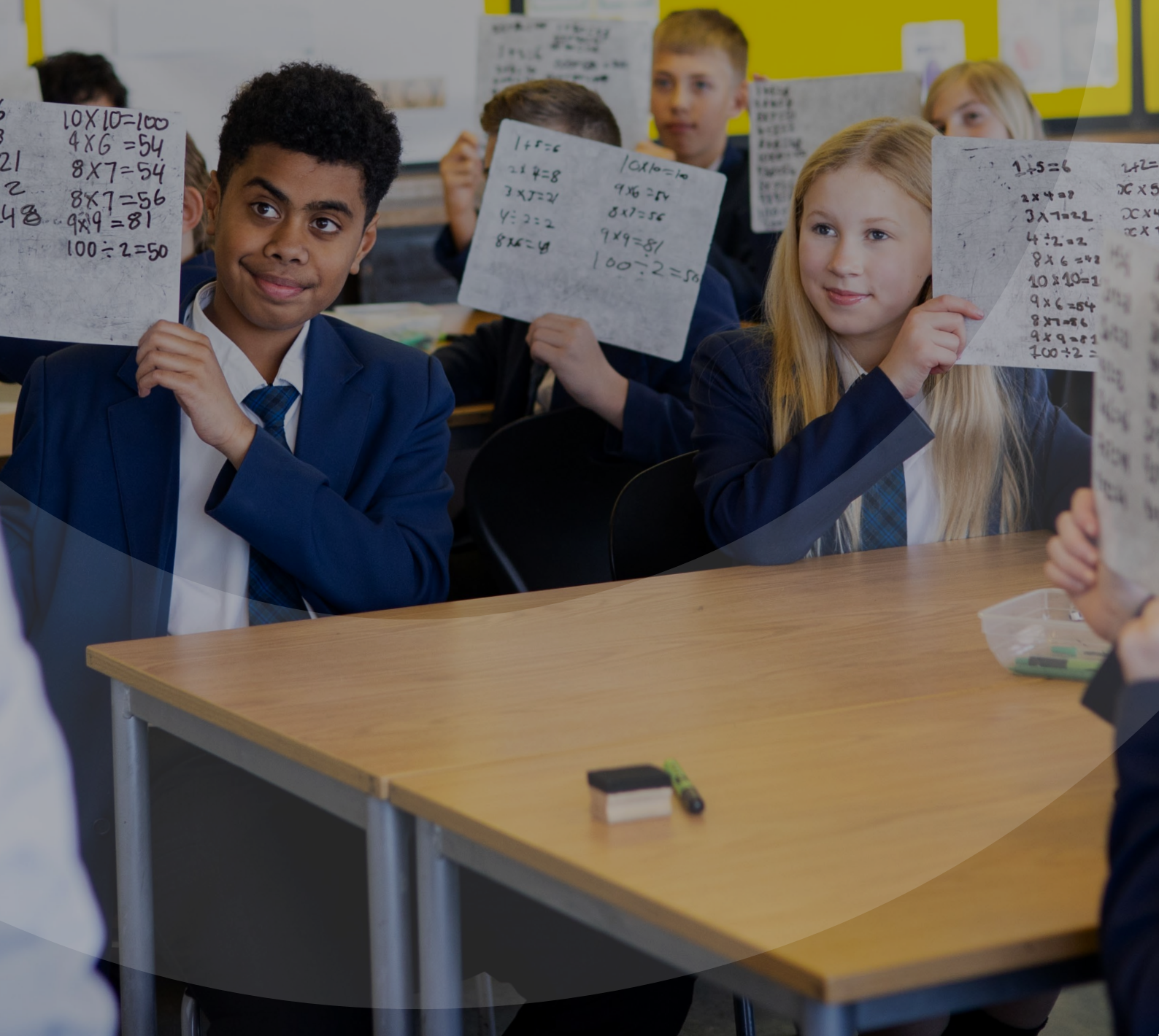
In addition to Salary Extras, as you work in the education sector you are able to access the Blue Light Card Scheme. Go to <https://www.bluelightcard.co.uk> to find out more and the discounts available to members.

If you have any questions on this guide, or accessing the range of benefits, please reach out to our HR team.

All members of the team can be contacted easily via HR@ttct.co.uk



AMBITION, TEAMWORK, HONESTY



$10 \times 10 = 100$
 $4 \times 6 = 24$
 $8 \times 7 = 56$
 $8 \times 7 = 56$
 $9 \times 9 = 81$
 $100 \div 2 = 50$

$1 + 5 = 6$
 $2 \times 4 = 8$
 $3 \times 7 = 21$
 $4 \div 2 = 2$
 $8 \times 6 = 48$
 $10 \times 10 = 100$
 $9 \times 6 = 54$
 $8 \times 7 = 56$
 $9 \times 9 = 81$
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