



STAFF HANDBOOK

JANUARY 2026



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100%
STAFF PROUD
TO WORK FOR
THE TRUST

#EDUCATINGKENTCOMMUNITIES
#EVERYKIDCOUNTS
#YOURSCHOOLOURCOMMUNITY

About Us

Our Trust

The individual academies in the EKC Schools Trust are precisely that – individual. Each of our schools has its own unique and distinctive character and vision for its community; something we proudly celebrate and protect. Each school sets its own values and has its unique communities to serve, and whichever academy you work in, each offers a fantastic environment for its children and young people, and its colleagues.

The Trust is the conduit for connecting us all and providing a central core purpose, which complements and galvanises the work undertaken in each locality under the EKC banner.

As a Trust, our collective commitment to raising aspiration, helping our children and young people grow, flourish and achieve their ambitions drives our work.

At our core, our purpose is to:

- strengthen and enhance our communities
- enable the power of education to inspire
- maximise and achieve the potential of every learner
- enrich the curriculum through partnership and collaboration

... strengthening and enhancing our communities starts with ensuring our schools and staff draw strength from being part of the Trust.

To deliver our core purpose, we must ensure we recruit and retain the very best people whose moral purpose, passion and drive are completely aligned with the Trust's ethos and the Academy's values.

All colleagues working in line with this handbook is a key strand of this work, and critical to delivering for our communities.

Our People

- We believe that everyone belongs and that diversity makes our schools stronger.



- We are collaborators, willing to work with others to achieve our shared goals of delivering exceptional outcomes for our children and young people.
- We are our community's champion, supportive of all in our community, and ensuring we thrive as a Trust.
- We are listeners, learners, and proud and trustworthy contributors, always looking for ways to improve our practice and the school community.

Our Values

We believe our role is to help every child and young person SAIL into a world of opportunity.

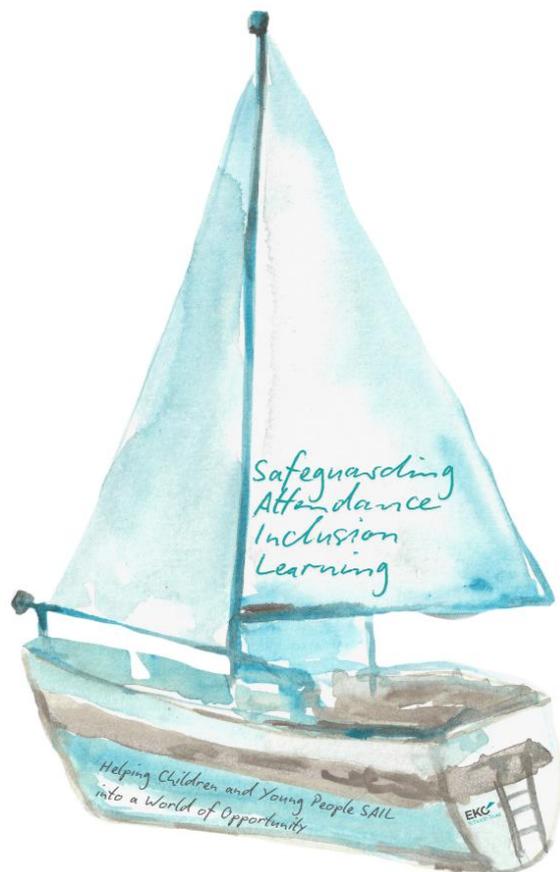
SAIL shapes everything we do:

Safeguarding – Creating safe, nurturing environments where every child feels protected and valued.

Attendance – Championing regular attendance as a foundation for learning and success.

Inclusion – Embracing diversity and ensuring every learner feels seen, heard, and supported.

Learning – Delivering high-quality education that inspires curiosity, ambition, and achievement.



Together, these values steer our work. They are not just priorities - they are promises to our children, our communities, and ourselves.



Our Academies



Aylesham Primary
#WhereChildrenComeFirst
AYLESHAM



EKC Sheppey Secondary
#WhereBelongingMeetsBrilliance
ISLE OF SHEPPEY



Queenborough Primary School And
Nursery School
#QueenboroughBEAT
ISLE OF SHEPPEY



Holywell Primary School
#RecognisingAndRealisingAspiration
SITTINGBOURNE



Palm Bay Primary
#DareToBeDifferent
THANET



Bysing Wood Primary
#BelieveWonderProgressSuccess
FAVERSHAM



Thornden Wood Primary School
#Sowing Seeds to Grow Great Minds
HERNE BAY



The Churchill School
#TeamChurchill
HAWKINGE



East Stour Primary School
#NurturingHeartsInspiringMinds
ASHFORD

Why EKC Schools Trust is Unique

Across our Trust, we are passionate about supporting and educating the most vulnerable children in our communities. We are highly inclusive, offering families and children safe, nurturing environments where they can learn. We are driven by the belief that if we can foster a sense of belonging, we can do more to strengthen the communities we serve.



EKC Schools Trust is part of a wider EKC family. Our unique and sector-leading partnership with East Kent Colleges Group (ekcgroup.ac.uk) and its Colleges means we can offer unique learning experiences to our children, young people and wider communities.





TOGETHER WE ARE RAISING ASPIRATIONS FOR SOME

15,000+

CHILDREN, YOUNG PEOPLE & ADULTS THIS YEAR ALONE.

#THEEKCFAMILY

INFINITE

OPPORTUNITIES FOR LEARNERS OF ALL AGES ACROSS EAST & SOUTH KENT.



By way of key highlights, our partnership offers for our children and young people:

- **Educational Enrichment** - including a programme of visits to and from the East Kent Colleges Group colleges; inspirational learning experiences that empower our pupils' and their aspirations
- **Social Action Projects** - Students across the East Kent College Group take part in community weeks where they lead social action projects to strengthen local partnerships and enhance the local area. Each year some of these projects take place in the EKC Schools Trust schools.
- **Community Events** - Both EKC Schools and Colleges host events across the year to celebrate their organisations and their

communities. Wherever possible the EKC family work together so that students, children and young people have the opportunity to come together and share in the fantastic work across all parts of the EKC family.



Learn more about our EKC Partnership



Scan the QR code or visit [EKC Partnership - Working Together in the Heart Of Our Communities](https://www.ekcschoolstrust.org).

You can also visit

Trust website:
[ekcschoolstrust.org](https://www.ekcschoolstrust.org)

East Kent Colleges Group website:
[ekcgroup.ac.uk](https://www.ekcgroup.ac.uk)



Joining the EKC Family

We're thrilled to welcome you to the EKC Schools Trust community.... a community you now strengthen.

Our strength comes from all pulling together to enable our children and young people to reach their full potential.

Here is our mutual commitment:

TRUST COMMITMENT
We commit to:

- Upholding the highest standards of education across the Trust
- Recruiting and developing the very best talent
- Enabling collaboration and partnership

STAFF COMMITMENT
We commit to:

- Upholding the values and ethos of our Academy community
- Working within the Trust culture of collaboration and partnership
- Championing the Inclusion and Belonging of our Academy and Trust communities

OUR CORE PURPOSE

- To strengthen and enhance our communities
- To enable the power of education to inspire
- To maximise and achieve the potential of every learner
- To enrich the curriculum through partnership and collaboration

EQUALITY, DIVERSITY, INCLUSION & BELONGING OF OUR WHOLE TRUST COMMUNITY

Equality – The LAW
Fairness and equity of right and opportunity by law and promoted through our Trust policies and procedures

Diversity – The FACTS
The facts of the different types of people being included in our Trust community

Inclusion – How we all BEHAVE
Our Trust sets out the expectation that everyone in our community behaves with respect, understanding and consideration

Belonging – How we all FEEL
Our aim is for every member of our community to feel they are welcome, included and belong with us

In our Trust, we talk about how we "make the weather" and encourage ourselves to bring the sunshine for our children, young people, our team, and ourselves.

Expectations for all colleagues across all roles are simple ... Does this person bring the sunshine?

Ergo, we expect each other to bring a great attitude to how we do our work – to be a listener, a learner, and a proud and trustworthy contributor.

You're trusted and empowered to do your best work; we challenge and champion each other. High expectations go hand-in-hand with the support staff need to succeed (See Thriving at EKC).

Your colleagues are here because they want to do work, which they're personally proud of. We trust

Joining the EKC Family – Reading list

[EKCST – Staff Code of Conduct](#)



Trust Induction and Probation Workbook – To be issued by your line manager.



each other to do our best work and conduct ourselves in a way that is worthy of that trust.

Tools for your Induction and Probation

Building on this handbook and its introduction to our Trust, our values, and how we work, you'll also be provided with an Induction and Probation Workbook. This workbook is designed to guide you through your induction and probation period, ensuring you have all the tools and information you need to succeed.

What to expect from your induction: You'll meet your colleagues, learn about your role, and understand how you can contribute to our shared goals. This period is all about setting you up for success and making sure you feel comfortable and confident in your new position.

Your Probation Period: The probation period is a time for you to demonstrate your skills and fit within the team. It's also an opportunity to assess if this role and our organisation are the right fit for you. We'll provide regular feedback and support to help you grow and excel.

Who's Who in the EKC Schools Trust

Our Central Team:

- Tammy Mitchell, CEO, tmitchell@ekcschoolstrust.org
- Summer Macer, Chief of Staff, smacer@ekcschoolstrust.org
- Daniel Lewsey, Director of Safeguarding, dlewsey@ekcschoolstrust.org
- Sharon Hollingsworth, Director of Governance, sharon.hollingsworth@ekcschoolstrust.org
- Lisa Hogan, Director of Finance, Lisa.Hogan@ekcschoolstrust.org

- Claire Edgeworth, Trust Governance SLA Manager, office@ekcschoolstrust.org
- Penny Barnes, Executive PA and Trust Finance Manager, office@ekcschoolstrust.org



Our Executive Team:

Our Trust is led by our executive team, our Headteachers and our central leadership team.

School Leadership:

Of course, please familiarise yourself with the leadership team in your school. This Handbook complements your local school-level induction. If you have queries and questions, please liaise with your line manager and or the leaders and experts in your school for advice and guidance.

It is also important to identify the Designated Safeguarding Leads (DSL's) in your school and ensure you understand our collective responsibility in safeguarding our children and young people and appropriate measures at a local level.

Introducing Trust Hub – Our Trust intranet site

Our Trust Hub is home to Trust news, resources, and information.



Our **Learning Lab** is home to:

- **Your Career, Our Community** - Our commitment to staff development
- **Essential and Specialist CPD** - Access to high impact CPD and support from across the Trust.
- **CPD Plan** - Advice and tools to create a winning CPD Plan to support your development.

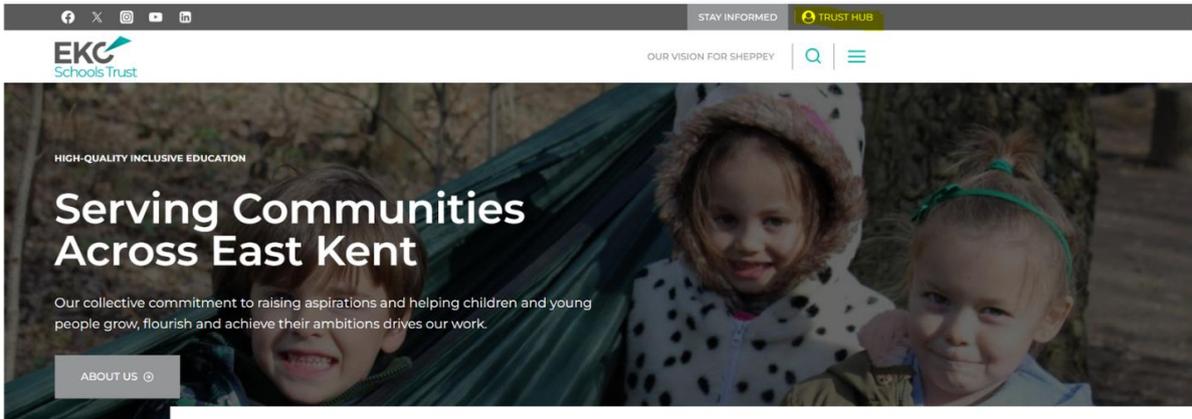
The **Staff Room** is home to:

- **Trust News**



- **Trust Policies** - Setting out the core behaviours which are central to the way we work and ensure the best possible opportunities and outcomes for our communities
- **Trust Benefits** and **Discounts**, and more!

Access Trust Hub via our website and register/login with your school email address.



Your right to join a Union

As part of our commitment to fostering a fair and supportive workplace, we want to inform all employees of their right to join a trade union. We aim to create a supportive environment where you feel empowered to exercise your rights and engage in union activities if you choose to do so.

EKC Schools Trust recognises the following unions:

NEU	www.neu.org.uk
ASCL	www.ascl.org.uk
GMB	www.gmb-southern.org.uk
NAHT	www.naht.org.uk
NASUWT	www.nasuwat.org.uk
UNISON	www.unison.org.uk
UNITE	www.unitetheunion.org
VOICE	www.voicetheunion.org.uk



Thriving at EKC – Personal Growth and Development

EKC Schools Trust is committed to investing in and supporting our people, enabling staff to thrive.

Thriving begins with our inclusive culture and ethos of belonging.

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Our Trust sets out the expectation that everyone in our community behaves with respect, understanding and consideration

Belonging – How we all FEEL
Our aim is for every member of our community to feel they are welcome, included and belong with us

We're proud of our inclusive culture and the diversity across our Trust, and whilst we have high standards, we continue to challenge and improve upon what we do through our Equality Objectives. You can learn more about our current focus and efforts to date via the link – see right.

We provide a range of tools and resources to support your personal growth and development because your efforts and expertise ensure the Trust thrives, delivers exceptional outcomes for our children and young people, and strengthens and enhances our communities.

This, and effective line management and meaningful appraisal. Allowing staff to discuss their work-life - celebrate successes, discuss challenges and lean into management for feedback, guidance and coaching to support professional development and continual improvement.

Thriving at EKC – Supporting Resources

Visit [Trust Hub - Learning lab - EKC Schools Trust](#) for advice and support on:

How To Create a Winning CPD Plan to Help You/Your Team Grow Faster!

Making The Most of One-To-One Meetings



Also: Learn more about our Equality Objectives, our current focus and efforts.

[EKC Schools Trust: Key Information - Policies, Reports, & More](#)



Managers, through ongoing discussion and appraisal equip their team with the support (feedback, guidance, coaching and connection) to solve (and learn) from today's challenges, deliver focused objectives and meet the standards required of the role and build capacity for great work in the future.

Your Job Description - A map for your role

Key to performing well is understanding the requirements of your role. Your job description is like a map for your role! It tells you:

- **What you're expected to do:** It lists your main tasks and responsibilities, so you know what's important.
- **How you fit in:** It shows how your work helps the whole team and school.
- **What skills you need:** It helps you know what you're good at, and what you might need to learn.

By understanding your job description, you can do your best work and feel confident that you're on the right track!

An additional note for teachers... Teaching colleagues should also ensure they are familiar with and delivering in line with the teaching standards, which are statutory.

Your Professional Development

As mentioned, all colleagues across the Trust, regardless of role, are trusted and empowered to do their best work. Our strength comes from all pulling together to enable our children and young people to achieve their full potential. No matter where you are in your career, the most important skills you can

Thriving at EKC – Supporting Reads

Teachers

Standards - set the minimum requirements for teachers' practice and conduct.



Professional Development Tools

You've got access to nationally recognised learning tools called The Key and The National College! They're like online libraries full of helpful resources and training modules to support you in your role. Ask your School Business Leader for access.

learn are how to develop yourself and how to create development opportunities.

The Learning Lab on Trust Hub is home to tools and techniques to help 'rock stars' (colleagues focused on doing their best work and growing in their current role) or those 'rising stars' (colleagues equally focused on growing their careers) create a winning CPD plan.

ASPIRATION & IMPACT

What is your development aspiration i.e. the specific area of practice you want to improve and why?

For example

Instead of "I want to know how to use Excel" try "WHEN I use Excel I WANT to be able to use formulae SO THAT I can cut down the duplication of data entry for our team and within our documentation"

Instead of "I want to feel more confident delivering Maths in my lessons" try "WHEN I am teaching practical skills, I WANT to be able to embed Maths SO THAT students understand the real-world applications and are more engaged."

State your When, Want and So That.

INTENTION

What would 10% better look like?

Aim for progress not perfection! What would it look like to be 10% better - what would it look like, what would be happening? You could also look to assess yourself on a scale of 1 -10, what would it look like to step up a point or two? You might also ask your manager/peers for feedback?

Are there any barriers stopping you from getting there? What are they and how might you overcome them? Wo could you talk to for support? i.e. manager, a colleague, people development.

WORKING

How can you practice your intention?

WORKING TOGETHER

Who does this well? Who could you shadow, interview or ask for help?

FORMAL LEARNING

What resources (books, videos, blogs, tools) or events might you consider?

MAXIMISE YOUR LEARNING BY BLENDING YOUR LEARNING EXPERIENCES

NEXT STEPS

My next steps and due dates... What (specifically) will you do?, What are some tangible milestones you can set?

You've got the makings of a great development plan here, next, you need to set some actionable targets and deadlines to get your journey underway.

Remember to act upon each part of your plan.

For example, if you attend a webinar, block out an hour afterward to brainstorm ideas and write commitments for how you will embed the new knowledge and skills. Better yet, start implementing them straight away!

Trust Professional Development Programme

Whether you're with us for a season or for a lifetime, we're committed to supporting you every step of the way with the tools and resources you need to excel in your role.

TRUST PROFESSIONAL DEVELOPMENT PROGRAMME

SUPPORT STAFF EDUCATION	SUPPORT STAFF OPERATIONAL	TEACHERS	LEADERSHIP
<ul style="list-style-type: none"> • Induction programme • Apprenticeships - Level 2 - 7 • Annual Conferences: Incl Early Years, Support Staff and Leadership 		<ul style="list-style-type: none"> • Coaching & Mentoring • Trust Development Days (Autumn/Summer) • Peer-to-Peer training and support 	
<ul style="list-style-type: none"> • Traineeships • Apprenticeships: <ul style="list-style-type: none"> ◦ Incl Early Years - L2 - L5; Teaching Assistant - L3 - L5; and Teaching - L6 • Job Shadowing - Trust/ Group/Wider networks • Supporting Children in the Classroom online programme 	<ul style="list-style-type: none"> • Traineeships • Apprenticeships: <ul style="list-style-type: none"> ◦ Incl Administration; Projects; School Business Management; and Facilities • Job Shadowing - Trust/ Group/Wider networks • Professional Qualifications* <p><i>*The Trust will support you and your school to broker Professional Qals</i></p> 	<ul style="list-style-type: none"> • Early Careers Framework • Step into Subject Leadership Training • Coaching & Mentor Training Programme • Subject Leader Networks <ul style="list-style-type: none"> ◦ Core & Foundation Subjects, Inclusion And SEND, and Safeguarding 	<ul style="list-style-type: none"> • NPQ programme sponsorship • Job Shadowing - Trust/ Group/ Wider networks • Excellent Teacher Programme • Subject Leader Networks and Peer Moderation • Masters aligned to Trust priority (Apprenticeship route)
<ul style="list-style-type: none"> • Cross Phase CPD with Education Services 			
<ul style="list-style-type: none"> • Trust Leadership Development Programme aligned to DfE Commissioning High-Quality Trusts • Apprenticeships: <ul style="list-style-type: none"> ◦ Incl Management & Leadership • Leadership of Networks and Trust-level Education Improvement Projects • Designated Safeguarding Lead Training • NPQ programme sponsorship 			

Leadership Development Programme

Every year the Trust develops a Professional Development offer for leaders at all levels to continue to strengthen the quality and performance of the Trust [aligned to the [DfE Commissioning High-Quality Trusts.](#)]

This offer includes a range of conferences, workshops, networks and programmes provided across the Trust. Your Headteacher will work with you to identify appropriate CPD.

HIGH QUALITY INCLUSIVE EDUCATION	SCHOOL IMPROVEMENT	WORKFORCE & OPERATIONS	FINANCE	GOVERNANCE & LEADERSHIP
<ul style="list-style-type: none"> • Annual Teaching, Learning & Assessment Workshop for School Leaders • Excellent Teacher Programme • Bespoke Training for Schools • Personalised CPD and Coaching from CEO 	<ul style="list-style-type: none"> • Trust Training Days – Annual Training and Development to support the Trust Strategic Development Plan • Annual EYFS Conference • Subject Leader Networks & Trust Moderation • ECT Programme 	<ul style="list-style-type: none"> • Leaders of People Programme • Cyber Security, Compliance, Filtering and Monitoring Workshop • Safeguarding Workshop • Marketing Workshop • Annual Leading People Workshop 	<ul style="list-style-type: none"> • Annual Finance Workshop for HTs, SLTs and Local Boards • Feedback and Development for Trustees from Internal Auditors • Bespoke Training for Schools from CFO • Personalised CPD accessed by finance professionals 	<ul style="list-style-type: none"> • Annual Strategy Event • Annual Governance Conference • Bespoke Development Offer for LGBs and Trustees • Confederation of School Trust Membership (incl Professional Communities)



Leaders of People and Leaders of Education and Operations Programme

Investing in leadership development, particularly our leaders of people, is an investment in each and every member of our communities.

Our *Leaders of People* programme is designed with a modular structure and personalised learning pathways, empowering employees to deepen their leadership capabilities. This programme not only enhances day-to-day leadership practice but also strategically prepares participants for career progression and succession opportunities across the organisation.

TERM 1	EFFECTIVE LINE MANAGEMENT WITH CEO AND COO	<p>Core skills for line managers to become effective and inclusive leaders.</p> <ul style="list-style-type: none"> Understanding the role of a manager within EKC Schools Trust Holding people to account - providing actionable and motivating feedback and having courageous conversations An introduction to HR procedures and how to use them effectively
TERM 2	UNDERSTANDING YOURSELF AS A LEADER	<p>Self-awareness enables leaders to understand themselves and their teams and foster the self-assurance needed for success.</p> <ul style="list-style-type: none"> Interact with different leadership styles and identify your strengths as a leader Reflect on how you manage and lead your team(s) and how to maximise team strengths and contribution Understand how to bring insights to your actions and interactions
TERM 3	MANAGING WORKLOAD AND ENSURING IMPACT	<p>Tools to help you and your team make progress on the most important things (and do less, better)</p> <ul style="list-style-type: none"> How to identify priorities (from the white noise), craft an actionable plan that focuses on impact over activity How to embed, monitor and sustain progress over time and adapt as required
TERM 4	EFFECTIVE SENIOR LEADERSHIP	<p>This workshop is delivered through the lens of modeling and reinforcing critical management skills to build a strong leadership culture AND includes how to expand capabilities and increase engagement by developing your people and creating a succession plan.</p>
TERM 5	EFFECTIVE MIDDLE LEADERSHIP	<p>Cornerstone skills for middle leaders to develop high performance.</p> <ul style="list-style-type: none"> Includes, coaching - Ask questions, help people think clearly, encourage independent problem-solving
TERM 6	EFFECTIVE STRATEGIC LEADERSHIP	<p>This workshop explores strategic leadership and focuses on three core impact areas – Values-Driven Leadership, Strategy and Change</p> <ul style="list-style-type: none"> Identify different approaches to strategic challenges, create strategic alignment, anticipate and mitigate risks, involve the right people at the right times, and clarify how tasks link up to organizational goals; and plan for long term results and impact. Change management - How to inspire, influence and reassure, make change stick over time, and help teams stay adaptive and resilient

Our complementary *Leaders of Education and Operations* programme also follows a modular format.

TERM 1	LEADING TEACHING AND LEARNING	<p>Designed for TLA leaders and those who are accountable, or learning the role for ensuring quality of teaching and learning is strong across the school</p> <ul style="list-style-type: none"> Explore how to have a school wide impact on highly effective teaching and learning Learn how to lead with clarity, support teacher development, and ensure every pupil and student thrives.
TERM 2	LEADING CURRICULUM	<p>Designed for curriculum leaders and those who are accountable, or learning the role for ensuring quality of the whole curriculum is strong across the school</p> <ul style="list-style-type: none"> Explore how to have a school wide impact on highly effective curriculum planning, leading subject leaders and holding other to account Learn how to evaluate impact, align with school vision, and ensure progression for all learners.
TERM 3	LEADING EDUCATIONAL SUPPORT STAFF	<p>Designed for those who are accountable for the deployment, effectiveness and impact of educational support staff</p> <ul style="list-style-type: none"> Build on what's already working while strengthening the strategic deployment and support of inclusionists to meet the growing complexity of pupil needs, ensuring inclusionists are empowered to contribute their expertise where it matters most.
TERM 4	LEADING STAKEHOLDER ENGAGEMENT	<p>Designed for those who have the responsibility for the strategy around stakeholder engagement or are learning the role</p> <ul style="list-style-type: none"> Develop the know-how to design a strategic approach to stakeholder engagement and deliver impact. Learn how to shape your school's public profile, lead purposeful communication, and cultivate partnerships that serve your community and strategic goals.
TERM 5	LEADING OPERATIONS	<p>Designed for those who have the responsibility for school operations, or are learning the role</p> <p>Explore how to build and lead efficient systems and resilient financial strategies that align with educational priorities — all while managing the pressures and constraints schools face.</p>
TERM 6	LEADING INCLUSION	<p>Designed for leader who have the strategic responsibility for the broad aspects of inclusion or those learning the role</p> <ul style="list-style-type: none"> Explore how to embed inclusive values into systems, culture, and leadership practice to meet the needs of all learners. Develop the confidence and clarity to lead change, challenge assumptions, and remove barriers — especially in the context of SEND and rising complexity.



Together, these bi-annual programmes form a robust and comprehensive suite of continuing professional development (CPD) opportunities. Delivered on a two-year rotational cycle, they ensure our leaders have the knowledge, skills, and confidence to lead effectively.

Key annual CPD events in the Trust calendar:

Each year, schools come together for several collaborative interschool sporting events and arts festivals. As colleagues, we also come together for shared CPD opportunities, including:

Teachers:

- Trust Training Days for Teachers (autumn and summer terms)
- Early Years Conference (annual)
- ECT Network (each seasonal term)
- Subject Leader Networks (Core and Foundations subjects taking place each seasonal term)

Support Staff:

- Virtual Support Staff Conference (autumn term and annual)
- Support Staff Roadshows (spring and summer terms)
- Support Staff CPD Hubs

Specialists:

- DSL Network and training (each seasonal term)
- SENCO and Inclusion Lead Network (each seasonal term)

Leaders:

- Leadership programme (termly)
- Governor Conference (annual)
- Chairs Forum (each seasonal term)

More details on these events and the latest CPD can be found on Trust Hub in the Learning Lab.

Your Career

Our professional development programme supports colleagues in their current roles and is designed to help you craft a rewarding career with our Trust. The chart below visualises the varied career tracks that exist within our Trust.





Professional Welfare and Personal Wellbeing

The welfare of our communities is at the uppermost in our minds, and this, of course, includes you, our dedicated staff. So, alongside the wealth of professional development, we also offer professional welfare support, including our staff-led wellbeing budget and advice and support via our Trust Hub – Staff Room.

Resources include:

An introduction to Action for Happiness, a registered charity dedicated to encouraging happier living and well-being; and the Education Support Partnership, a registered charity committed to supporting the health and well-being of teachers and education staff, including a free helpline and counselling service.



Ways of Working at EKC – Expectations and Know-How

Our policies and procedures set out the Trust's expectations of you and the support provided to enable you to fulfil your role. They reflect our culture and values, provide the structure for making key decisions, and ensure that we act in a process-driven way to ensure the best possible opportunities and outcomes for our communities.

All colleagues should ensure they are familiar with our **key policies and procedures set out in this section**. They contain essential information and outline some core behaviours central to how we work. You will need to read and adhere to these policies.

For all other guidance, please refer to your schools' policies and procedures



Safeguarding Guidance

In addition to our statutory policies, colleagues should ensure they are familiar with the latest safeguarding guidance to support you in your role and enable our schools and the Trust as a whole to meet its first primary commitment to our communities – keeping children and young people safe.

- [Safeguarding and Child Protection Policy incls MAASP](#)
- [Keeping Children Safe In Education \(Latest version – All staff, volunteers and governors should read Part 1 and Annex B\)](#) (Statutory guidance)
- Please also ensure you read your school's localised Safeguarding Policy and familiarise yourself with local protocols.
- Also relevant in a safeguarding context is our collective duty to prevent sexual harassment, and our policies and procedures provide a comprehensive framework to protect staff at work and

expectations are set out to all stakeholders about behaviours that will not be tolerated.

Trust Policies and Procedures

- **Data Protection Policy** - Collecting and using personal information is vital for the operation of the Trust as an educational organisation and the Trust views the correct and lawful handling of data about individuals as key to its success. [Please also see Other Useful Information – for information on staff responsibility to keep personal information up to date]
- **Disciplinary Procedure** - The Trust expects exemplary standards of behaviour, conduct and attendance from all its employees. The disciplinary procedure provides a framework for dealing with instances where employees are alleged not to have met the required standards of conduct. The aim is to ensure prompt, consistent and fair treatment of all employees and to assist in enabling both the employee and the Trust to be clear about the expectations of both parties.
- **Equality and Diversity Policy** - We believe everyone should be treated fairly and with respect, no matter who they are. This policy helps us make sure that happens for all in our community - children and young people, our families, staff and wider stakeholders. We're all about creating a welcoming and inclusive place where everyone feels valued.
- **Grievance Policy** - We always aim to resolve individual grievances in a manner that is as fair and swift as possible. We want everyone to feel happy and comfortable at work, so we try to solve things as soon as we can.
- **Health and Safety and Premises Management Policy** - This policy is like a rulebook to make sure we have a safe place to learn and work.

Ways of Working at EKC – Reading List

Statutory Policies can be found on the Trust website.



- **Public Sector Equality Duty** - We welcome our duties under the Equality Act 2010, and our equality objectives further the aims of eliminating discrimination, advancing equality of opportunity, and fostering good relations.
- **Recruitment Policy** - We follow a clear framework of best practice to ensure we are recruit the very best people whose moral purpose, passion and drive are completely aligned with the Trust's ethos and the Academy's values.
- **Staff Code of Conduct Policy** - Our Code of Conduct outlines the expected professional standards for all Trust employees and reinforces our commitment to fostering a positive and ethical environment. It provides a framework for staff behaviour, ensuring fairness, professionalism, and adherence to relevant legislation in all interactions. Staff are expected to familiarise themselves with and comply with all Trust and Academy policies; and in situations not explicitly covered, staff are required to exercise professional judgment, prioritising the best interests of the school and its pupils.
- **Whistleblowing Policy** - We're committed to the highest standards of openness, honesty, and accountability. Our Whistleblowing Policy enables concerns of malpractice that are in the public interest to be raised.
- **Staff Attendance Policy** - Our staff attendance policy fosters the health, well-being, and attendance of all employees. It outlines our expectations for managers and employees, our strategies to reduce and manage absence, and our approach to handling absence related to performance or conduct issues.
- **Appraisal Policy** - Appraisal helps everyone do their best by giving clear goals, support, and feedback, it's about helping us all grow and improve together!
- **Capability Policy** – We promote an environment where all our people are supported to perform at their best. Sometimes, however, there are occasions when colleagues may struggle to perform to the expected levels and standards or find it difficult to develop to their



full potential in their role. When this happens, we refer to the Capability Policy. In working together (colleague and management), the intention is to help people get back on track.

- **Menopause Action Plan** – We support colleagues experiencing menopause with dignity, autonomy, and respect. Our approach is rooted in empathy, flexibility, and professionalism, recognising that every experience is unique. Staff are trusted to communicate their needs if and when they choose, and leaders foster open, stigma-free conversations while providing practical support. Awareness training and trusted resources are signposted to help everyone feel informed and empowered.

Other Useful Information

Flexible Working: We strive to create an environment where employees can thrive both personally and professionally and are committed to supporting flexible working arrangements that align with the needs of our communities. Staff may make up to two flexible working requests within any 12-month period.

To request flexible working arrangements, follow these steps:

1. **Submit a Written Request:** Provide a detailed written request outlining your desired working pattern and the reasons for your request to your Headteacher.
2. **Review:** Your Headteacher will review your request, considering the change's impact on the organisation and its ability to meet the needs of our community. If further information or discussion is needed, including possible alternative solutions, a meeting will be arranged. You can bring someone with you to this meeting if you wish.
3. **Decision:** Your Headteacher will provide a written decision within two months (unless a longer timeframe has been agreed), explaining the outcome and any next steps.

Updating Your Personal Information

To support the Trust's obligation under the UK GDPR to ensure that personal data is accurate and kept up to date, all staff are responsible for notifying the Trust of any changes to their personal information. This includes, but is not limited to, changes of home address, telephone number, emergency contact details, name, or any other personal details relevant to the Trust's statutory, contractual, or safeguarding responsibilities.

Updates must be submitted promptly **in writing via email** to the School Business Leader (for school-based staff) or to the relevant line manager (for central team staff) so that records can be amended without delay. Keeping personal information current is a shared responsibility and forms part of the Trust's commitment to maintaining accurate, secure, and lawful data.



Accessing My Worklife

Access My Worklife via your desktop or mobile



On your **mobile** - Scan the QR code & enter your login details

On your **desktop** - Visit the Trust/school intranet click the link (or see URL below) & enter your login details

Your login details for Office 365...

username: firstname.surname@ekcschoolstrust.org

password: *****

Your login details for My Worklife

username: firstname.surname

password: *****

(Forgotten your password? Please speak to your School Business Leader)

<https://myworklife.ekcgroup.ac.uk/login>

Thank you for your commitment and contribution to our community.

If you think anything about this handbook can be improved, contact Summer at smacer@ekcschoolstrust.org.

