

FAQ's - Applicant & New Colleagues

Q. What are the timings of the school day? How long are lessons?

- School starts at 8:25 am with Coaching Time and ends at 3:15 pm.
- Our timetable consists of 6, 50-minute periods daily.
- For support staff colleagues, the core working hours are 8:00 am to 4:00 pm
- Teachers hours are determined by the Directed Time calculation (see below).

Q: How do you consider Directed Time allocation, for teaching colleagues?

A: Directed Time (DT) is the loading of teaching hours, as per the Statutory Teachers Pay and Conditions Document, determined by the DfE. Teachers are contracted for 1265 hours per year, typically spread over 195 working days.

The Academy reviews its DT timetable annually to ensure appropriate use of the allocation to take into account teaching hours, PPA, applicable duties, CPD, meetings and parental events.

The Academy commits to a maximum of three days per week of after school meetings, which finish at 4:15pm, as part of the DT . Once per half term colleagues will attend a twilight CPD session which lasts until 5:15pm, arising from disaggregated time as a result of our two week half-term break in the Autumn term.

Q: What are the terms of pay and salary at the Academy?

A: Anthem Trust Pay Policy is based on the recommendations of the Department for Education's (DfE's) model policy and is consistent and compliant with the School Teachers' Pay and Conditions Document (STPCD). Teachers at the Academy are based on the Inner London pay range and Non-Teaching colleagues are paid on the NJC pay scales for Outer London.

ECT's in their first year are typically paid on the minimum of the Main Pay Scale.

Main Pay Scale Teachers who join the academy on M6 and are due to progress through the Threshold must provide UPS application evidence from their previous school, in order for Anthem Trust to confirm progression to the Upper Pay Scale.

A conditional offer of appointment will be made to the successful candidate, shortly after the interviews, which is subject to Safer Recruitment checks. A statement of particulars (contract) detailing the terms and conditions will be sent prior to the first day of employment.

Salaries are paid monthly, through BACS on the 23rd of each month or the preceding working day where this date falls on a weekend or public holiday. Casual teaching appointments will be paid on submission of timesheets in accordance with payroll deadline dates and paid monthly in arrears. Appointees will be required to ensure timesheets are signed by the authorising manager and submitted to the Finance department on a monthly basis, for processing.

Q: What CPD opportunities are on offer for Teaching and Non-Teaching staff?

A: All staff are offered a personalised programme of CPD, delivered in-person with in-house expertise, online via our training partner Flick Learning, through the Anthem Trust Institute and in collaboration with our various Teacher Training partners. Many of our staff are supported through the NPQL programmes or have accessed training via apprenticeships.

We have a weekly cycle of Instructional Coaching, in which all teaching staff participate. A detailed outline of our professional development offer can be found on our website [here](#). Our programme of training is nationally recognised and we support teaching colleagues across the country as one of only 12 hub schools for [Steplab](#).

Additionally, all new starters are offered an additional CPD opportunity weekly to support them in the first term and beyond. This session focuses on exploring our teaching and learning principles through the Anthem Way, and offers a chance to share ideas with other new starters.

ECT are offered enhanced support through our mentoring programmes as well as taking part in instructional coaching and the new starter programme which develop and support their progression towards the ECT standards and frameworks.

We create a culture of open and collaborative feedback, using [Kim Scott's Radical Candor](#) approach and Powerful Coaching models to continually develop as professionals.

There is a layered staffing structure, which provides opportunities for progression and specialisation at every stage of your career and in any role. We also regularly offer secondment opportunities where staff development needs are identified that align with our key priorities.

As a member of Anthem Trust, there is also a wider network of support and expertise available to tap into. This also offers opportunities to progress into wider leadership roles, widening impact across schools in differing contexts.

Q: How do you consider staff well-being and workload?

A: Our Directed Time accounts for all Parents Evenings, CPD and training and departmental meetings. Timetable loading is allocated to a maximum of 27/30 teaching periods for fully qualified teachers, without additional responsibilities. This is further reduced for post-holders.

Key members of the school's leadership are qualified as Mental Health Leads and implement a robust and holistic strategy to ensure that staff wellbeing is central to all decision making.

We take a proactive and collaborative approach to well-being and workload, with regular opportunities for staff voice and feedback. We offer a variety of well-being initiatives, including an extended Autumn half-term break, whole-school, staff social events, Fruit Fridays and cake Wednesdays, an extensive HR offer including

Employee Assistance Programme, Occupational Health, HR 'surgery', professional Coaching, access to Headspace, Wisdom and Sonder well-being membership.

Our school is also part of Anthem Schools Trust and, as such, staff have access to a wider range of benefits (known as Anthem Perks), which include access to a cycle to work schemes, a corporate health scheme, eye care contributions, tech and home scheme amongst others.

Q: Do you operate a Probation Policy for new starters?

A: Yes, Anthem Trust operates a 6-month probation policy for all Teaching and Non-Teaching colleagues. Our probation policy begins with an extensive, role-specific induction programme delivered by Senior Leaders and is underpinned by our commitment to our values of Love, Hope and Trust to ensure all colleagues receive a consistent foundation and are able to flourish in their own journey of transformation!

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Q: What is the dress code at the Academy?

A: Smart professional dress is expected, with the exception of the department-specific uniform in PE.