



HITCHIN BOYS' SCHOOL

BENEFITS LEAFLET 2025/26

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Hitchin Boys' School (HBS) employees are a team of highly motivated and dedicated teachers and support staff who are focused on helping our students to achieve their best outcomes and to realise their full potential. We know that, to achieve our vision, it is our employees who will continue to make the difference.

What you can expect at HBS:

- ❖ To work in an environment protected from discrimination, bullying or harassment
- ❖ To be kept informed and consulted where appropriate
- ❖ To be given appropriate training and development to do your job successfully
- ❖ To be treated fairly, consistently and be respected
- ❖ To be encouraged to express ideas and to be listened to when raising concerns.
- ❖ Surrounded by the lovely Hertfordshire countryside there is plenty of opportunity to get out for relaxing walks or bike rides.

In order to attract and retain the strongest talent, we provide a range of benefits and support to our employees, some of which are set out below.

- ❖ **Competitive salary, in line with STPCD**
- ❖ **Contractual Sick Pay**
- ❖ **Holidays/Leave**

An employee's entitlement is detailed in their Contract of Employment (Part 2) and further details are set out in school policies which are available in the School Policies folder.



Teachers' Pension Scheme and Local Government Pension Scheme

All contracted employees will be automatically enrolled into a pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or national insurance on your contributions, which vary depending on your salary. Please register in the secure area of the relevant website to access information about the scheme and to update any changes in your personal details/circumstances. All employees are entitled to opt-out of the pension scheme should they wish to do so.

Life Assurance

Teachers are all covered for life assurance through their membership of the Teachers' Pension Scheme and Support staff have life assurance cover through our Group Life Policy.

Useful links for help with financial matters:

Money Helper - government money and pensions advice service: <https://www.moneyhelper.org.uk/en>

Citizens Advice - <https://www.citizensadvice.org.uk/benefits/help-if-on-a-low-income>

Married persons tax allowance - <https://www.gov.uk/marriage-allowance>

Benefits Calculators - <https://www.gov.uk/benefits-calculators>

Teachers Pensions Help - <https://www.teacherspensions.co.uk/public/contact-us/>

Local Government Pension Scheme Help - <https://www.lgpsmember.org/>

We know it can be challenging to find a healthy work-life balance and we want to support all our employees to achieve this. We operate a flexible approach to supporting employees and consider family friendly working opportunities which include part-time, term-time working and job-sharing arrangements.

Two-week October Half Term

HBS recognises that the autumn term is always busy, and longer than both spring and summer terms, and often both student and employee wellbeing/attendance can be affected as a result. Therefore, for the academic year 2025/26 HBS is trialing a two-week October half term.

Children of Employees Admission Rule

Our Admissions Arrangements include a rule whereby the school will admit a child of a qualifying employee provided that:

- a)** the employee is directly employed by Hitchin Boys' School on a permanent contract
- b)** the employee has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- c)** the employee is recruited to fill a vacant post for which there is a demonstrable skill shortage.

School Library

Employees can make use of the school library which comprises a wide range of fiction, both classic and contemporary; non-fiction covering all curriculum areas and of recreation/hobby interest. Books and resources may be borrowed for use in school and at home.

Location

The school is located in the heart of the historic and picturesque market town of Hitchin, 30 miles north of London, surrounded by beautiful countryside. The town centre has many historical features such as The British Schools Museum, St Mary's Church and The Priory and is also well known for its wide variety of cafes, restaurants and independent shops. There are plenty of sports facilities and a wide range of clubs for people of all interests. Hitchin is well served by high performing nursery, primary and secondary schools. Located close to both the M1 and A1M motorways and a short walk to the train station with a fast (30 minutes) service to Kings Cross and Cambridge, it is easily accessible by road and rail.



Employee Welfare

It is recognised that, whilst being rewarding and enjoyable much of the time, working in a school is very demanding and can be stressful. We consider it to be important that we look after our employees and maintain a working environment in which everyone feels valued and respected, and able to work effectively. A member of the Senior Leadership Team (SLT) is assigned to lead on employee wellbeing and leads a dedicated/active group that meets regularly to discuss concerns and make proposals to the SLT. This group also runs a programme of wellbeing activities and events which are available to all employees.

On site Mental Health First Aiders

HBS has qualified Mental Health First Aiders (trained by Mental Health First Aid England) who are available to support all employees. Mental Health First Aiders are available in times of crisis, or to help employees by offering confidential support, guidance and signposting to external agencies.

Flu Vaccination

We offer free flu vaccinations for all permanent employees who are not eligible for a free vaccination via the NHS. These vaccinations usually take place in the Autumn term.

Advice and Counselling Services

We have two external avenues for employees to seek confidential support with their professional or personal life. Please feel free to make use of these services, in confidence, if you need support:

1. **Employee Assistance Programme (EAP) from Legal and General.**

Our EAP offers free and confidential advice, available 24 hours a day, 7 days a week, 365 days a year.

There is also access to 1:1 counselling support as well as a website full of helpful resources.

The EAP provides support for a wide range of both work related or personal concerns, including support for bereavement, stress & anxiety, family problems, relationship issues, legal matters, medical issues and financial concerns.

To access: Telephone 0800 316 9337 or visit: <https://legalandgeneral.com/eap> and use the access code G00074283.

2. **Education Support.**

A charity funded by the DfE to help both teaching and support staff.

Access support here: <https://www.educationsupport.org.uk/>

Headspace

Headspace has opened its annual subscription to all of those who work in schools, for free. Employees have access to a variety of resources including videos, podcasts, and activities. More details at: <https://www.headspace.com/educators>

Eye Tests (for eligible employees)

Employees who meet the required criteria as a Display Screen Equipment (DSE) user are entitled to receive reimbursement for an eyesight test (performed by a qualified optician) for DSE use every 2 years and corrective glasses, if required specifically for DSE use. Required criteria are: any employee who uses DSE as a significant part of their normal work, i.e. continuous/near continuous spells of an hour or more at a time. For more information, please speak to someone in the HR department.

Fitness Suite

The Ravinder Moore Fitness Suite has fitness equipment and is free for employees to use from 7am-8am Monday to Friday and from 5pm – 6pm Monday to Thursday. There is no charge or donation for using the gym. In return, all we ask is that employees volunteer 1 hour per week to help with either supervising a gym session or a sporting extra-curricular club.

Lunch

HBS has an onsite dining room, as well as refreshment hubs around the school site, including the Woodlands Café in the 6th form area. Lunch Duty is voluntary, but many employees choose to do a 30-minute lunch duty once per week to support our students and ensure safety on-site. In return you will be entitled to free lunch every day of the week throughout the school year!

We recognise the benefit derived from investing in people through training and development to improve and maintain the quality of education we can offer our students. Our aim is to ensure that all employees feel valued, supported and respected in their working environment. Through planned programmes of continued improvement, we want everyone to have the opportunity to develop their full potential, to feel encouraged to contribute new ideas and solve problems and to strive to improve our service delivery to our pupils, their parents and carers, the Local Authority and other agencies.

Induction

We provide a full induction programme which is designed to help all new employees become familiar with the requirements of their role and to learn about the school culture, ethos, priorities, aims and working practices. We believe that happy and well-supported employees are central to raising and maintaining standards in our school. Our aim is to give new employees the support they need to become expert and reflective practitioners, that they feel valued and are able to work as effectively as possible.

The induction programme for Early Career Teachers (ECT) is designed to induct them not only into the teaching profession, but also into HBS. The ECT programme consists of support, monitoring and assessment elements and is managed by a member of SLT.

CPD

We are committed to developing the skills and expertise of all employees at Hitchin Boys' School. Professional development increases knowledge and allows time for employees to discuss and share ideas with colleagues from other departments and schools. The up-to-date knowledge gained from professional development allows employees to keep pace with trends and philosophies, which assists both teaching and learning. The annual calendar of CPD activities is shared with employees at the start of the Autumn Term.

Teaching Excellence

For the academic year 2025/26 we are starting a new Teaching Excellence programme. The aims are to support all teachers in developing their practice, giving them the time and space to do this. Over the year, every teacher will be part of two groups, one departmental and one cross curricular. Each group will meet 5 times over the year, setting goals and reviewing how new ideas have worked in practice.

Educational Partnerships

We have educational partnerships with the Albans Teaching School Hub and the University of Hertfordshire School of Education. As Lead Partners for the North Herts schools, we work with both organisations to support the recruitment and training of Trainee Teachers and Early Career Teachers, as well as hosting and delivering staff Professional Development and National Professional Qualifications (NPQ) in school leadership.

Performance Management

Performance Management at HBS is a supportive and developmental process, designed to ensure that all employees have the skills and support they need to carry out their role effectively. It helps to ensure that employees can continue to improve their professional practice and to develop. All employees can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths and informs plans for their future development.

The performance management period runs for twelve months from 1 September to 31 August.



Blue Light Discounts

HBS employees are eligible for a Blue Light Card. The card gives teachers and support staff access to discounts and rewards for a wide range of services, including both cafes and shops in Hitchin. More details can be found at: <https://www.bluelightcard.co.uk/teachers>

Lifestyle Benefits and Discounts

Discounts for Teachers provide a variety of exclusive discounts, cashback & vouchers for teachers & education staff. Whether you're a teacher, teaching assistant, support staff or work in any role in education, they offer a huge range of money saving deals and vouchers. Register online at <https://www.discountsforteachers.co.uk/>

Apple

Apple offers education pricing for teachers and support staff, so when you join HBS as an employee you are eligible for a discount. Verify your employee status to shop with education pricing at <https://www.apple.com/uk-educators/store> and get up to 10% off Mac products.

Dell Advantage

Dell Advantage provides education colleagues with discount across all laptops, desktops and accessories. Visit the website to find out more and obtain a discount code : <https://www.dell.com/en-uk/lp/dell-advantage>

Costco membership discount

HBS employees can sign up for individual membership of Costco Wholesale UK Limited as an employee in education. Costco visit the HBS site annually to provide information to interested employees, usually with an introductory offer. Click <https://www.costco.co.uk/membership-goldstar-questions> for more info.

BEATS School Uniform discount

HBS employees enjoy a 10% discount on all purchases from Beats School Uniform shop in Hermitage Road, Hitchin. Just show your school ID card.

Breakdown Cover Discounts

A number of providers, including Green Flag and the RAC offer discounts off the price of some breakdown cover for those working in education. Visit their website to find out more about the deals available to you or use Discounts for Teachers website (above) to see current discounts available.

Free parking

There are a limited number of parking spaces available across the school site which are available on a first come first served basis. There is also a secure covered space on site for bicycles.

Social events

Regular employee social events are calendared each year including a Christmas event and a summer party.



HITCHIN BOYS' SCHOOL

An Academy Trust

