



Human Resources Advisory Service

Schools HR Skills Training 2022/23

Absence Management of Employees

Monday 17 October 2022

Wednesday 18 January 2023

Wednesday 7 June 2023

All sessions delivered on MS Teams from 14.30-17.00.

Target Audience

This course is aimed at all members of School Staff that will be responsible for managing employees through the Schools Absence Policy.

Content

To provide an overview of the Schools Model Absence Management Policy to enable absence to be managed effectively across the school. This will include guidance on how to conduct a return to work meetings and the more formal meetings within this process. This will also cover the legal requirements of the Equality Act in respect of employees with a disability.

Guidance will also be provided on how to draft and present a report at the final stage of this process.

Learning will be reinforced through practical case studies.

Key Learning Outcomes

To ensure absence is managed appropriately in line with the Schools Policy and to be more confident in undertaking absence management meetings.

Managing Employee Capability (Performance Management)

Wednesday 12 October 2022

Monday 9 January 2023

All sessions delivered on MS Teams from 14.30-17.00.

Target Audience

This course is aimed at all members of School Staff and Governing Bodies that will be responsible for managing the performance of any member of staff within the school.

Course Content

To provide an overview of the Schools Model Capability Procedure and how to use this effectively at both informal and formal stages to manage the performance of all school staff.

This will include how to draft an effective performance improvement plan and set SMART objectives as well as how to have effective performance management discussions.

This will also cover the drafting of the report to be considered at the final formal stage of the procedure and how to effectively present this at a formal meeting.

Learning will be reinforced through practical case studies.

Key Learning Outcomes

- To have an understanding of the Schools Model Capability Procedure.
- To be confident in managing performance of all employees effectively and consistently

Employee Investigations Training

Wednesday 2 November 2022

Wednesday 19 April 2023

All sessions delivered on MS Teams from 14.30-17.00.

Target Audience

This course is aimed at all members of School Staff and Governing Bodies that will be responsible for undertaking and commissioning employee investigations under any of the Schools HR Policies.

Course Content

This session will provide training on commissioning and undertaking an employee investigation as required by a number of School HR Policies. This will cover questioning techniques, the writing of the final report and presenting this at a hearing.

Learning will be reinforced through practical case studies.

Key Learning Outcomes

- To be consistent in decision making around the need to commence an investigation.
- To be able to undertake an effective and fair investigation into any employment matter and present this confidently at a formal hearing.

Pay & Conditions of Employment

Friday 23 September 2022 – MS Teams 15.00-17.00

Target Audience

This Course is aimed at all school staff and members of the Governing Body who will be responsible for recruitment, determining levels of pay and undertaking HR administration.

Course Content

This course will cover the main elements of pay and conditions for teachers and support staff in line with School Teachers Pay & Conditions and NJC national agreements. This will include any amendments from September 2022 and outline the requirements of the Pay Policy for Teaching Staff.

This will also cover the appropriate use of Fixed Term Contracts and how to end these appropriately.

Key Learning Outcomes

To increase your knowledge and understanding of the pay and other terms and conditions of employment applicable to all school staff.

Safer Recruitment Administration

Wednesday 23 November 2022

Thursday 2 March 2023

Wednesday 14 June 2023

All sessions delivered on MS Teams from 15.00-17.00.

Target Audience

This course is aimed at all school staff and members of the Governing Body who have responsibility for ensuring that all pre-employment checks are undertaken in line with Keeping Children Safe in Education 2018 and for maintaining and reviewing the Single Central Record.

Course Content

This course will cover the administrative elements of the Safer Recruitment process as set out in Keeping Children Safe in Education 2019, including all pre-employment checks, including DBS and the requirements in relation to the Single Central Record.

This is an essential course for anyone in a School Business Manager/Senior Administrative role within a school/academy and Governors/Trustees with Safeguarding responsibilities.

Key Learning Outcomes

To increase your knowledge and understanding of pre-employment checks and recording requirements in line with the statutory guidance Keeping Children Safe in Education.

Charges for all sessions

Schools who buy into HR/Employment Services £55 plus VAT per delegate

All other schools £70 plus VAT per delegate.

If you are unable to attend, we would encourage you to send a colleague in your place or you may be charged.

Bookings

These can be made through our online learning platform (Ollie) which all maintained schools and academies that buy into our payroll service have access to <https://telford.learningpool.com/login/index.php>

If you don't have access then please email hrhelpdesk@telford.gov.uk

If you wish us to deliver any of these sessions directly for your Trust/School then please contact hrhelpdesk@telford.gov.uk or call 01952 383601.