



## Commitment to Staff

*We are a proud and progressive grammar school community, committed to excellence in girls' education and empowerment. To live this mission, we are intent on recruiting, inspiring and supporting qualified and dedicated colleagues. We realise this ambition through excellence in personalised professional development, as well as a commitment to workload management and wellbeing support.*

### Personalised Professional Development

- **New Staff Induction Programme** – new colleagues benefit from a comprehensive programme of support and guidance provided by their Department, Pastoral and Support teams.
- **Professional qualifications** – teaching staff are helped to develop their expertise through higher degrees and NPQ courses with financial and time support. Support staff requiring specific qualifications related to their role are provided with fully-funded training.
- **Continuing Professional Development** – each year, a blended approach to CPD, through INSET days and twilight sessions, provides staff with opportunities to collaborate, contribute and advance, with a programme published to detail the provision.
- **Performance Management** – annual review to allow colleagues to reflect on their work, achievements, professional development interests and career aspiration goals.
- **Leadership development** – we have devised and run the 'CCHS Leadership Programme' to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression. TLR3 projects provide teaching staff with development experiences, with progression opportunities available to support staff.
- **Flexible Working** – colleagues can apply to work part-time to balance professional commitments and personal/family circumstances.
- **Sabbatical Policy** – we provide colleagues with a mechanism to pursue personal or professional goals.
- **Professional congratulation** – formal Trustee recognition of and reward for long-service (10 years and 25 years).

### Commitment to Workload Management

- Teaching loads capped at 42 lessons per fortnight for full-time non-TLR teachers and pro rata for part-time colleagues.
- Non-contact time reviewed annually for TLR teachers as part of our timetable work, including benchmarking exercises with similar schools via SSGS and GSHA networks.
- Workload Management Days offered.
- Working from home opportunities offered for support and teaching staff.
- Online platforms used, e.g. SchooliP and SAMPeople, to provide a streamlined approach to administrative processes.
- Increased A Level teaching time for several subjects to support course delivery and teacher workload.
- Support in place to aid the Achievement Strategy work of staff, including Student Progress Meetings, Interventions Monitoring and Alumnae Mentoring.
- SLT 'open door' culture, including SLT availability for urgent matters on non-school days to support colleagues.

- Clear line management support for all staff, including opportunities to participate in team meetings.
- Email protocol and sign-off: no expectation of responding after hours, at the weekend or during holidays.
- Staff involvement in school development through the Self-Evaluation Form (SEF) process.
- Deadlines well publicised and annual calendar consultation.
- Several weeks with no after-school meetings.
- Dynamic approach to meetings, which are shortened or cancelled/rescheduled in response to workload demands.
- External invigilators employed to supervise school and public examinations.

### **Commitment to Wellbeing Support**

- Each year, the time (5hrs) from one disaggregated day is not programmed for meeting or training activities to support staff wellbeing.
- Occupational health and counselling services available via the Employee Assistance Programme: Smart Clinic (see below).
- Return to work meetings after illness-related absences to support colleagues.
- Mental Health First Aiders (Adults) available to support colleagues.
- Menopause Policy in place to support female colleagues.
- Annual flu jab available (free) to all staff.
- Staff Voice forum to ensure information is provided and feedback is shared.
- All staff are members of a well-established and vibrant House system.
- A flexible and generous approach to personal appointments and family commitments.
- Opportunities for staff to take part in educational trips – day, residential and overseas.
- Complimentary tickets to all School music concerts, theatrical productions and dance shows.
- Staff Fund maintained, through staff contributions, to support colleagues.
- Tea, coffee, sugar, and milk provided (free) for all staff.
- Food and refreshments provided (free) before and during Parents' Evenings.
- Complimentary food provided when undertaking a lunch duty.
- Staff Christmas lunch facilitated and supported by the school.
- Onsite Costa Café available to all staff.
- Onsite parking for all staff.
- Barracudas Kids Camp staff discount (held during the Easter & summer holidays at CCHS).

### **Staff Enrichment Provision**

Thanks to the dedication of several colleagues, we are able to offer staff opportunities to enjoy a range of enrichment activities, to pursue shared interests and socialise beyond departments and teams.

- **Book Group** – Angela Howell and Michelle Davis
- **Library lending** - Angela Howell and Michelle Davis
- **Art Club** – Jonathan Harvey
- **Dance Club** (*Spring Term only*) – Clair Maslin
- **Sports & Swimming Clubs** – Georgie Sales
- **Staff Choir** – Chris Lamberti

## Occupational Health & Wellbeing Services

### Employee Assistance Programme

- [Smart Clinic](#): CCHS subscribes to the enhanced package provided by Smart Clinic. This means staff have access to a market leading employee assistance programme with wellbeing services such as moodtrackers, videos and 24-hour access to counsellors by phone, video or live chat. Staff also have access to further mental health and physical health therapy services.

### Teacher/School staff discount websites

- Blue Light Card – the UK’s leading discount provider for the emergency services, NHS, social care, armed forces and education sector: [Welcome to Blue Light Card](#)
- Your Best Friend’s Guide to Cash: [The best discounts for teachers and school support staff – Your Best Friend's Guide to Cash \(yourbestfriendsguidetocash.co.uk\)](#)
- Discounts for Teachers: [Discounts For Teachers: Exclusive Discounts, Offers & Codes](#)
- Teacher Perks: [Incredible Perks and Discounts for UK Teachers and School Staff](#)  
[Teacher Perks](#)

### Recommended expert support

#### National services and resources

- [Education Support](#): the mental health and wellbeing charity for education staff. If you need to talk to a qualified counsellor, Education Support runs a confidential helpline for education staff and teachers – call 08000 562 561.
- [Time to Change](#): mental health and support services
- [Mind](#) for better mental health

#### Trade Unions & Professional Associations

- [ASCL](#)
- [GMB](#)
- [NASUWT](#)
- [NEU](#)
- [UNISON](#)
- [UNITE](#)
- [VOICE](#)