



The Athelstan Trust

Employment Manual - Introduction

Introduction

- 1 **Purpose:** This Employment Manual sets out the Trust's rules, policies and procedures affecting members of staff and also provides information about some of your statutory entitlements. You should make yourself familiar with the contents. You should act in conformity with the Employment Manual in carrying out your responsibilities.
- 2 **Changes:** From time to time the Trust may need to make changes to the Employment Manual. This may be in response to periodic review or legislative change, which will be recommended to the Trustees. You will be notified in writing of any changes.
- 3 **Statutory entitlement:** Where the policy or procedure reflects your statutory entitlements (such as paternity leave), the Trust will comply with the statutory entitlements in force at the relevant time.
- 4 **Status:** Unless otherwise indicated, the contents of this Employment Manual do not form part of your contract of employment. However, the effect of your contract of employment is that you are under a contractual obligation to provide information as and when requested do so in the policies and procedures contained within this Employment Manual. In some cases, the provision of information may be a statutory requirement as well. A failure to provide certain information may result in the Trust being unable to meet its employment, safeguarding or legal obligations and may be treated as a disciplinary matter. The Trust will process your Personal Data in accordance with its Staff Privacy Notice, which can be found on the Trust Website Policies page - [Policies – The Athelstan Trust](#)
- 5 **Safeguarding and child protection:** Every pupil should feel safe and protected from any form of abuse. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 6 **Training:** Staff will be provided with induction training and ongoing professional development training as appropriate and in accordance with individual development needs.
- 7 **Review:** This Employment Manual reflects the law and the Trust's practice as at 28 May 2021. The Employment Manual is reviewed annually by the Company Secretary in consultation with the Trust's acting solicitors. Recommendations for any amendments are reported to the Trustees.
- 8 **Queries:** If you have any queries about your contract of employment or this Employment Manual, please contact the Company Secretary.

Roles and responsibilities

- 1 **Definitions:** within this Manual the terms below should be understood to mean;
 - 1.1 **Trust** means The Athelstan Trust (being the charitable company limited by guarantee registered number 07699625).
 - 1.2 **Trustees(s)** means a trustee of the Board of the Trust
 - 1.3 **Chief Executive Officer** means the Chief Executive Officer of the Trust.
 - 1.4 **Chief Financial Officer** means the Chief Financial Officer of the Trust



The Athelstan Trust

Employment Manual - Introduction

- 1.5 **Company Secretary** means the Company Secretary of the Trust.
- 1.6 **Academy** means each and every academy which is operated by the Trust as part of the multi-academy trust.
- 1.7 **Local Governing Body** means a committee of the Board of Trustees constituted to advise the Trustees in respect of a particular academy.
- 1.8 **Local Governor** means a member of the Local Governing Body.
- 1.9 **Employees** means all staff who are employed by the Trust.
- 1.10 **Headteacher/Head** means the Headteacher at each Academy.

2 Responsibility for the Employment Manual

- 2.1 The Trustees have ultimate responsibility for the policies within this Employment Manual and ensuring that they are legally compliant. The Trustees may delegate responsibility for the review and preparation of the policies for approval by the Trustees.
- 2.2 Local Governing Bodies are expected to adopt this Manual for use in each Academy, to ensure that it is implemented effectively, and keep it updated on an annual basis or as required from time to time by the Trustees.
- 2.3 The Company Secretary is responsible for the day to day management of the Employment Manual and recommending any updates to the Trustees.
- 2.4 The Chief Executive Officer, together with the Headteachers must implement and adhere to the policies within this Manual.
- 2.5 This Employment Manual shall apply to all Employees, who are expected to familiarise themselves with its terms.

3 Management of employment matters

- 3.1 The Headteacher shall be responsible for managing performance of all staff at the Academy of which they are Head in accordance with policies within the Manual (which shall include grievance, disciplinary, capability, appraisal). The Headteacher may delegate responsibility to an appropriate senior member of staff.
- 3.2 Appeals of employment matters against decisions made by the Headteacher at an Academy (or their delegate) will usually be heard by the Chief Executive Officer, or a panel of up to three members of the Local Governing Body.
- 3.3 The management of Headteachers (including any disciplinary, capability, grievance and appraisal) shall usually be undertaken by the Chief Executive Officer (who may delegate responsibility to a suitable alternative senior member of staff).
- 3.4 Appeals brought by Headteachers shall normally be heard by the Chief Executive Officer or a panel of up to three Trustees.
- 3.5 The Chief Executive Officer shall be responsible for the management of staff who are not employed at a particular Academy. The Chief Executive Officer may delegate responsibility to an appropriate senior member of staff.



The Athelstan Trust

Employment Manual - Introduction

- 3.6 Appeals brought by staff who are not employed at an Academy will normally be heard by the Chief Executive Officer or a senior member of staff or a panel of up to three Trustees.

4 Notification and Reporting

- 4.1 Headteachers are required to notify the Chief Executive Officer on receipt of a grievance, or whistleblowing complaint by the Academy and prior to instigating the capability or disciplinary procedure.
- 4.2 Headteachers are required to notify the Chief Executive Officer of the fact and outcome of any capability, disciplinary, or grievance process and where appropriate the nature of the matter. Such a report should be made within a month of completion of the relevant process and will usually be on an anonymised basis. The Chief Executive Officer will include any such notifications in regular reports to the Board of Trustees.
- 4.3 The Chief Executive Officer, in conjunction with the Chief Financial Officer, will report to the Trustees on the number, outcome and (where appropriate) nature of any capability, disciplinary and grievance matters, to enable the Trustees to manage risk, through monitoring and identifying trends, undertaking equality impact assessments, assessing the efficacy of the policies and identifying any professional development needs.

5 Training

- 5.1 The Chief Executive Officer has overall responsibility for ensuring that all staff have appropriate training on the policies within the Manual including as part of an induction for new staff joining the Trust. The Chief Executive Officer shall delegate this responsibility as necessary.