



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

Staff Handbook

Aim

The Holton Sleaford Independent School (HSIS) Staff Pay and Conditions document will outline the key expectations from the school of staff and vice-versa. We will adhere to the '*Standard Terms of Pay and Conditions (burgundy book)*' unless stated otherwise in this policy or contradicted in other HSIS policies elsewhere.

Ethos

At HSIS we will aim deliver a unique and bespoke Outdoor Education-based curriculum across all Key stages to pupils with Social Emotional and Mental Health needs.

The heart of our offer is the desire to build '**RESILIENCE, CONFIDENCE and SELF-ESTEEM**' in pupils.

Consequently, we aim to attract and retain the best staff available and as a result will follow our own highly competitive salary scales, competitive pension schemes and a sickness and absence policy that exceeds union recommendations.

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Induction Process and Checklist

Staff Member

SLT Responsible

First Day

First Week

First Month

Probation

First Day	SLT	Notes
<ul style="list-style-type: none">• Welcome• Tour of key facilities• Introduction to Line Manager• Introduction to Staff• Finance required paperwork• Health & Safety essentials• Fire and Evacuation procedures• Provision of Laptop, Hub introduction and related passwords• Keys and Access Codes• Read all policies including KCSIE Part 1		
First Week	SLT	Notes
<ul style="list-style-type: none">• Copy of Staff Handbook• Timetable for essential training• Code of Conduct check• Set up CPD and qualifications folder• Review of first week		
First Month	SLT	Notes

<ul style="list-style-type: none"> • Review of first month • Line Manager meeting to begin appraisal process • In process of completing essential training 		
Probation Period	SLT	Notes
<ul style="list-style-type: none"> • First appraisal checkpoint/review • Review of first 3 months • Probation period passed 		

School Timetable
Staff Structure and Expectations

Proprietors

Luke Hollingworth Ray Wilbraham

**Governing Body and Business
Manager**

Chair of Governors – Colin White

Senior Leadership Team

Executive Headteacher – Sleaford & Osbournby (Line Manager to SLT)

Danny Laughton

**Senco, School Support &
Development Lead**

Michael Whatton (Minimum
1 day per week at each site.)

Curriculum Manager

Charlie Ward (Based at Sleaford)

Deputy Head Sleaford

Will Scott

Head of Site Osbournby

Jason Barrott

SLEAFORD

Executive Headteacher – Sleaford & Osbournby

Danny Laughton

Deputy Head of Site

Will Scott

Middle Leadership Team

Head of 6th Form & OE Lead

Janson Pinner

DSL and Assistant SENCO

Toni Aston

**Curriculum Lead & English
Teacher**

Neil Spafford

Teaching Staff

Janson Pinner – Head of 6th Form and OE Lead

Neil Spafford – Curriculum Lead and English Teacher

Stevi Pullen – Therapy and Mental Health Lead

Ben Baxter – Outdoor Education Instructor

Nick Goacher – Outdoor Education Teacher and EVC

Tom Ward – Sports Science Teacher and Work Experience co-ordinator

Owen Blankney – Maths Instructor

Support Staff with TLRs

Andy Wilson Plus Schools Sports Co-ordinator

Finlay Armond Plus ICT and Media Lead

Victoria Bellemey – Intervention and Literacy Lead

Simon Relf – Behaviour Lead, DDSL and Teaching Assistant

Mark Smith – Remote Education

Joanne Johnson – Intervention Support and PGW Instructor

Liam Flitton

Tiffany Clarkson

Sam Winters

Katie Wilson

Administration Department

Business Manager - TBC (Line Manager to below)

Nadine Oldman – Office Manager

Carey Preece – Business Support

Receptionist – TBC

Head of Site - Osbournby
Jason Barratt

Middle Leadership Team

Curriculum, Pastoral & Attendance Lead

Harry Millard

Behaviour Lead & Assistant Senco

Cliff Dutfield

Intervention, Enrichment & Phonics Lead

Hannah Parsons

Teaching Staff

Jenny Scofield – Class Instructor with Humanities

Kyle Watkins – Class Instructor with PE

Joff Scarborough – Outdoor Ed Lead and Vehicles coordinator

Gary Backhouse – Cover Supervisor, Sports coordinator and is too attend all residentials.

Teaching Assistants

Ben Glendenning

Natalie Reynolds

Archie Blankley

Katie Owens

Marc Priestly

Chris Morley

Abby Compton

Intervention & Pastoral

Marie Hollingworth – Remote Education

Cheryl Forrest – Intervention Support

1. Staff Arrival and Departure

The **School Day** will run as follows;

- 1) 9am Start
- 2) 9.15am Briefing
- 3) 3.15pm Debrief
- 4) 3.30pm End (2pm on Friday)

2. Weekly Meetings

Other than in exceptional circumstances staff meetings will take place on Friday afternoons. Pupils will have left during lunchtime after their morning Interventions Programme which enables HSIS to allocate time during the normal school day for meetings. These meetings will not extend past the normal end of a school day and staff may leave as soon as the meeting has ended and any essential daily tasks are completed.

3. Residential Visits

Once per term HSIS pupils will undertake a residential visit, these will vary in location and type but in all circumstances, staff are expected to participate in these residential visits, which will take place during term time. HSIS bespoke pay scales and lower than normal weekly hours are all calculated to enable staff to be able to take a full and active part in our residential programme while not being disadvantaged in terms of remuneration or working hours. Any part-time staff affected by the residential programme will be able to claim the extra day(s) back in-lieu.

4. Adhere to the Staff Code of Conduct

See following page

5. Complete Essential Training

- **Health and Safety** - Complete training in a timely manner, read the HSIS Health and Safety Policy and then apply the principles from both in your daily duties. For further information see the HSIS Health and Safety Policy.
- **Safeguarding** - Complete training in a timely manner, read the HSIS Safeguarding Policy and then apply the principles from both in your daily duties. For further information see the HSIS Safeguarding Policy. All staff must read and sign confirmation of having read KCSIE Part 1 before they start.

- **First Aid** - All HSIS staff are trained first aiders, as such you will be put on First Aid training within 3 months of starting at HSIS. Please read the HSIS First Aid Policy to understand your roles and responsibilities.
- **Fire Safety** - Complete training in a timely manner, familiarise yourself with HSIS' Fire Risk Assessment and Emergency Evacuation Procedure.
- **TeamTeach** - Complete TeamTeach physical management and de-escalation training, read the associated HSIS policies including - Behaviour, Physical Interventions and Exclusions. You will be expected to apply the principles from all of these in your daily duties.

Staff Code of Conduct

General Behaviour	Material Acts
<ul style="list-style-type: none"> • All staff should meet the 'Basic Expectations' outlined in the Staff Handbook and in addition to which provide a good role-model to pupils • Staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on school premises. • Uniform must be worn if provided, otherwise staff are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene. • High standards and a positive approach to behaviour management will be expected and promoted at all times throughout every aspect of the school day 	<ul style="list-style-type: none"> • HSIS provides all staff with a Laptop, Uniform and any other essential items to carry out their job role, it is expected that these items will receive the same level of care as your own property. • Use of Mobile Phones is permitted provided that this doesn't interfere with the fulfilment of your daily role and tasks. • School vehicles may be used by staff outside of work with permission from the Proprietor, staff will be responsible for fuel. • Staff are permitted to accept gifts and hospitality of a minor nature such as appreciation or promotional items from suppliers that are routinely given to a wide range of people.
Safeguarding	Other Conduct
<ul style="list-style-type: none"> • Staff must comply with statutory guidance on safeguarding and as such staff should be familiar with HSIS policies and procedures and aware of the DSL and DDSL identities. • Personal information should remain confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary to protect a child. • Staff must be aware of and understand their responsibilities with regard to the HSIS Whistleblowing Policy. • For E-Safety must exercise caution when using information technology and be aware of the risks to themselves and others. • Staff should not disclose any information about students, staff colleagues or Governors to members of the public • All personal data must be kept secure, the safest long-term storage of data is HSIS SharePoint and/or SchoolPod. 	<ul style="list-style-type: none"> • Staff in close personal relationships must behave in an appropriate and professional manner at work and must not allow that relationship to influence his/her conduct while at work. • Staff must not engage in conduct outside work that could seriously damage the reputation and standing of HSIS or the wider school community. • Staff must exercise caution when using social media and be aware of the risks to themselves and others. • Staff may undertake work outside HSIS, either paid or voluntary, after consultation with the Proprietor. • During work related social events staff should consume alcohol responsibly, irrespective of whether the school provides or pays for the drinks. • Furthermore, staff should ensure their behaviour at work-related social events does not bring HSIS into disrepute.
Breach of Code of Conduct - All staff need to recognise that failure to adhere to this 'Code of Conduct' may result in disciplinary action, up to and including dismissal, in accordance with the HSIS disciplinary procedures.	

Pay and Pensions

HSIS will use our own pay scales, which are significantly above the national average for education professionals, and far exceed the equivalent local average for administrative staff. We believe this is essential to obtain the best possible staff team.

In addition to our pay scales, the proprietor may award recruitment and retention payments to either obtain or retain key staff. These payments will apply for one calendar year, before review, will be in addition to the staff members annual salary and will be divided equally across the year. The payment amount is at the discretion of the proprietor.

Pension Entitlement

- In accordance with national requirement all HSIS employees will be automatically enrolled in a pension scheme. If you wish to opt out you must obtain the appropriate form from the Finance Team
- All other employees will be enrolled in the HSIS pension scheme details of which can be obtained from the Finance Team.

Sickness and Absence Overview

1. Absence

The process on the 1st morning of any absence is for all staff to phone the School Absence line on 01529 41011 by 9am, giving brief details of your illness/reason for absence and if known when you expect to return to work. Staff are able to self-certify their illness for up to 5 working days, after which they are required to obtain a sick note from their doctor. On return to work the Head of School will complete a return to work form with the member of staff concerned.

2. Sickness and Absence Entitlements

From the beginning of your employment, you will be entitled to a month's full pay, per academic year.

Any Company Sick Pay following on from that will be at the absolute discretion of the Director of Schools/Proprietor and will be reviewed on a case-by-case basis.

You may be entitled to Statutory Sick Pay (SSP) if you satisfy the relevant statutory requirements. The rate of SSP is set by the government in April each year. No SSP is payable for the first three consecutive days ('qualifying days') of absence. It starts on the fourth day of absence and may be payable for up to 28 weeks.

3. Essential Family Care

In addition to sickness and absence HSIS realises the importance of staff being able to fulfil essential family care obligations and emergencies. As such each staff has 5 working days allocated to essential family care, should they be required. Further days are at the discretion of the Head of School.

4. Medical and Dental Appointments

We will always seek to help staff with their own wellbeing, however there is an expectation that wherever possible dental and medical appointments for you and your dependants are made outside of the school day wherever possible. If this is not the case and the appointment is not an emergency HSIS expects at least one weeks' notice.

5. Trigger Points

HSIS Sickness and Absence Policy sets trigger points for Absence Management Meetings at 3 separate instances per rolling 12-month period and after any sustained absence, i.e. a month or more. This process is intended to be supportive.

Note - This section is an overview of sickness and absence entitlements, for processes, procedures and full details please refer to - HSIS Sickness and Absence Policy which deals in depth with the entitlements of Teachers, Education Support Staff and Administrative Support Staff.

Appraisals Procedure

At HSIS we aim to provide the best possible education for our pupils with significant SEMH needs. Equally we believe that recruiting and retaining the best available staff is vitally important to fulfil that aim. With that in mind our staff appraisal procedure seeks to ensure that HSIS can provide the best possible working environment with a conviction that happy staff leads to happy pupils.

- Staff Appraisal Documents will be produced at the start of the academic year, or within the first month of employment. They will be reviewed to reward progress at the end of every academic year. The Appraisal Document will be staff-led and agreed with either of the Head of School.
- Termly discussions with either the Head of School or member of SLT will take place in which progress towards agreed targets will be evaluated and in which HSIS will be able to address any limiting factors or amend the respective Staff Appraisal Document accordingly. Additional targets may also be added at the behest of the staff member concerned.
- We believe targets should reflect the broad range of skills and abilities that SEMH professionals require, and should include - Personal Target, Professional Development Target and an HSIS/School Target.
- In addition to these targets teaching staff will need to show evidence that they meet the Teachers Standards.
- HSIS is committed to facilitating either through time, finance or both any agreed Professional Development Targets established in Staff Appraisal Documents

Disciplinary Procedures

If staff conduct and discipline falls below normal or acceptable standards, as detailed in the Code of Conduct, then the provisions of the HSIS Staff Discipline Policy will apply. In every circumstance HSIS encourages staff to seek union advice and involvement. The range of sanctions available in the Staff Discipline Policy range from verbal warnings through to dismissal.

The following exceptions apply:

- Where conduct concerns an allegation against a member of staff relating to children or young people, or vulnerable adults, the guidance for Safeguarding will take precedence.
- Where problems are identified as having arisen due to lack of capability, they will be addressed through extra supervision, support and training.

Note - This section is an overview of basic disciplinary procedures at HSIS, for processes, procedures and full details please refer to - HSIS Staff Discipline Policy which deals in greater depth with the issues mentioned in this section.

<u>Written by...</u>	<u>Mike Whatton</u>	<u>06/11/24</u>
<u>Approved by...</u>	<u>Daniel Laughton</u>	<u>06/11/24</u>
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<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>06/11/25</u>