

TEFAT Recruitment Pack



Welcome to The Elliot Foundation

Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We are building a thriving community of schools including converter and sponsored primary academies that succeed on behalf of their children. We bring an understanding of the unique role of successful primary education as a prerequisite for even greater success at secondary school level.

We aim to maintain a group of exceptional primary academies that is uncompromising in its search for excellence and in its commitment to searching for and sharing emerging best practice across its primary academy chain.

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Why specialising in primary schools?

We believe there is an urgent need to inject choice into the present converter and sponsor academy arrangements for primary schools and for a partner that understands and focuses exclusively on the unique role of primary education in improving the life chances of all children.

Why minimal intervention?

We demand high performance from our primary academy schools but we recognise that each school's individual journey to success will differ based on its context. Consequently, we encourage diversity of approach and allow local governing bodies the freedom to manage in the best interests of their community unless schools are failing their children.



Mission, Vision and Values

Mission

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations.

Our motto, “Where children believe they can because teachers know they can” reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

Vision



FOR CHILDREN: We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, ‘heroes of their own lives’ building the foundations for healthy and successful lives



FOR SCHOOLS: In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.



FOR SUCCESS: To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences.



FOR COMMUNITIES: ‘No man is an island’, children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities.

Values



1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

London Cluster

The Elliot Foundation has 31 schools in three thriving clusters of primary academies in the West Midlands, London and East Anglia.

- Children arrive at The Elliot Foundation schools between two terms and a year behind where they should be at the age of four
- By the time they leave our schools they have caught up with the national average
- Elliot Foundation schools are at least three times more deprived and challenged than average and yet our schools are three times more likely to be judged outstanding by OFSTED than the national average.

London

Childs Hill Primary School
Cippenham Primary School
Claremont Primary School
Greenside Primary School
Griffin Primary School
Hillingdon Primary School
The Hyde Primary School
John Locke Academy
Parkfield Primary School
Pinkwell Primary School



East Anglia Cluster

East Anglia

Cavalry Primary School
Elm Road Primary School
Eyrescroft Primary School
Highlees Primary School
Millfield Primary School
Nene Infant School
Ramnoth Junior School
Ramsey Spinning Infant School
Ramsey Junior School
Westwood Primary School



West Midlands Cluster

West Midlands

Billesley Primary School
Chandos Primary School
Croft Academy
George Betts Primary Academy
Kings Norton Primary School
Kings Rise Academy
Netherbrook Primary School
Rounds Green Primary School
Shirestone Academy
Shireland Hall Primary Academy
Tiverton Academy
Woods Bank Academy



How do we perform?

The Elliot Foundation's latest Ofsted report praised us as a “wholeheartedly inclusive”, “deliberately non-hierarchical”, “reflective and open minded” academy trust.

HMIs found “Leaders’ high expectations have helped to promote significant and rapid improvement in the quality of education in most of the trust’s schools, including many that had a history of being less than good”.

“Leaders of schools, most of which are in challenging circumstances, live out the trust’s belief that a school’s context is ‘a challenge and not an excuse for underachievement’. The Trust is determined to improve the well-being and achievement of vulnerable pupils... [and] it is increasingly effective in supporting schools to do so”

The Elliot Foundation is committed to helping children, staff and schools succeed whatever their background.



Apprenticeships

The Elliot Foundation is able to offer a range of apprenticeship training programmes for both teaching and support staff as an Employer Provider of apprenticeship training and through partnerships with other organisations. Apprenticeships offer a route to qualifications that are funded and enable study whilst in paid employment. Current apprenticeships on offer include:

- Level 3 Teaching Assistant
- Level 3 Business Administration
- Level 3 Early Years Educator
- Level 5 Coaching

We have produced guidance and associated documents to assist you when considering either appointing a new apprentice or supporting an existing member of staff to complete an apprenticeship qualification. These are available [here](#) and whilst apprenticeship requests are increasing across the Trust, we still have plenty of levy available to use.

A message from our Head of Apprenticeships, Fiona Blackwood:

As the Head of Apprenticeships I lead the delivery of TEFLA's apprenticeship programme. Apprenticeships range from Level 2 (GCSE equivalent) to Level 7 (Masters qualifications) in a wide range of vocational subjects, as such I can also help find the right qualification for a member of staff through alternate training providers. Your school pays annually into an apprenticeship levy pot, if training isn't accessed the money will be clawed back. Recruitment and retention is particularly challenging at the moment, using your apprenticeship levy to fully fund a range of qualifications will aid both. Apprentices can be new or existing members of staff. If you would like any support in recruiting an apprentice, or have a member of staff who you feel would be appropriate for development please contact me on fblackwood@elliottfoundation.co.uk

ECT Development Programme

From September 2021, all newly qualified teachers - ECTs - in England are required to have an induction period of 2 years. The assessment of ECTs during this 2 year process will continue to be managed by the Appropriate Body and each ECT will be assessed on an annual basis with termly progress reviews.

All ECTs will also be entitled to development support and training over these 2 years underpinned by the early career framework.

The offer for early career teachers includes:

- 2 years of new, funded, high quality training
- funding for 5% time away from the classroom for teachers in their second year
- a dedicated mentor and support for these mentors including high quality training
- funding to cover mentors' time in the second year of teaching

If you have an ECT in your school, you need to:

- Register them with your Appropriate Body
- Register them with the DfE's online service via <https://manage-training-for-early-career-teachers.education.gov.uk/>

Step 1: Inform the DfE

On the DfE online service, the Induction Tutor needs to register their ECT(s) and Mentor(s) names and email addresses.

Step 2: DfE contact

The DfE will contact each ECT and Mentor to ask them for more information and use this to check that they are eligible for this funded training and support. If the ECT(s) and Mentor(s) do not receive a link, contact the DfE CPD help desk: continuing-professional-development@digital.education.gov.uk.

The DfE service will indicate to the induction tutor if any additional steps are required.

Step 3: Confirmation

Once steps 1 and 2 are complete and the DfE has confirmed the ECT(s) and Mentor(s) eligibility for the programme, Best Practice Network will email ECTs and Mentors with a link to our Candidate Management System (CMS). Here we will capture some additional information about the ECTs and ECMs and provide access to our VLE, Canvas.

National and Regional Partnerships

Research School

Billesley Research School is part of the Education Endowment Foundation (EEF) Research Schools Network. The RS network supports the use of evidence-informed practice to improve teaching and learning and the educational outcomes and opportunities for all pupils, especially those who are disadvantaged.



Billesley Research School offers:

- High quality, tailored professional development
- Latest EEF guidance, evidence reports, summaries and trial evaluations
- The first step in implementing innovative ways to improve teaching and learning
- School based support to use evidence to lead school improvement
- Wrap around support bespoke to your school

Creativity Collaboratives

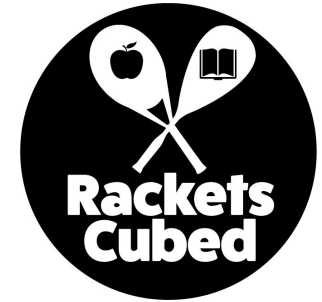
The Elliot Foundation network, led by Billesley Primary School and working in partnership with Stan's Cafe and Open Theatre, has been successfully appointed by [Arts Council England](#), as a lead school for the [Creativity Collaboratives](#) pilot for the West Midlands and East Anglia. In October 2021, Arts Council England announced funding of £2,780,000 to build a network of schools that will trial various methods of teaching that help children and young people to develop their creative capabilities and evaluate their effectiveness.



National and Regional Partnerships

Rackets Cubed

Since 2019, The Elliot Foundation has partnered with [Rackets Cubed](#), a UK registered Charity that runs integrated Squash, Tennis, Education and Nutrition Programmes for local inner-city children.



In response to Covid-19, our organisations mobilised to launch a [Community Box Programme](#) to help our families in need. Staff, parents and volunteers now work together to provide weekly boxes of food, hygiene and educational essentials to vulnerable families in our communities. Since March 2020 the partnership has distributed over 20,700 at a total value of £724,000 and it is a widely valued extra-curricular initiative.



National and Regional Partnerships



Costing £5 per year, a Byond Card enables employees to earn up to 15% cashback every time they shop at over 80 retailers, restaurants and supermarkets (includes Asda, Boots, IKEA, M&S, John Lewis, Sainsbury's and more)



Employees can save up to 10% on gift cards and eGifts - selecting from hundreds of brands and more than 60 retailers from restaurants & supermarkets through to travel and entertainment

Registration at workplaceextras.com

Who we work with?

Cycle scheme

The Cycle to Work scheme is only available to direct employees engaged on a contract of employment who pay tax and National Insurance contributions through the Trust/school's payroll system. If the contract is not a permanent contract, the remaining period of employment on the contract must be equal to or greater than the duration of the Cycle to Work repayment schedule.

For clarity, the schemes are not available to consultants, casual employees, agency workers or other individuals not directly employed by the Trust.

You are able to enter into one agreement per year at any one point during the calendar year. Once you've purchased your items you won't be able to purchase anything else until the end of your current purchase arrangement. I.e. employees can purchase a helmet and bike via the Cycle to Work scheme as one purchase but not two separate purchases.

There is not a maximum limit on what you can spend however we would encourage you to be mindful of the impact any purchases may have on your finances. We strongly advise that you do not make purchases which take your salary below the national living wage. Please note, it is your responsibility to ensure you are able to afford the items before purchasing them.

Please use [this link](#) to access more information about the scheme. Please click on the 'I am an employee' button. You will then need to enter the code '39115cf' in the box provided. Please then follow the simple steps provided.



Who we work with?

Tech Scheme

The Techscheme is only available to direct employees engaged on a contract of employment who pay tax and National Insurance contributions through the school/Trust's payroll system. If the contract is not a permanent contract, the remaining period of employment on the contract must be equal to or greater than the duration of the Techscheme repayment schedule.

You can purchase your item from Currys PC World. You will receive a redemption code for use in-store or online when shopping the wide choice that Currys PC World provides.

There are a range of items available under the scheme including, televisions, laptops, mobile phones and vouchers.

Please note the government guidance stipulates The Techscheme must not be used to purchase 'white goods' i.e. large electrical goods used domestically such as refrigerators and washing machines.

For details on how you can sign up to the Techscheme please use [this link](#), and click on the 'GET STARTED' button. You will then need to enter the code '39115cf' in the box provided. Please then follow the simple steps provided.

The Techscheme runs for a total of 12 months. Repayments will be split into 12 equal monthly payments which will be deducted directly from your salary. Please note that unlike the Cyclescheme, HMRC rules means that the savings are restricted to National Insurance. Initial tax savings are a taxable benefit and will be recovered the subsequent year through the P11d process. These are the rules we are bound by.



Who we work with?

Free eye-care vouchers

The Trust has a partnership with Specsavers Corporate Eyecare enabling employees to receive vouchers to have free eye tests and one pair of glasses from the £49 range or £49 towards glasses, when required solely and specifically for VDU use.

DSE users are defined as people who are required to regularly use DSE for an hour or more at a time. This includes devices such as phones, laptops, PCs and tablets.

Staff who use DSE infrequently or for shorter periods of time will not qualify for the scheme. If you are unsure of whether an employee meets the criteria to be categorised as a DSE user and access the scheme, please speak to a member of the HR team.

The roles that would automatically be recognised DSE users are:

- Members of office based staff (i.e. reception, finance, HR, administrators etc.)
- Principals and members of the Senior Leadership Team
- Teachers
- Central Directors

The eye test procedure and request form can be found [here](#).



Pension Schemes

The Trust operates competitive teacher and support staff pension schemes helping all our employees prepare and save for their futures.

If you are having any issues regarding pensions, please contact your local contact initially. You can find a list of useful contacts below;

Cambridgeshire	- 01604 366537,	pensions@northamptonshire.gov.uk
West Midlands	- 0300 111 1665,	pensionFundEnquiries@wolverhampton.gov.uk
Barnet	- 01274 434 999,	pensions@wypf.org.uk
Hillingdon	- 01962 845 588,	pensions@hillingdon.gov.uk
Hammersmith & Fulham	- 0300 323 0260,	pensions@lbhf.gov.uk
Wandsworth	- 020 8871 8036,	pensions@richmondandwandsworth.gov.uk
Islington	- 0207 527 2028,	pensions@islington.gov.uk
Slough	- 01628 796 668,	info@berkshirerpensions.org.uk
Teachers Pension	- 0345 6066 166,	Member enquiries

If you are still having issues, please contact your TEFAT central Finance contact.



Flu Voucher

The Trust is committed to ensuring that our employees are safe, healthy and protected during the winter seasons and overall so have access to various services. Even healthy people can become so ill that they miss work or school for a significant amount of time or even be hospitalized. Vaccination reduces your risk of catching the flu and can make your illness milder if you do get sick.

If you do not usually qualify for an NHS free flu vaccination, you are eligible to claim a free voucher for the flu vaccine through the Trust. Each year, the Trust takes time to research Flu Voucher providers to ensure that staff are able to claim this if they wish to do so.

Benefits of vaccination for employees:

- Reduces absences due to sickness and doctor visits
- Improves health
- Convenience
- Improves morale



EAP

As an employee of The Elliot Foundation Academies Trust, you have access to free and confidential support through the Employee Assistance Programme.

The programme is delivered by Workplace Options, an independent provider of employee support services. Their staff are specialists in matters such as wellbeing, family and relationship issues, debt management, consumer rights and many other areas of expertise.

The programme is paid for you as an employee and therefore you are able to access it free of charge. It is available 24 hours per day, 365 days per year and can be accessed via telephone, email or online.

The programme can provide assistance in the form of practical information and fact sheets and the comprehensive website provides extensive resources in the form of articles, interactive tools and regular online seminars. The programme can also signpost you to relevant support services in your local area and can provide short term, telephone or face to face counselling to support you in particular times of need.

The Employee Assistance Programme is intended to support you with a wide range of work, family and personal issues, including:

Work life balance	Relationship issues	Anxiety and depression
Health and wellbeing	Childcare information	Bullying and harassment
Debt	Disability and illness	Consumer rights
Careers	Bereavement and loss	Family issues
Stress	Elder care information	Education
Life events	Immigration	Workplace pressure

Social Media Platforms and Web Pages

You can keep up to date with how our partnerships and initiatives designed to support our communities through our social media platforms:

Instagram: [@theelliotfoundation](https://www.instagram.com/theelliotfoundation)

Facebook: <https://www.facebook.com/ElliotFoundation>

Twitter: [@ElliotFndtn](https://twitter.com/ElliotFndtn)

Linkedin: [TheElliotFoundationAcademiesTrust](https://www.linkedin.com/company/TheElliotFoundationAcademiesTrust)

Website: <https://elliotfoundation.co.uk>
[The Elliot Foundation Community](#)
[Learning & Development Site](#)

