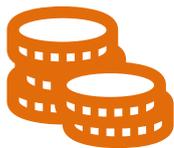




# Bright Futures

A great place to work

## Our Employment Terms



## Our Employment Terms

Bright Futures Educational Trust is an organisation committed to our vision: **‘The best for everyone, the best from everyone’**. Everything that we do is underpinned by our values of community, integrity and passion. We never forget that we are here in the service of children, families and communities. In order to get the best from our young people we need to invest in our workforce providing opportunities for people to work collaboratively, to share practice, to support and challenge one another, recognising that we are always learning. Staff development is an important aspect of our employment offer and we provide many opportunities using our networks and our own schools and expertise, to enable staff to grow in their existing role and progress beyond it. It is an exciting place to work. The diversity of our schools is a huge asset that brings expertise across many different aspects of teaching and learning. Equality, diversity and inclusion is a thread that weaves through all our employment practices. Together we make a strong, vibrant and exciting team.

Everything that we do is underpinned by our vision, values and commitments:

### Our Values



#### Community

We work together for a common purpose acknowledging our diversity as strength.



#### Integrity

We do the right things for the right reasons.



#### Passion

We take responsibility, work hard and have high aspirations.

### Our Commitments

- Collaboration and strong relationships
- Professional learning
- Supportive, challenging and fair
- Effective communication
- Strong Governance and accountability
- Value for money
- United behind decisions
- Equality, diversity and inclusion

One of our strategic aims is that **Our staff advocate Bright Futures as an excellent and equal opportunities employer**. Here are a few quotes from our staff:

*“Strong line management ensures a good balance of challenge and support for staff decision making”*

*“Positive vibes are very apparent in schools”*

*“There is a high involvement of student and staff voice which are at the centre of decision making”*

*“Children are at the heart of decision making”*



**How will we know if we have achieved our strategic aim above?**

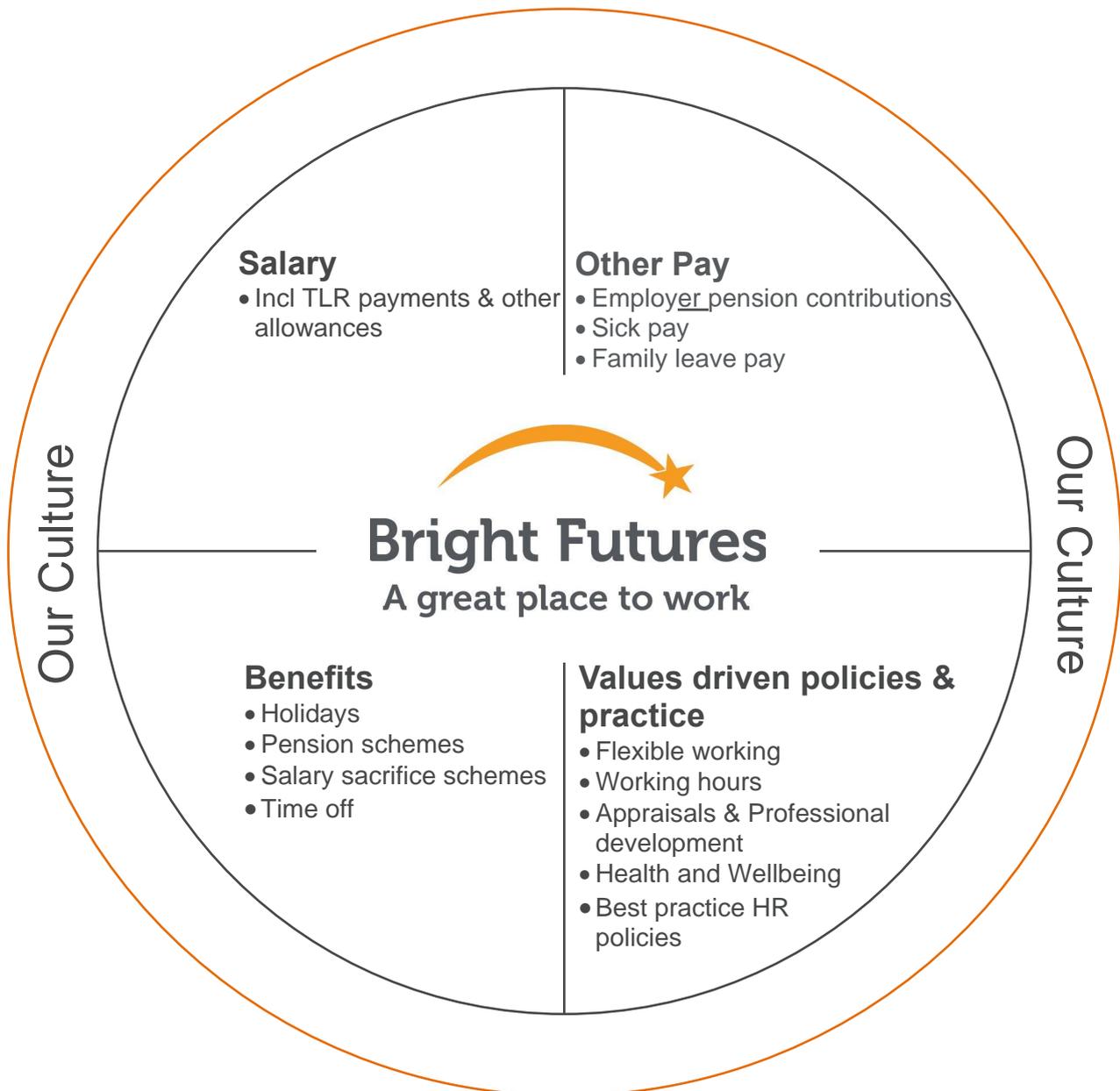
In our strategy we say that this aim will have the following outcomes: All staff are positively engaged, enjoy equitable treatment, are held to account, supported and challenged. People's wellbeing and development are evident through compassionate behaviours, strategies and decision making.

This booklet has been designed to illustrate our employment offer and summarises the terms and conditions of employment that we offer to all staff. The full detail of these terms is contained in either your Statement of Particulars and/or policies. If you have any questions your HR contact in school will be more than happy to help you.

**Lynette Beckett**

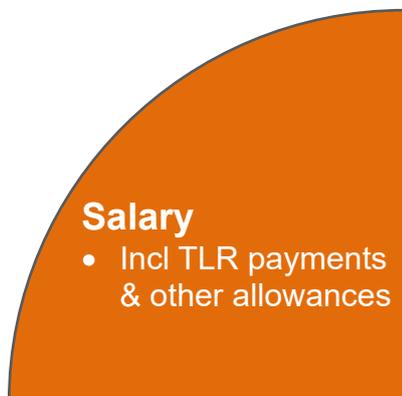
**Director of HR and Strategy**

# Our Employment Terms



The next pages take each of these quadrants in turn and explain our employment terms.

## We have three sets of salary scales at Bright Futures



1. Those contained in the **School teachers pay and conditions document (STPC&D)**. These are determined nationally and contain the scale points for the teachers main-scale, upper pay range, unqualified scale and various allowance points e.g. TLR 1-3, SEN allowance.

The leadership scales are also in the STPC&D however the Trust's pay points in this scale are slightly higher. We gave a slightly higher percentage increase a few years ago. Every leadership post is given a range of points (either 5 or 7), this is called the individual salary range (ISR) for the post.

You will find a copy of the current **STPC&D scales in Appendix 1** of this booklet. The monetary values in these scales represent the pay for someone who works full time. The scales are negotiated nationally by the School Teachers Review Body (STRB) with teaching unions. Any increases to scale are applied with effect from September each year.

2. **National Joint council (NJC) scales.** These are the scales that applied when our schools were part of their respective local authority and we have chosen to continue with them. The annual review of these scales is undertaken nationally by the local government association and trade unions. Any increases are applied with effect from April each year.

Wrapped around these scales are the Bright Futures grades, numbered 1 to 11. Each grade has between 2 to 5 scale points within it. Every associate staff role is given a Bright Futures NJC grade. The current **NJC scales and the Bright Futures grade structure can be found at Appendix 2.**

The monetary values in these scales represent the pay for someone who works full time. Most of our associate staff work a term time arrangement, for example, the most popular arrangement is to work 39 weeks per year i.e 38 weeks (term time), with an additional week for training. Salary is prorated accordingly, factoring in holidays (see page 7) and we use the same calculation across all of our schools to do this, it's called our **weeks per year (WPY) table.** You can find this at **Appendix 3.**

3. **Bright Futures non-school leader pay scales.** There are a small number of leadership posts in the Trust e.g. executive team, which are not based in a school and being a qualified teacher isn't a requirement of the role. Therefore, we do not apply the school teachers and leaders' pay scales and other terms of employment for teachers.

You will find a copy of the current **Bright Futures non-school leader pay-scales in Appendix 4** of this booklet. The monetary values in these scales represent the pay for someone who works full time. The scales are reviewed annually by the Remuneration Committee of the Board and any increases to the scale are applied with effect from September each year.

Oversight and governance of pay is the responsibility of the Remuneration Committee (RemCo). RemCo is a Board committee and comprises of three trustees.

## Allowances

We pay an allowance where an additional responsibility has been agreed for an individual. For example, these could be for **teachers** taking on responsibility to be a Head of Department, or a second in department, or a SenCo. These allowances are paid as teaching and learning responsibility (TLR) payments and the figures are contained in Appendix 1. The level of payment is determined by the scale and complexity of the responsibility. Temporary agreed responsibilities are paid with a temporary TLR payment, which will be paid at a point within the range specified in the TLR 3 payment.

**Associate staff** can also receive an allowance for an agreed additional responsibility. However, this is only usually as a temporary arrangement, for example, to cover some responsibilities of another role if the member of staff is off long-term sick. A permanent arrangement for additional responsibilities is reviewed as part of the job grading by Human Resources and could result in the role being allocated a higher grade.

## Pay progression

All roles at Bright Futures have a pay scale with a range of pay points, as follows:

**Teachers.** Once qualified the range is from M1 to Upper Pay Range 3. In September each year, teachers will progress through this scale, without the requirement for an application or approval process.

**Leaders.** All posts have an individual salary range, which is communicated at the time of appointment. It will usually be a 5 or 7 point range and will sit within one of the pay scales in Appendix 1 or 4. Progression is usually in September each year.

**Associate staff.** Each grade has a number of pay scale points and staff progress in April each year through to the top of their grade on the Bright Futures NJC pay scale. See Appendix 2

If there is scope within an individuals' pay range, pay will be progressed each year as long as a support plan or capability wanting has not been in place during the year. See the policy for full details.

## Payment date

Salaries are paid on 15<sup>th</sup> of each month. Pay on 15<sup>th</sup> is for the whole of that month. For example, on 15<sup>th</sup> June, the monthly salary paid is for 1<sup>st</sup> June to 30 June, inclusive.

## Further Information

Teachers and School Leaders' Pay Policy

Bright Futures' non-school leaders' appraisal and remuneration policy

Associate staff appraisal policy

Teachers and School Leaders' Appraisal Policy

### Other Pay

- Employer pension contributions
- Sick pay
- Family leave pay

**In addition to salary, there are other payments that Bright Futures makes which make up your total remuneration.**

These are:

1. Employer pension contribution payments
2. Payment when you are off sick from work
3. Payment if you take family leave such as maternity, adoption, paternity and shared parental leave

## Employer Pension contributions



All staff have the option to be a member of a pension scheme. It is a legal requirement that you are automatically enrolled into this scheme, when you commence employment.

You will pay a contribution into this fund, known as the employee contribution and Bright Futures will also pay an employer contribution into this fund. Both contribution levels are determined by the pension scheme and are a percentage of your salary.

The employer contribution level varies by each pension scheme and is reviewed and adjusted by each scheme on a regular basis. The current employer contribution rate that Bright Futures' pays ranges from 17.8% of your salary to 23.68% of your salary.

**By way of an example: If you are paid a salary of £30,000 per annum and the employer pension contribution rate is 20%; Bright Futures pays you £30,000 per annum and also sends an annual amount of £6,000 to your pension scheme. This equates to a total remuneration of £36,000 per annum.**

The employee contribution levels can be found on the relevant pension scheme website.

- For teachers and school leaders this is the Teachers' Pension Scheme (TPS). Website: [TPS](#)
- For all other staff it is the Local Government Pension Scheme.  
For staff in our Manchester and Trafford schools, this scheme is run by the Greater Manchester Pension fund (GMPF). Website: [GMPF](#). For staff in our Blackpool schools, this scheme is run by the Lancashire County Pension Fund. Website: [Lancashire County Pension fund](#).

**Aside from an income in retirement, there are many other benefits of being a member of a pension scheme such as life assurance and ill health retirement. Please read the information contained on the above websites for all the details.**

## Sick Pay



Bright Futures has adopted the Burgundy book (teachers) and the Green Book (Associate staff) terms regarding payment, whilst off sick. These terms are very generous compared to those offered outside of the education sector and reflect the fact that Bright Futures is an employer who cares about its staff and wants to support them when they are not feeling well.

The terms are detailed in everyone's statement of particulars, or can be provided by the HR contact in school on request. In summary, the sick pay terms increase based on service and in the first year of your employment with us you would receive full pay for around one month and then half pay for two months, increasing based on service to around six months' full pay and six months' half pay.

## Family Leave Payments



There are times in your life when you need a break from work for an important event in your life such as having or adopting a baby/child, taking time off with your partner who has or adopts a baby/child. Bright Futures has payment schemes which exceed those of the Burgundy and Green book and the schemes are identical for all eligible staff.

- **Maternity/Adoption Pay.** After one years' service you would receive 8 weeks at your normal pay, including Statutory Maternity Pay (SMP); 10 weeks at 50% of your normal pay, plus SMP and 21 weeks at the lower rate of Statutory Maternity Pay (or at 90% of your normal pay if this is less). You would be entitled to 52 weeks leave.
- **Paternity Pay.** After 26 weeks' service with Bright Futures you would be eligible to have 2 weeks paternity leave at your normal pay.

Full details, including eligibility criteria are in the relevant Information Booklets available from the HR contact in school.

## Further Information

Relevant Pension scheme website above

Your Statement of Particulars (sick pay terms), or ask your HR contact in school

Maternity, Adoption and Paternity Staff Information Booklets

## Benefits

- Holidays
- Pension schemes
- Salary sacrifice schemes
- Time off

**As well as salary and other payments, Bright Futures has a range of other benefits for staff.**

## Holidays



**Teaching staff** are not normally required to work during the school holidays. In accordance with the School Teachers' Terms and Conditions Document (STPC&D), full time teachers work 195 days during the year. (190 days are the term days and 5 are inset days). The remaining 65 days/13 weeks per year are holidays. Teachers are paid in 12 equal instalments and the annual salary that is paid is for the 52 weeks.

**School Leaders** contracts are not bound by the working time requirements in the STPC&D. There may be times that Leaders do need to work during the school holidays, for example during the weeks that exam results are announced.

However, Bright Futures recognises that teachers and school leaders work long hours during term time and will only expect staff to work during school holidays by exception.

**Non-school leaders.** Members of the executive team have a holiday entitlement of 28 days, plus 8 public holidays, rising to 33 days, plus 8 public holidays after 5 years' service.

**Associate Staff.** Bright Futures has a standard holiday entitlement across all schools, which is an enhancement on the NJC green book terms. The entitlement is 25 days, plus 8 public holidays which rises to 30 days, plus 8 public holidays after 5 years' service with Bright Futures.

For staff working a term time contract for less than 100% of the year (52 weeks), this is pro-rated down based on how many weeks are worked. Staff on a term time contract, or term time plus a number of days/weeks, will take their holidays during school holidays and their holiday pay is paid on top of their salary, in 12 equal instalments. In order to ensure equality of treatment, we use a 'weeks per year table' to show how many weeks are worked, plus how many additional holiday weeks are paid, giving a total weeks paid per year. This table can be found in Appendix 3.

**Using an example to demonstrate: The member of staff works for 39 weeks per year i.e. 38 weeks during term time, plus an additional week. They have under 5 years' service. They are paid for 39 weeks plus 5.65 holiday weeks (28.26 days), totalling 44.65 weeks paid per year.**

## Pension Schemes



All staff are eligible to join a pension scheme. The schemes offered are much more favourable than are required by legislation. Details of the payments are contained on page 7.

- For teachers and school leaders this is the Teachers' Pension Scheme (TPS). Website: [TPS](#)
- For all other staff it is the Local Government Pension Scheme.
- For staff in our Manchester and Trafford schools, this scheme is run by the Greater Manchester Pension fund (GMPF). Website: [GMPF](#). For staff in our Blackpool schools, this scheme is run by the Lancashire County Pension Fund. Website: [Lancashire County Pension fund](#).

**Aside from an income in retirement, there are many other benefits of being a member of a pension scheme such as life assurance and ill health retirement. Please read the information contained on the above websites for all the details.**

## Salary Sacrifice schemes

Bright Futures offers two schemes whereby staff can purchase cycles and associated equipment and technology for personal use, through a salary sacrifice scheme. Purchases are made directly by the member of staff via the schemes' website and they sign a declaration to allow the money to be deducted from their salary over a 12-month period. These schemes attract small cost savings for staff and also enable the cost to be spread over 12 months. Full details and terms are available from the HR contact in school.

## Time Off



In addition to the family leave detailed on page 8, Bright Futures recognises that there will be times when staff need time off for other reasons. For example, we offer paid time off if you need some emergency time to look after a dependent child or relative, bereavement leave, time to attend your child's graduation or if you are moving house. Please see the Special Leave policy, which details these arrangements.

## Further Information

Individual Statement of Particulars

Relevant Pension scheme website above

Cycle to Work and Technology salary sacrifice scheme details - from the HR contact in school

Special Leave policy -from the HR contact in school

## Values driven policies & practice

- Flexible working
- Working hours
- Appraisals & Professional development
- Health and Wellbeing
- Best practice HR policies

**Bright Futures has a range of approaches and employment practices which support a Great Place to Work. We have chosen a few of these to illustrate what we mean.**

## Flexible Working



We encourage everyone to ask if there is a working arrangement that would enable them to achieve a better life and work balance. The option to ask is available to all staff, during the recruitment process or once employed by us.

A selection of the types of arrangements we would consider are:

- Part-time working
- Job share i.e. splitting a full-time role between two people
- Reduced or staggered hours
- Working remotely with a 'hot-desk facility'
- Compressed working - doing your hours over less days
- Term time working
- Career breaks or sabbaticals
- Phased retirement - continuing working for less hours and drawing your pension

We will carefully consider all requests and discuss with you how we can make them work, whilst still fulfilling the responsibilities of your role. Further information is contained in our Flexible Working policy available from your HR contact in school.

## Working hours

Full time **Teachers** work for 1,265 hours per year, over 195 days per year (pro rated for part time teachers). This is called directed time. Each school determines a 'directed time' timetable each year which shows how these 1265 hours will be used. For example, it will include parents' evenings, staff meetings, teaching time, break duties, inset time, form time.

**School Leaders** are required to work as necessary during term time and on occasion during school holidays. We always try and keep to a minimum the hours worked by always considering how we can reduce workloads.

**Associate Staff.** Our standard working week for full time staff is 36.25 hours i.e. a 7 hour, 15-minute day over 5 days per week. Individual statement of particulars will detail the exact days and hours to be worked. A typical example would be 08.30 – 12.30, with a half an hour break and then 13.00-16.15, over 5 days per week.

## Appraisals and professional development



All staff have an **annual appraisal** in September/October and an interim review in February/March. The focus of the annual review is to discuss the previous year and what went well and what could have been even better. The discussion will look ahead to the forthcoming year and agree some objectives for the year and a personal development plan. The **interim review** is an opportunity to formally review progress and make any adjustments to objectives or development plans. Workload, wellbeing and career aspirations are also discussed.

**Professional development** is really important at Bright Futures and staff are encouraged to discuss this with their appraising manager and agree a plan. There are many opportunities for continuous professional development (CPD) for staff in all roles. These opportunities range from courses, spending time with a specialist in the area for development, joining groups to share best practice and studying for an apprentice standard. We will consider **apprenticeships** for a range of associate staff posts such as Teaching Assistants, IT, Facilities, Finance, HR. Agreeing to an apprenticeship is our commitment to fund the cost of the training and provide paid time off work to undertake it.

## Health and Wellbeing



Bright Futures is passionate about creating and maintaining a work environment where everyone with varying lifestyles and health needs are supported in the workplace; in order that we have a culture in which our staff feel safe and are inspired and motivated to be their best at home and at work. All our schools have access to occupational health services and a counselling provision. Our schools collaborate with staff to identify opportunities to reduce workload and many of our staff are trained as mental health first aiders. A comprehensive Staff Health and Wellbeing policy provides further details.

## Best practice HR policies



Bright Futures has a range of bespoke HR policies, all of which have been developed with our vision, values and commitments at the heart of them, as well as ensuring that they are legally compliant. These policies apply to all of our schools and most have been consulted on with Trade Unions via our Joint Consultation and Negotiation Body (JCNB).

Some of these policies have been mentioned already in this booklet. In addition, you will also find the following policies: Dignity and Respect at Work; Staff Attendance; Whistleblowing and Freedom to Speak Out; Grievances; Safe and Fair recruitment; Transitioning at Work and many more. All of these policies are underpinned by our values and commitments, in particular: The values of Integrity and community and the commitments of equality, diversity and inclusion, supportive and challenging; professional learning and governance and accountability.

## Further Information

HR policies are available on the shared drive in school, or from your HR contact

## Appendix 1 STPC&D -Teachers and School Leaders 2021/22

Main Scale and Upper Pay Range		
Scale	Point	2021-22
Main Scale	M1	25,714
	M2	27,600
	M3	29,664
	M4	31,778
	M5	34,100
	M6	36,961
Upper Pay Range	UPR1	38,690
	UPR2	40,124
	UPR3	41,604

Leadership Group Pay Range									
Point	2021-22	Point	2021-22	Point	2021-22	Point	2021-22	Point	2021-22
1	42,400	10	52,981	19	66,057	28	82,344	37	102,662
2	43,462	11	54,357	20	67,695	29	84,382	38	105,202
3	44,547	12	55,608	21	69,369	30	86,484	39	107,764
4	45,657	13	57,000	22	71,092	31	88,619	40	110,454
5	46,794	14	58,421	23	72,853	32	90,823	41	113,214
6	47,968	15	59,874	24	74,660	33	93,080	42	116,050
7	49,259	16	61,465	25	76,515	34	95,379	43	117,197
8	50,397	17	62,878	26	78,406	35	97,750		
9	51,653	18	64,458	27	80,351	36	100,170		

Teaching & Learning Responsibilities	
TLR	2021-22
2a	2,873
2b	4,784
2c	7,017
3	Between 571-2833
1a	8,291
1b	10,204
1c	12,118
1d	14,030

Unqualified Teacher Pay Range	
	2021-22
1	18,419
2	20,532
3	22,644
4	24,507
5	26,622
6	28,735

Special Educational Needs	
	2021-22
1	2,270
2	4,479

## Appendix 2 NJC Payscale and Bright Futures Grades April 2021

Bright Futures' NJC Grading structure	April 2021 Bright Futures' spine points and values	
	spine point	£ per annum (FTE)
Grade 1	1	£18,333
Grade 2	2	£18,516
	3	£18,887
Grade 3	4	£19,264
	5	£19,650
	6	£20,043
Grade 4	7	£20,444
	8	£20,852
	9	£21,269
	10	£21,695
	11	£22,129
Grade 5	12*	£22,571
	14	£23,484
	15*	£23,953
	17*	£24,920
<i>not in grade</i>	19	£25,927
	20	£26,446
Grade 6	21*	£26,975
	22	£27,514
	23	£28,226
	23	£29,174
	25	£30,095

Bright Futures' NJC Grading structure	April 2021 Bright Futures' spine points and values	
	spine point	£ per annum (FTE)
Grade 7	26	£30,984
	27	£31,895
	28	£32,798
	29	£33,486
	30	£34,373
Grade 8	31	£35,336
	32	£36,371
	33	£37,568
	34	£38,553
	35	£39,571
Grade 9	36	£40,578
	37	£41,591
	38	£42,614
	39	£43,570
	40	£44,624
Grade 10	41	£45,648
	42	£46,662
	43	£47,665
Grade 11	45*	£48,690
	46	£49,718
	47	£50,745
	48	£51,782
	49	£52,839

\* scale points are not sequential as a few national scale points have not been utilised

### Appendix 3 Weeks per year table - associate staff

WPY table using NJC Part 4 guidance 2019 explanation										
Term time +	Working Weeks	Working days	Under 5 years service (25+ 8 public) 33 days holiday				Over 5 years service (30 + 8 public) 38 days holiday			
			Paid hol entitlement	No. of paid days	% of an AYR contract	Week per year paid (inc 33 hols)	Paid hol entitlement	No. of paid days	% of an AYR contract	Week per year paid (incl 38 hols)
Term time	38 Wks Per Year	190	27.54	218.00	83.62	43.60	32.42	222.42	85.31	44.48
Term time & 3 days (SSA only)	38 Wks Per Year & 3 days	193	27.97	221.00	84.77	43.74	32.93	225.93	86.66	45.19
Term time +1 wks	39 Wks Per Year	195	28.26	223.26	85.64	44.65	33.27	228.27	87.56	45.65
Term time +2 wks	40 Wks Per Year	200	28.98	228.98	87.83	45.80	34.13	234.13	89.80	46.83
Term time +3 wks	41 Wks Per Year	205	29.71	234.71	90.03	46.94	34.98	239.98	92.05	48.00
Term time +4 wks	42 Wks Per Year	210	30.43	240.43	92.22	48.09	35.83	245.83	94.29	49.17
Term time +5 wks	43 Wks Per Year	215	31.16	246.16	94.42	49.23	36.68	251.68	96.54	50.34
Term time +6 wks	44 Wks Per Year	220	31.88	251.88	96.61	50.38	37.54	257.54	98.78	51.51
All year round	52 Wks Per Year	227.71	33.00	260.71	100.00	52.143	38	260.71	100.00	52.143

## Appendix 4 Bright Futures non-school leader pay scales 2021/22

Bright Futures non-school Leader payscales 2021/2022							
Payscale	2021/22	Payscale	2021/22	Payscale	2021/22	Payscale	2021/22
<b>B1</b>	52,595	<b>B10</b>	65,574	<b>B19</b>	81,743	<b>B28</b>	101,913
<b>B2</b>	53,960	<b>B11</b>	67,201	<b>B20</b>	83,767	<b>B29</b>	104,434
<b>B3</b>	55,202	<b>B12</b>	68,862	<b>B21</b>	85,852	<b>B30</b>	106,977
<b>B4</b>	56,583	<b>B13</b>	70,573	<b>B22</b>	87,972	<b>B31</b>	109,648
<b>B5</b>	57,994	<b>B14</b>	72,321	<b>B23</b>	90,160	<b>B32</b>	112,388
<b>B6</b>	59,437	<b>B15</b>	74,115	<b>B24</b>	92,400	<b>B33</b>	115,202
<b>B7</b>	61,016	<b>B16</b>	75,956	<b>B25</b>	94,683	<b>B34</b>	116,913
<b>B8</b>	62,419	<b>B17</b>	77,834	<b>B26</b>	97,037		
<b>B9</b>	63,988	<b>B18</b>	79,764	<b>B27</b>	99,439		