

Schools HR

Welcome to the Schools HR key messages

key messages

September 2017



Contact us

HR Advisory service

The HR Advisory service is your point of contact for queries relating to the interpretation of HR policies, procedures and statutory staffing related documents, including terms and conditions, disciplinary, grievance, redundancy and restructuring, allegations against staff investigations. Contact the team on 01609 798343 or alternatively by email at:

schoolshradvisory@northyorks.gov.uk

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[Click here](#) to view more information on our new and in demand course Coaching Conversations for Managers!



HR Advisory updates

Trade Union changes

The Local Authority has been informed that:

“With effect from 1st September 2017, the National Union of Teachers and the Association of Teachers and Lecturers are amalgamating to form the National Education Union. The NEU is the legal successor to both unions. There is a transition period until 1st January 2019, during which there is no material difference to the current position for representation of members, as the NUT will operate as the NUT section of the NEU and the ATL will operate as the ATL section of the NEU. Arrangements for bargaining machinery therefore need not change during the transition period.

From 1st January 2019 (they) will operate as a single entity so will discuss with (employers), during the transition period, any necessary steps to take effect from 1st January 2019.”

We will keep you updated.

School Teachers Pay 2017/18

As previously communicated, this year's model pay policy and associated guidance is now available on cyps.info for you to adopt.

Given the fact that that application of the pay award for Main Pay Range (MPR) is not straightforward this year, we are considering the options advised by the Local Government Association. As we hope you are aware, we are taking a consultative approach in considering the options by surveying maintained schools and thank you to those of you who have responded.

Once we have considered the survey results, we will make a decision as to whether or not we continue to publish recommended reference points for MPR and, if so, which option to recommend. We will endeavour to update you on this decision as soon as possible.

In the meantime, if you have not already done so, we strongly urge you to read the earlier communication which can be found [here](#) as you will need to consider your own school's position regarding the pay award. This letter also explains how the pay award has been applied for September, pending decisions on MPR.

In the meantime, if you have any queries, please contact the HR Advisory Team on 01609 798343.



Schools HR Success Continues!

We are delighted to have been shortlisted in two categories for this year's Personnel Today Awards, including the very prestigious 'HR Team of the Year'. This is in recognition of our successful journey in developing an attractive commercial offering to trade our schools' HR advisory service in a new dynamic and evolving educational landscape.

Our team is expanding as we welcome new clients who are choosing our offering in what has become a competitive marketplace, by demonstrating expertise, great customer care and a flexible approach. Our pioneering model is forming the benchmark for other NYCC traded services to follow, and the team's reputation is continuing to grow. We are excited to see if we convert our nominations into actual awards, when the winners are announced at a ceremony in London in November. We will keep you posted!

North Yorkshire Launches New Teaching Awards

Members of the HR team were pleased to attend the recent Teaching Awards event and wish to promote this initiative to all our schools this coming year. Please see below press coverage of the event:



Picture shows: Paralympian Danielle Brown (centre) next to Rob Pritchard, chair of the secondary improvement partnership, and North Yorkshire's teaching award winners.

The secondary school awards were launched in recognition of the many members of school staff who are inspirational role models and make a real difference to the lives of North Yorkshire's children and young people. The awards are the initiative of headteachers who are members of the council's secondary improvement partnership in a bid to celebrate good practice as well as raising the profile of teaching and to improve the esteem of the profession.

Cllr Patrick Mulligan, North Yorkshire's Executive Member for School said that there was now an ambition to extend the awards to include staff in all schools and academies across the county, both primary and secondary.

"We have much to celebrate in North Yorkshire and I want to congratulate all our winners this year" said Cllr Mulligan. "A very high proportion (88%) of our secondary age pupils continue to attend a good or outstanding school, 7% above the national average. This essentially comes down to great teaching. Many of our teachers and school support staff go above and beyond to provide the very best in teaching and learning. They help and encourage and have the highest expectations of our children and young people and what they can achieve."

This year's awards were presented at Ridding Park near Harrogate by Yorkshire athlete Danielle Browne, double Paralympic gold medallist archer and the first ever disabled British Olympian. Danielle is a former North Yorkshire school student.

"There is an ambition to make these awards open to all the county's teachers in future, to say thank you to wonderful teachers and support staff but also to showcase great practice" said Rob Pritchard, head teacher of St John Fisher RC High School, Harrogate and chair of the secondary improvement partnership. "Teachers in North Yorkshire show fantastic commitment and in return get great support through professional development, partnership working and sharing good practice. We therefore hope the awards are a signal to teachers everywhere and to those wanting to become teachers, to come to North Yorkshire and build a great career."

HR Training 2017

As a Headteacher or a member of the senior leadership team within a School it is fundamentally important for you to take time out to invest in your professional training and development, to build resilience and help you manage the challenges of your role with confidence. We offer a range of courses designed to help you and your teams develop the knowledge and skills essential for effective management of people.

Bespoke training

Training tailored to meet the needs of your team is available through our bespoke service, at a time and location to suit you, including training days and twilight sessions. We offer a range of development sessions for the whole School to SLT. For further information please contact susan.mcjinn@northyorks.gov.uk

How to succeed with common HR issues	Improve your understanding of the policies, terms and conditions and legislation that governs the employment of staff in your School, to enable you to review current practice, and make informed robust decisions for effective management of staff. Be aware of the risks and the wriggle room, and how to avoid getting it wrong.	23 January 2018 Northallerton HR-0118-T003 21 June 2018 Ripon HR-0618-T001
Safer Recruitment	Safer recruitment in the context of safeguarding, profile of abusers, how abusers operate in organisations, features of a safer recruitment process, making the right decision, acceptable standards of behaviour, maintaining an on- going culture of vigilance.	10th October 2017 Northallerton HR-1017-T002
Coaching Conversations for Managers	<p>Limited places are available to Schools on Coaching conversations for managers, which is attended by staff employed across NYCC.</p> <ul style="list-style-type: none"> • Improve the knowledge and skills of your teams to hold effective coaching conversations. • Develop a motivated and engaged workforce who need to be managed less on a day to day basis. • Practice coaching skills, and develop understanding through observation, reflection and feedback, to build confidence. <p>This training can also be delivered over 3 bite-sized sessions in your school.</p>	<p>30 Nov & 14 Dec 2017 Harrogate HR-1117-T001</p> <p>18 Jan & 1 Feb 2018 Northallerton HR-0118-T002</p> <p>20 Feb & 6 Mar 2018 Ripon HR-0218-T001</p>
Challenging conversations and managing conflict	Confidence to hold structured effective conversations across a wide range of situations, identifying actions and changes in behaviours to resolve issues. Develop self-awareness of your conflict management style, and develop a positive and resilient approach to conflict resolution.	<p>21 September 2017 Northallerton HR-0917-T003</p> <p>22 February 2018 Ripon HR-0218-T002</p>
Building resilience and managing stress	The course will raise your awareness of the factors that may affect your personal resilience and enable you to develop your personal action plan to build personal resilience, and resilience within your team.	8 March 2018 Ripon HR-0318-T002
Holding people to account, developing performance and capability	Effectively manage performance issues, through objective feedback and early interventions. Develop your ability to hold challenging conversations that engage individuals to focus on evidence and action for improvement, working within the relevant policies and support plans.	<p>23 November 2017 Ripon HR-1117-T002</p> <p>24 April 2018 Ripon HR-0418-T002</p>
Appraisal training for support staff	Suitable for managers and leaders who are new to the role of appraiser, this half day session explores the benefits of delivering well planned conversations, to engage and motivate staff, ensuring individuals are clear about the criteria for assessing performance, and understand their contribution to the aims of the organisation.	31 Jan 18 Ripon HR-0617-T004

North Yorkshire Safeguarding Children Board (NYSCB) training

From 1st April 2017 the NYSCB launched a new range of e-learning packages for safeguarding children and young people, including safer recruitment, via our new learning management system. To use the new e-learning courses you will need to create a user account by completing an online form on the website. NYSCB classroom based courses will also be booked through the new NYSCB learning management system and not via the Learning Zone or Smart Solutions. **For more information regarding the NYSCB's new training arrangements please visit:** <http://www.safeguardingchildren.co.uk/training>. **For a complete list of the e-learning courses please visit:** <http://www.safeguardingchildren.co.uk/admin/uploads/Presentations/nyscb-elearning-courses-vc.PDF>

Safeguarding Update:

There will be no update to Keeping Children Safe in Education this year. The September 2016 version remains current and provides the statutory framework around the Single Central Record.

Ofsted has clarified in their School Inspection Update July 2017 that HMI's and Ofsted Inspectors have the power to check school personnel records, however 'there is no expectation or statutory requirement for the routine checking of personnel files by inspectors'. The update makes clear that this may be more predominant where 'the records in the SCR (Single Central Record) are not entirely clear' or inspectors may decide to check a few records if the SCR appears to be good, in order to 'triangulate that evidence'.

We offer a Single Central Record Health Check to schools for the cost of £275 inc VAT. Once purchased through [NYEducationServices](#), a HR Advisor will arrange a suitable time with you to come out and check your SCR and a proportion of your personnel files. From this a report will be provided to you within 2 weeks. This service is designed to give you peace of mind for when you get the Ofsted call.

Q & A:

Below are some frequently asked questions which have come into our HR Advisory line:

As an employer, do I have to allow someone to take KIT days when on Maternity Leave?

Although they should not be unreasonably refused, during maternity leave Keep in Touch days are to be agreed between the employer and the employee. An employee cannot be required to take these, nor should an employer feel obligated to provide these where they are not required.

A maximum of 10 days can be claimed, which are paid at the contractual hourly rate and offset against any maternity benefits that the individual is entitled to (OMP/SMP/MA). Any part days used will be treated as a full day from the 10 day allowance. Further information is available [here](#).

Is an employee required to work their full contractual notice period?

Yes, under the terms of the contract of employment, an employee is required to work their full notice period. Where applicable, consideration should be given to any outstanding annual leave entitlement which can be factored in during the notice period. An employee may request an earlier leaving date and acceptance of this request is entirely at the discretion of the Headteacher/Governing Body.

HR Advisory Service

The advisory service number operates as a hotline with desk based staff available to take queries during office hours. All Schools also have a named Advisor who will be your key contact for casework and on-going queries who work flexibly across the County. All HR Advisors and Senior Advisors are managed by our two Principal Advisors, [Mairi Reed](#) and [Julie Boucher](#). The HR Advisory Service is overseen by [Penny Yeadon](#), Head of HR CYPS.