



Human Resources Advisory and Consultancy Service

Delivered by the Education Partnership Trust



Education
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Trust



Managing HR issues in school can be a timely and challenging task for senior leaders, distracting from the primary aim of ensuring good outcomes for your pupils. Our service supports you with the wide range of issues that you may encounter, working in partnership with you in a solution focused way, but at a fraction of the cost of employing a qualified HR Professional on a permanent basis.



Section 1: HR Advisory - 'Quickchat'

You will benefit from immediate, responsive and pragmatic advice from HR education specialists that are all CIPD qualified and have over 15 years' experience in education. The fixed cost also gives you the peace of mind to access the service whenever you need to, meaning you can feel comfortable calling us to check something before you do it or simply to get a second opinion, safe in the knowledge that call will cost you nothing.

Our Offer:

- Access to experienced HR professionals via telephone and email from 8.30am to 4.30pm (Monday to Thursday) and 8.30am - 4.00pm (Friday) - Term time only;
- Termly Newsletters on latest HR issues;
- Our experts will be able to answer most queries within the 20 minutes. If the query is complex and cannot be answered within 20 minutes, a fixed fee of £45 per hour will be applied.

Unlimited email/telephone advice on any HR issue that can be resolved within 20 minutes including:

- Recruitment processes, contract advice and pre-employment checks;
- Disciplinary, capability, grievance, bullying and harassment and whistleblowing;
- Sickness Absence Management;
- Equality/diversity matters;
- Advice on Terms and Conditions of employment;
- Competency of teaching and support staff;
- Restructures/Redundancy and TUPE;
- Performance management, objective setting and Pay Progression;
- Policy development and review/interpretation;
- Template letters linked to HR Policies;
- Job descriptions/Salary Benchmarking.

Section 2: HR Consultancy Support

Two hours onsite consultancy support is included within Option 1, which provides onsite access to experienced Consultants within our team. There is an added benefit of being able to purchase additional hours as required to provide further on-site support for specific projects and complex casework (£45 per hour, including preparation and travelling time). These can include trade union consultation meetings, formal hearings and supporting the resolution of other sensitive or contentious employee matters. Examples of the particular issues covered include:

- To act as advocate for the school with Trade Unions, DfE, LA and/or others, brokering settlement agreements where appropriate, attending Governors meetings etc;
- Assisting with investigations and/or attending meetings to support the Headteacher and Governors on employment issues including disciplinary, competency, capability, grievance, harassment, bullying, etc;
- Sickness absence management meetings;
- Re-organisation/restructuring/redundancy;
- Drafting or review of letters and investigation/dismissal reports;
- Review/development of school policies and job descriptions;
- Supporting Governor Panels for Formal Disciplinary Hearings and Dismissals;
- Support on selection interview panels by Safer Recruitment trained HR professionals.

This list is not exhaustive but provides an indication of the range of support available.

Section 3: Training and Development

Supporting and developing senior, middle level leaders and Governors is essential, to ensure that HR matters are resolved quickly and informally in order that more time can be applied to school improvement, impacting on the teaching and learning and outcomes for your pupils. Therefore, the following invaluable and bespoke CPD sessions can be available, including:

- Recruitment and Selection;
- Teacher Appraisal and Managing Performance Management;
- Managing Attendance;
- Stress and work life balance in schools (Resilience);
- Employee Behaviour and Grievances;
- How to set SMART targets linked to the School Improvement Plan.

Benefits of the sessions:

- Support improvements in employee engagement, succession planning and career development;
- Valuable development and additional CPD for line managers in school to complement the school's existing CPD Calendar (both teaching and non-teaching);
- Provide supporting evidence for Ofsted, of effective CPD in the area of Leadership and Management.

You will also be welcome to attend Annual Employment Law updates delivered in partnership with Forbes Solicitors at £25.00 per person.

*Sessions can be delivered to Governors on their obligations in respect of employment law as required.



Next Steps

If you are interested in Human Resources support from the Education Partnership Trust, or for more information on the services available, please get in touch.

Call 01254 790026
Email hr@ept-uk.com
Visit Education Partnership Trust,
Pleckgate Road, Blackburn
Lancashire, BB1 8QA
Online ept-uk.com

"They have partnered me through tough times, including difficult and challenging employee relations issues, and consistently deliver solution focused and highly effective advice and support.

To them legal compliance is a given and the value comes from having HR professionals that really understand education and the challenges that can arise in a school. The peace of mind that they have given me has enabled me to focus on the longer-term goals and ambitions for our staff and young people."

Holly Clarke
Headteacher
Coal Clough Academy



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