

# Welcome to Bright Futures





# Welcome from our Executive Team

Welcome to Bright Futures Educational Trust, we are so happy you are part of our Bright Futures Family. This booklet covers everything you need to know as you start your exciting journey with us. If you have any questions your manager or HR contact will be more than happy to help.

Bright Futures is an organisation committed to our vision 'the best for everyone, the best from everyone' Everything we do is underpinned by our values. We never forget that we are here in the service of children, families and communities. In order to get the best from our children and young people we need to invest in our workforce, providing opportunities for people to work collaboratively, share practice and support and challenge one another, recognising that we are always learning.

Staff development is an important aspect of our employment offer and we provide many opportunities using our networks and our own schools and expertise, to enable staff to grow in their existing role and progress beyond it. It is an exciting place to work.

The diversity of our schools is a huge asset that brings expertise across many different aspects of teaching and learning. Equality, diversity and inclusion is a thread that weaves through all our employment practices. Together we make a strong, vibrant and exciting team.

We look forward to working with you.

**Lisa Fathers OBE**  
Chief Executive Officer  
(Interim)



**Anna Sharpley**  
Chief Finance & Operations  
Officer



**Sarah Schollar**  
Director of Education  
(Interim)



**Jayne Carmichael**  
Director of Professional  
Development





# About us

We want every Bright Futures school to be a 'great' school and we want Bright Futures to be a great place to work for you and all our colleagues. We also want to make a great contribution to the system locally, regionally and nationally. Our strategic ambitions will enable our people to thrive, and will ensure every child and young person will be given the best possible experience at school – ready for the next stage of their education. Our strategic goals are ambitious – they will stretch us and move us forward on our journey together.

Vision

**'the best for everyone, the best from everyone'**

Values



We take ownership of our responsibilities and find the leader in all of us.



We do the right things for the right reasons, always being courageously true to our mission.



We love what we do and feel the power of possible through innovation and creativity.



We work in collaboration with communities and wider partners celebrating diversity as our strength.



We nurture, value, respect and empower all, understanding that equity sits at the heart of all opportunities.



We prioritise our wellbeing whilst embracing challenge, adapting flexibly and learning as we grow.

Commitments



Children at the heart of decision making



Collaboration and strong relationships



Professional support, challenge and learning



Champion social justice and equity for all



Strong Governance & accountability



Ensuring efficiency & best use of resources for impact

Mission

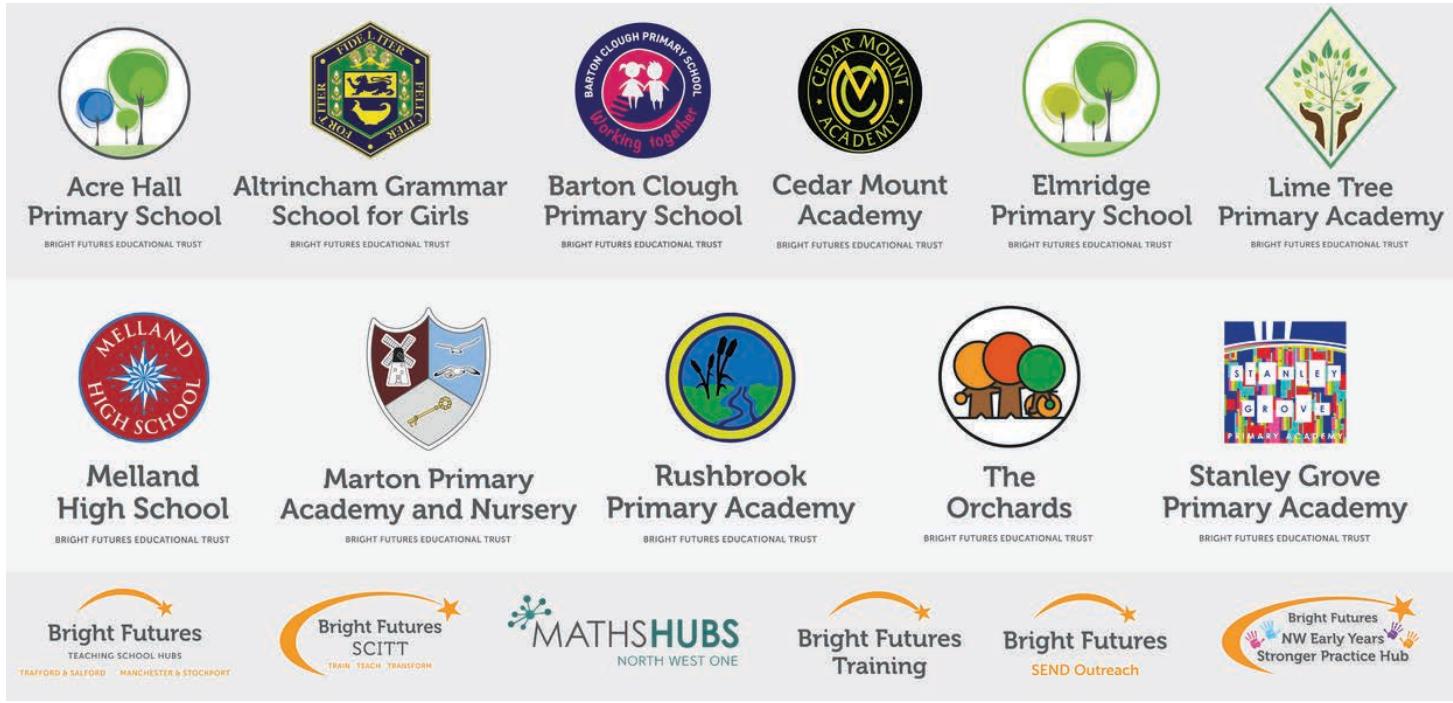
**"To develop great schools and contribute to happier, stronger communities so that our children and people lead better lives. We nurture excellence through high-quality educational experiences to ensure a bright future for all."**





# Our Structure

Bright Futures was set up in 2011 and is made up of a richly diverse group of schools in Greater Manchester and Blackpool, our Professional Development Institute (PDI) and our Central Team.



Bright Futures Board of Trustees maintains strategic oversight of the Trust. Our Executive Team work with schools, providing guidance, leadership, challenge and support. They also lead our central operations for Finance, Communications and Marketing, People, Educational Psychology and digital technologies.

How decisions are made is described in our [delegation framework](#).

Click on the below buttons to access relevant information on our website.

[Trustees](#)[Executive Team](#)[Central Services](#)[PDI](#)



# Benefits at Bright Futures



**Appraisals & Professional Development**



**Annual Leave & Holidays**



**Health & Wellbeing**



**Salary**



**Discounts**



**Learning & Development**



**Pension Scheme**



**Special Leave**



**Connect**



**Flexible Working**



## Benefits

We offer a range of benefits to all staff.

Non-teaching employees are entitled to 26 days plus bank holidays from day one with us. This increases to 31 days on 5 years service. Teaching staff work term time plus inset days.

We offer a range of flexible and agile working options to help you find the right balance and enable you to work at your best. This is dependent on your role and the needs of the Trust, but where possible, we will always aim to provide flexibility. More information is available in our [Flexible Working policy](#).

We offer a number of salary sacrifice schemes which enable you to spread the cost, at a reduced rate for items such as technical equipment and bikes. More information on how to access these scheme is available [here](#).

## Wellbeing Support

Your wellbeing is important to us. We are committed to creating a work environment where everyone is supported, feels safe and has work life balance. We encourage open communication about wellbeing at work so we can ensure that we can support you and you can thrive here. Everyone has access to our employee assistance programme which is available 24/7 365 days a year via a helpline and an app. We also offer occupational health services and counselling. Further information and how to access our EAP is [here](#).

## Learning & Development

### Including our Professional Development Institute

Everyone has an annual appraisal in September/October and an interim review in February/March. The annual review is an opportunity to look back over the successes and learning from the previous year and look forward by agreeing the key objectives and development opportunities for the coming year. The interim review is a chance to review progress and make any adjustments.

Your development is really important to us. There are many opportunities for growth and development. These range from training courses, online learning, apprenticeships, shadowing and joining projects and groups.

At Bright Futures, all staff are provided with equal access to professional development opportunities that support both personal growth and organisational excellence. We are committed to fostering a culture of continuous learning where every team member can enhance their skills, expand their knowledge, and pursue career advancement. By ensuring that training, workshops, and resources are readily available to all, Bright Futures empowers staff to reach their full potential while strengthening the collective capacity of our organisation to deliver high-quality outcomes for the communities we serve.



## Pay, Pensions & Special Leave

Salaries are paid on day 15 of each month for the whole month. For example, on 15 June, the monthly salary paid is for 1 June to 30 June inclusive.

All roles at Bright Futures have a pay scale with a range of pay points. Your role will determine which pay scale you are paid from. Current pay scales can be found [here](#).

- School teachers and leaders pay and conditions
- Bright Futures Associate Staff NJC pay scales
- Bright Futures Central leadership pay scales

Everyone has the option to be a member of a pension scheme. It is a legal requirement that you are automatically enrolled into a scheme when you start with us. You will pay a contribution to this fund, and so do we. Our contribution level varies between 17.8% and 23.68%. This is reviewed and adjusted on a regular basis.

In addition to income in retirement, there are many other benefits of being a member of a pension scheme including life assurance and ill health retirement.

You can find more details on our pension schemes on the pension scheme websites:

- Teachers and School leaders - [Teachers Pension Scheme \(TPS\)](#)
- Other employees – [Local Government Pension Scheme GMPF](#) or [Lancashire County Pension Fund](#)

We have adopted the Burgundy Book (teachers) and the Green Book (associate staff) for payment whilst off sick. The terms are detailed in your contract of employment.

There are times in your life when you may need a break from work for important events in your life. We offer a range of paid or unpaid options for time off depending on the reason. For more details on this see our [Family Leave](#) page and [Special Leave policy](#).

## Safeguarding

We are fully committed to safeguarding and promoting the welfare of all our children and young people. Our aim is to provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of all our children and young people.

All our schools have designated safeguarding leads and teams. As part of your induction, you must read and sign to say you have understood the following:

- [Child Protection and Safeguarding policy](#)
- [Working Safely in Bright Futures Schools policy](#)



## Holidays

Teaching staff are not normally required to work during the school holidays. In accordance with the School Teachers' Terms and Conditions Document (STPC&D), full-time teachers work 195 days during the year. (190 days are the term days and 5 are inset days). The remaining 65 days/13 weeks per year are holidays. Teachers are paid in 12 equal instalments and the annual salary that is paid is for the 52 weeks.

School leaders contracts are not bound by the working time requirements in the STPC&D. There may be times that Leaders do need to work during the school holidays, for example during the weeks that exam results are announced. However, Bright Futures recognises that teachers and school leaders work long hours during term time and will only expect staff to work during school holidays by exception.

Central leadership colleagues have a holiday entitlement of 29 days, plus 8 public holidays, rising to 34 days, plus 8 public holidays after 5 years' service.

Associate staff across Bright Futures have a standard holiday entitlement across all schools, which is an enhancement on the NJC green book terms. The entitlement is 26 days, plus 8 public holidays which rises to 31 days, plus 8 public holidays after 5 years' service with Bright Futures.

For staff working a term-time contract for less than 100% of the year (52 weeks), this is pro-rated down based on how many weeks are worked. Staff on a term-time contract, or term time plus a number of days/weeks, will take their holidays during school holidays and their holiday pay is paid on top of their salary, in 12 equal instalments. In order to ensure equality of treatment, we use a 'weeks per year table' to show how many weeks are worked, plus how many additional holiday weeks are paid, giving a total weeks paid per year. This table can be found in Appendix 3.

Using an example to demonstrate: The member of staff works for 39 weeks per year i.e. 38 weeks during term time, plus an additional week. They have under 5 years' service. They are paid for 39 weeks plus 5.85 holiday weeks (29.24 days), totalling 44.85 weeks paid per year.

## Working Hours

Full-time Teachers work for 1,265 hours per year, over 195 days per year (pro-rated for part-time teachers). This is called directed time. Each school determines a 'directed time' timetable each year which shows how these 1,265 hours will be used. For example, it will include parents' evenings, staff meetings, teaching time, break duties, inset time and form time.

School leaders are required to work as necessary during term time and on occasion during school holidays. We always try and keep to a minimum the hours worked by always considering how we can reduce workloads.

Associate staff - our standard working week for full-time staff is 36.25 hours i.e. a 7 hour, 15- minute day over 5 days per week. Individual statement of particulars will detail the exact days and hours to be worked. A typical example would be 08.30-12.30, with a half an hour break and then 13.00-16.15, over 5 days per week.



## Flexible Working

We encourage everyone to ask if there is a working arrangement that would enable them to achieve a better life and work balance. The option to ask is available to all staff, during the recruitment process or once employed by us. A selection of the types of arrangements we would consider are:

- Part-time working
- Job share i.e. splitting a full-time role between two people
- Reduced or staggered hours
- Working remotely with a 'hot-desk facility'
- Term time working
- Career breaks or sabbaticals
- Phased retirement - continuing working for less hours and drawing your pension
- We will carefully consider all requests and discuss with you how we can make them work, whilst still fulfilling the responsibilities of your role. Further information is contained in our Flexible Working policy available from your HR contact in school.

## Health & Safety

On your first day, you will be provided with a health and safety induction which includes a tour of the site and its facilities, any information that enables you to work safely in your role and the arrangements for first aid, fire and evacuation. To support this, there is further information and policies [here](#).

## Data Privacy

Each school within Bright Futures has a data protection contact. If you are concerned about data protection or data breaches, please contact your data protection officer. The below policies can be found [here](#).

- Data Protection policy
- Staff Privacy notice
- Staff Data Privacy policy

## Bright Futures Connect

Bright Futures Connect is our Trust-wide internal platform. It is designed to serve as a one-stop shop for all the latest resources and information you need in one convenient place.

Whether you're looking for HR policies, logos and branding guidelines, finance templates, or school improvement resources, you'll find everything you need on the platform, along with much more to support colleagues.

We encourage you to explore Connect and familiarise yourself with the features and content. You can access the platform [here](#).

## Getting Started

Here is some practical information to help you get started.

You should have already been issued with any kit you need to do your job. If you have any questions regarding your kit or require access to printers, please log a ticket with IT in your school or team.

Once your kit is ready, you can update your email signature [here](#).

We run face-to-face induction sessions once a term. If you have not already received a booking for the next available induction session, your HR contact will be able to set this up for you.

Parking arrangements vary at each school. If you are based at a school, you should already be aware of the arrangements. If you visit schools as part of your role, we recommend contacting the school before you visit to find out what parking may be available.

## Feedback

Improvement is important to us and we are always keen to find ways that we can do better. If you have any feedback about your induction to Bright Futures, or this booklet, please contact the Central People & HR team.

