

Human Resource Practice in Education





HR is a practice that is transferrable from one organisation to another. The challenge for HR is to really get under the skin of the business to understand the way it operates and know how best to positively support outcomes. To be successful as a HR Specialist in schools it is vital to know the school operating model and governance structure.

West Midlands Employers have in-depth experience and knowledge of providing HR in schools and the capabilities you will need to be successful in carrying out your role. See details below:

Lorna Young

Lorna has generalist and HR consultancy experience in both the public and private sector, advising at all levels on HR policy, practice and employment law. She worked in Education HR for 15 years and can bring a wealth of knowledge and experience to the services we offer to schools.



Monica Puri

Monica has over 20 years HR generalist experience in the Public Sector; providing support and advice to senior managers. She is conversant in employment law, policies and practices and can offer a great insight into best practices. Monica worked within the Education sector for over 5 years and so brings specialist expertise in this sector.



WME have designed a programme for HR professionals new to the Education sector to expedite their knowledge, considerations and approach when applying HR practice in schools.

Programme outline:

1

Introduction to the schools environment

Module outline:

- Types of schools and the employment relationship
- The role of the Governing Body/MAT Directors/Trustees in people management processes
- The role of the headteacher in decision making and devolvement of powers
- Other external bodies and their relationship with people management (Ofsted/DfE)

Module outcomes:

- A clear understanding of the employee/ employer relationship and the role of the local authority
- Knowledge of the role of Governors/ MAT Directors or Trustees and how to communicate and plan processes with the different committees that are responsible for people decisions
- Decisions the governing body devolves to the headteacher on people matters
- Knowledge of the interaction between HR in schools and external bodies

2

Terms & conditions for teachers

Module outlines:

- The School Teachers Pay & Conditions Document
- Teachers Conditions of Service - The Burgundy Book
- Academies – Changing Terms and Conditions

Module outcomes:

- Understanding of leadership pay and teachers pay ranges and allowances
- Determining headteacher pay
- To recognise the teachers standards as a key reference to the way in which teachers must conduct their practice and the standards that they are required to work at.
- Knowledge of term dates and the impact on people processes
- A detailed understanding of the key conditions within the Burgundy Book including leave, pay policy, sick pay, maternity provisions, and continuous service
- Understanding of the mechanism for changing terms and conditions in academies



3

Terms and conditions for school based staff

Module outlines:

- The provisions of the Green book and the relationship to local people policies
- School based staff policies
- The modification order, continuous service and redundancy protection

Module outcomes:

- A detailed understanding of the key conditions within the Green book including leave, pay policy, sick pay, maternity provisions, continuous service, and pay & grading.
- Understanding statutory provisions
- Supporting governors and school leader's in carrying out people processes including disciplinary, grievance, sickness and restructuring.
- Knowledge on continuous service and understanding term dates

4

The relationship with unions

Module outlines:

- How does collective bargaining work in schools?
- Union facilities time arrangements
- Union involvement in HR process meetings
- How to build a positive relationship with union colleagues
- NJC meetings

Module outcomes:

- Knowledge and understanding of collective bargaining processes and supporting meetings to work towards a positive outcome for all
- An understanding of the facilities time arrangement for each school and the availability of representatives to support cases/meetings
- To understand the legal right to be represented by a union representative
- To learn how to work effectively with union colleagues and foster good relationships
- Scenarios of challenges HR can face with the unions

5

Safeguarding in schools

Module outlines:

- Managing allegations against staff
- Safer recruitment
- Single central record

Module outcomes:

- Understanding of how the DfE statutory guidance – Keeping children safe in education interacts with people management
- Knowledge needed to maintain compliance

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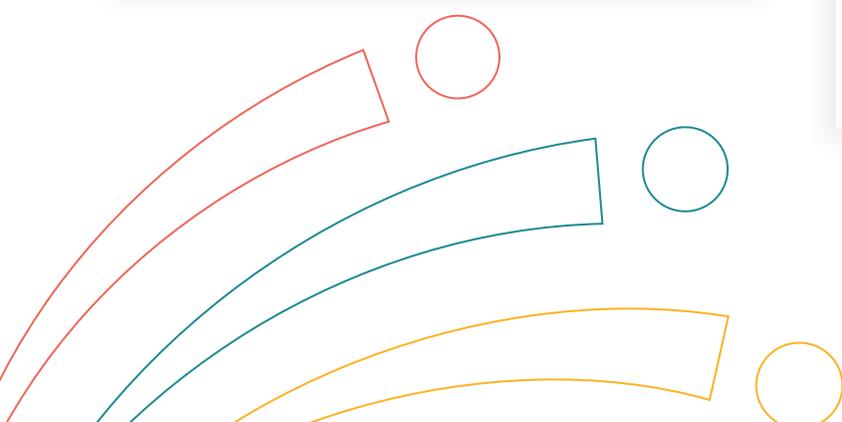
Employment law in schools

Module outlines:

- School staffing regulations
- Prohibition for teaching
- Case law on teacher dismissal
- Settlement agreements

Module outcomes:

- Understanding the school framework and operations
- Understand the prohibition order and its protections
- Learn key caselaw on teacher dismissals
- Settlement agreement scenarios and approach to take



Target audience:

This programme has been designed for

- HR professionals in schools
- HR professionals new into the role
- Headteachers
- School business managers
- School HR managers

Planned delivery timeline:

Cohort 1:		
Delivery: Through MS Teams		Duration
Module 1	13th September 2021	3 hours
Module 2	15th September 2021	3 hours
Module 3	17th September 2021	3 hours
Module 4	22nd September 2021	3 hours
Module 5	24th September 2021	3 hours
Module 6	27th September 2021	3 hours

Cohort 2:		
Delivery: Through MS Teams		Duration
Module 1	10th January 2022	3 hours
Module 2	12th January 2022	3 hours
Module 3	14th January 2022	3 hours
Module 4	19th January 2022	3 hours
Module 5	21st January 2022	3 hours
Module 6	24th January 2022	3 hours

Key documents and pre-learning

All delegates will have access to key documents and training materials through an online portal which they will be able to download and keep for future reference.

Investment required for the 'HR in Education' Programme

WME member price

Price per delegate: £950 + VAT

No. of delegates per cohort: 12

Non-WME member price

Price per delegate: £1,140 + VAT

No. of delegates per cohort: 12

[Book now](#)



Still have a question

For further information on this exciting new learning programme please get in touch with the WME team at:

info@wmemployers.org.uk

