

## Employee Benefits – May 2023

### Introduction

We pride ourselves at Spencer Academies Trust on having a supportive, warm working culture designed to uplift our employees. We are united by our mission to provide high quality education and deliver the best possible outcomes for children and young people, and as a Trust we recognise that you cannot be there for our students if we are not there for you.

In order to ensure that every member of the Spencer family feels valued and fulfilled by their work, Trust leaders have worked to provide a comprehensive suite of employee benefits to support your professional, physical, and social-emotional wellbeing. These benefits are described here and, when relevant, in other Trust policies.

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

### Workplace

**Lunch:** Our amazing catering team provide a range of lunch options to employees at subsidised prices. The Trust also regularly provides breakfast and lunch for various workplace events like INSET days and parents' evenings.

Tea, coffee and whatever you need to brew the perfect cuppa are always available at no cost to you.

**Free on-site parking and safe cycle storage:** There are free parking spaces and secure bicycle areas available at all our academy sites. For those working in schools within the Nottingham city boundary, the Trust pays a levy fee to the city council on behalf of our employees to allow them to park for free.

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

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

**Holidays:** We realise how important it is to be able to take time off from work to relax and recharge. For those who work year-round, we provide a minimum of 24 holiday days, plus bank holidays, with additional days added after five years' service.

## Family and Lifestyle

**Childcare vouchers:** Employees who are already in the Childcare Voucher Scheme with the Trust can purchase tax-free childcare vouchers that can be used for registered childcare providers, including school breakfast clubs and after-school clubs. Vouchers are purchased with gross pay, which saves you paying tax on them.

As of 1 October 2018, the scheme is no longer available for new entrants; however, similar childcare savings can be made through [Tax Free Childcare](#).

**Extras, Cyclescheme and Techscheme:** We work with Extras to offer a [cycle scheme](#) to enable you to save money when purchasing a bicycle and cycling equipment, with payments deducted from your salary each month. [Techscheme](#) allows you to get the latest tech by spreading the cost over up to 12 payments from your salary across 12 months. This way, you can save 2-12%, depending on your tax rate.

The Trust's partners for Cycle and Tech Scheme have recently opened up their employee offers to include 'Extras Discounts', access to discount codes for major retailers as well as reduced cost gift cards, this is a benefit for all colleagues that has no implied cost or tax implications for either the Trust, Academy or the Employee, you will just need to sign up, using the link below, with your payroll number, as found on your payslip.

<https://app.workplaceextras.com/employee-register/148a67>

**Family leave:** When new arrivals join your family, we want you to spend time together. We provide occupational pay (subject to qualifying criteria) in addition to statutory payments to support you during those important early days for maternity, adoption, shared parental and paternity leave. Additional unpaid family leave may also be requested.

## Physical and Mental Wellbeing

A range of employee sports teams, gym equipment, and exercise classes and other fitness facilities and out fantastic library resources are available across our academies for employees to take part in or organise. There are fantastic opportunities for our employees to join and support our pupils and young people, for example getting involved in the Duke of Edinburgh award, school trips and activities. See the Trust's complete Wellbeing Policy [here](#). And the support available to you at the end of this document.

**Occupational sick pay:** For those times when you are not well enough to be with us, we provide occupational sick pay to help you financially—giving you one less thing to worry about.

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

**Discretionary leave of absence:** The Trust provides a number of discretionary leave of absence days as outlined in the Trust's [Annual Leave and LOA Policy](#).

**Flu jabs:** The Trust provides a voucher for free flu jabs at a pharmacy near you or onsite.

**Occupational health:** We work with an occupational health provider to ensure that employees are safe and well in the workplace and that we are providing wellbeing support for employees wherever we can. Counselling and other therapies can also be secured through occupational health for employees where needed. Where our employees are unable to work for health reasons and meet specified criteria, we support applications for ill health retirement under the LGPS and TPS.

**Health Assured:** The Trust has partnered with Health Assured to provide a confidential employee assistance programme (EAP) designed to help deal with personal and professional problems that may affect an employee's home or work life, health and general wellbeing. The service offers a complete support network that offers expert advice and compassionate guidance 24/7, providing employees and their family with:

- Life support, including structured telephone counselling or face-to-face counselling sessions (employees only)
- Legal information
- Bereavement support
- Medical information
- CBT online

In addition, Health Assured offers a virtual library of wellbeing information. To find out more information on what services Health Assured can provide, visit [www.healthassuredeap.com](http://www.healthassuredeap.com) or contact 0800 028 0871. The Health e-Hub Mobile App offers access to holistic health and wellbeing support at the tap of a finger anywhere and anytime.

**Employee Guides and Information:** SAT has developed a number of employee support guides including: Managing Stress, Menopause and Domestic abuse. For support and advice around wellbeing and stress please see the Wellbeing policy and wellbeing action plan. All policies and guides can be found at: <http://satrust.com/policies/> or from your HR contact in school.

## Financial

**Competitive salaries and Terms and Conditions of Employment:** Spencer Academies Trust offers competitive salaries for both teaching and education support professionals. Your starting salary will be determined by the pay range for your role, your experience and external market conditions. We're committed to offering terms and conditions in line with or better than the School Teacher's Pay and Conditions document (STPCD), the Burgundy Book (for Teachers) and/or the NJC Green Book (for education support professionals). We also have automatic pay progression, subject to meeting professional standards for your role, for main pay range teachers and education support professionals without line management responsibilities.

**Pension and life insurance:** We understand the importance of preparing for your retirement. All of our employees are enrolled in either the teacher's pension scheme (teachers) or the local government pension scheme (education support professionals), with both schemes providing a range of pension options and three-times salary life insurance cover.

**Continuous service:** If you worked in education before joining the Trust, we will count those years toward your continuous service, allowing you greater allowances around leave, redundancy pay, and other benefits.

## Professional Development

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

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

**Apprenticeships:** SAT Apprenticeships provides business administration, teaching and teaching assistant apprenticeship programmes. We also work with other apprenticeship providers to offer new and existing opportunities for CPD and training through the apprenticeship levy for education support professional employees.

**Chartered College of Teaching:** We are partnered with the Chartered College of Teaching through which all Trust employees can access high-quality CPD resources through the college's online knowledge hubs.

**Collaborative working:** We are continuously developing new and unique ways for individuals and academies across our Trust to work together collaboratively in network groups for both teachers and education support professionals. This not only enables employees to share best practice and develop their own practice, but also provides them with various professionals to contact and liaise with for support and advice. We have established cross trust teams to develop and enhance our employee wellbeing and Equality, Diversity and Inclusion offer.

## Other Resources and Support

**Access to Work Mental Health Service:** We promote the Access to Work Mental Health Support Services. This service provides confidential and vocational support for employees with mental illness to retain/regain their ability to participate at work.

Confidential Helpline 0300 456 8114 [www.remploy.co.uk/mentalhealth](http://www.remploy.co.uk/mentalhealth)

**Action for Happiness:** Patronized by the Dalai Lama, this program guides people to take action in their homes, workplaces, schools and communities for a happier and more caring world.

**Money Saving Expert:** This service provides tips and advice on how to save money.

**Education Support Charity:** ES support individuals and help schools, colleges and universities to improve the mental health and wellbeing of their staff. We also carry out research and advocate for changes in Government policy for the benefit of the education workforce.

<https://www.educationsupport.org.uk/get-help/help-for-you/helpline/>

08000 562 561

**Duke of Edinburgh Award school trips and activities:** These are a fantastic opportunity for our employees to join and support our pupils and young people.

**Shopping discounts:** Discounts for Teachers and Uni Days provide a variety of benefits and money saving opportunities for all Trust employees.