



**EXPANSE**  
L E A R N I N G

# Our Values

**Progression Through  
Education and Care**

[www.expanselarning.co.uk](http://www.expanselarning.co.uk)

# Our **Values Matter...**

Values are about **how** we do things  
Not just **what** we do

We have developed our Values together in partnership with our governors, managers, students & external partners.

- Our Values are fundamental in developing a sense of pride in working for Expanse Learning.
- Our Values underpin the culture and beliefs of our organisation.
- To work in an environment that supports positive behaviours.
- We need to embed our values in all that we do.
- Our Values set the standards of behaviour we all should display at Expanse Learning. They determine how we interact with our colleagues, our students and our partners. They help us to make the right decisions based on the values we all share.

## **OUR VALUES:**

Accountability & Ownership

Teamwork & Togetherness

Organised & Efficient

Innovation & Courage

Open & Honest



# What our **Values** mean...

## **Accountability & Ownership - being responsible for what we do**

- It's important to make good on our commitments and do what we say we will – and not overpromise and under deliver
- We should not accept poor standards and discriminatory practices, and challenge poor performance to drive improvement wherever possible.
- Devolve decision-making to the lowest possible level within the organisation and ensure that all decisions which are made have a sound rationale and are in the best interests of the organisation.
- Individuals should set high standards but not purely for personal gain nor the detriment of others.
- Take personal responsibility for getting things done and ensure that you see things through.

## **Teamwork & Togetherness - working together to achieve great things**

- By working together to achieve our purpose, we can “Unlock potential through learning” – working in unity is the only way this will succeed.
- Have zero tolerance for discrimination and bullying; be respectful of each other and take action if you witness discrimination.
- Acknowledge each-others efforts and openly celebrate each-others successes.
- Have belief in each other to inspire further progression and development.
- Be interested in and encouraging of each-other.
- If you have the knowledge, or if you know something is good, share it. If you can help someone, do it, together we all achieve more.

## **Organised & Efficient - every minute counts**

- Accurately estimating time and effort required to complete a task.
- Identifying and organising systems and required resources.
- Organising personal time to carry out responsibilities
- Maintaining adequate preparation time for scheduled meetings / deadlines.
- Developing schedules and timetables with clear, specific milestones and deadlines using planning devices measuring results
- Identifying critical tasks and arrange tasks in a logical order.
- Establishing priorities systematically; Monitor & adjust priorities and/or eliminate tasks on an on-going basis.



# What our **Values** mean...

## **Innovation & Courage - challenge and question everything to make it better**

- Show courage to do and say the right thing and avoid breeding a culture which blames others.
- Have zero tolerance for discrimination and bullying, be respectful of each other and take action if you witness discrimination.
- If you know a better way, speak up, voice your opinion and ensure it is heard, everyone has valid input and we are all creative.
- Often, a problem is just an opportunity, by thinking differently and exploring other ways of doing things we can change things for the better.
- Be positive, often, in the face of problems, negativity takes over, by being positive we are being courageous, solutions can be found with positive thinking which leads to innovation.

## **Open & Honest - the truth builds trust & respect**

- Take others' views into account, be open to receive and also encourage feedback
- If you make a mistake (and we all do sometimes) don't deliberately hide it – acknowledge it and learn from your experience.
- Communicate clearly and promptly with colleagues. Be consistent and ensure that your actions match your words.
- Show courage to do and say the right thing and avoid breeding a culture which blames others.
- Share information (positive or negative) with all levels of the business. Be a team player and don't withhold information that could be useful to others.



# Some examples of behaviours...

## ACCOUNTABILITY & OWNERSHIP

Positive Behaviours	Negative Behaviours
Doing what we say we will do	Over promising and under delivering
Appropriately challenging others to improve our practice and performance	Accepting poor standards and discriminatory practices
Devolving decision making to the lowest possible level	Decisions are made without support or reasoning
Setting high standards for ourselves	Ignoring poor practice or not challenging poor behaviour
Taking personal responsibility for getting things done	Failing to see things through

## TEAMWORK & TOGETHERNESS

Positive Behaviours	Negative Behaviours
Openly celebrating success and recognising effort	Not acknowledging success or showing an interest in effort
Working collaboratively to achieve our objectives	Working for personal gain to the detriment of others
Every member of staff has mutually agreed objectives	Not working in unity, gossiping about colleagues, showing negativity towards other's people work
Respecting diversity, having zero tolerance of discrimination and bullying	Not acting where discrimination occurs
Giving people belief to inspire further progression and development	Disregarding and not valuing other people's opinions or input



# Some examples of behaviours...

## ORGANISED & EFFICIENT

Positive Behaviours	Negative Behaviours
Positive Behaviour	Not getting 7-8 hours of sleep and not maintaining a good exercise resume
Getting enough rest and exercise for good work place productivity	Having cluttered work space and being ill equipped
Keeping a clean a well-resourced work space	Missing deadlines due to bad planning
Planning out your day	Wasting time during your work day
Eliminating distractions	Not utilising colleagues' skills and abilities
Splitting tasks amongst your team	Not sticking to the agenda

## INNOVATION & COURAGE

Positive Behaviours	Negative Behaviours
Showing the courage to do and say the right things	Not speaking out against discrimination and bullying
Respectfully voicing your opinion to others on ways to improve our organisation	Inappropriately challenging colleagues when they voice opinions and not showing that we value each other
Remaining positive, never giving up and seeking out solutions to problems	Constantly responding to problems and workplace challenges with negativity and apathy.
Having the courage to think and act differently when striving to improve such as taking responsibility for your CPD	Doing things the same way they have always been done even when things are not improving



# Some examples of behaviours...

## OPEN & HONEST

Positive Behaviours	Negative Behaviours
Open to and encouraging feedback	Not valuing the views of others
Acknowledging mistakes and learning from them	Deliberately concealing mistakes
Communicating clearly and promptly in various formats	Saying one thing and doing another
Showing the courage to do and say the right things	Breeding a culture which blames others
Sharing information (positive or negative) with appropriate people	Holding back information that would be useful to others

# Our Values Matter...

Believing in and displaying our values on a daily basis will help to shape our future.

"If you don't stick to your values when they're being tested they're not values they're hobbies"

**Anon**

"Open your arms to change but don't let go of your values"

**Dalai Lama**

"Right values produce right thoughts. Right thoughts produce right actions"

**Mark Richardson**

"Its not hard to make decisions when you know what your values are"

**Roy E. Disney**



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