



NYHR Key Updates May 2018

Contents – Highlights

(Click the links to view each article)

- ✦ [NYHR Staffing Changes](#) – A few new arrivals!
- ✦ [NYSCB's Safeguarding Training](#) – Links to Child Protection & Prevent Training
- ✦ [NJC Pay Award](#) – Update; volunteers required for a working group
- ✦ [Policy Updates](#) – Attendance Management & Flexible Working Policies now available to adopt
- ✦ [Long Term Sickness 'top tips'](#) – Employees with Cancer; having difficult conversations
- ✦ [Recruiting Teachers](#) - From a Limited Talent Pool
- ✦ [Apprenticeship Update](#) – School Business Professionals course
- ✦ [Job Descriptions specific to before and after school clubs available here](#)
- ✦ [Single Central Record](#) - Clarification
- ✦ [Teaching Regulation Agency](#) - NCTL Disbanded
- ✦ [Flexible Working Benefits](#) – When is a job share not a job share?
- ✦ [NYHR Training](#) – Schedule of upcoming training events



NYHR Advisory service

The NYHR Advisory service operates as a hotline with **desk based staff** available to take queries during office hours. It is your point of contact for queries relating to the interpretation of HR policies, procedures and statutory staffing related documents, including terms and conditions. Contact the team on [01609 798343](tel:01609798343) or alternatively by email at: NYHR@northyorks.gov.uk. We also have a **Live Chat** facility available at <http://cyps.northyorks.gov.uk/hrpages>.

All Schools and Academies also have a **team of Advisers** who are your key contacts for casework and HR Support who **work flexibly across the County**. All HR Advisers and Senior HR Advisers are managed by our Principal Advisers, [Mairi Reed](#), [Harry Rashid](#) and [Julie Boucher](#). The HR Advisory Service is overseen by [Penny Yeadon](#) as Head of HR.



NYHR Staffing Changes

We are delighted to announce that NYHR have, once again, won the **PPMA award for commercialism in the public sector**. As a result of our commercial success and continued expansion, we have **increased our capacity at Senior Adviser level**. This, along with some changes as a result of promotions and maternity leaves means we have some staffing changes to update you on:

- Tracy Graham has resumed responsibility as **HR Adviser for Central schools** following her return from maternity leave.
- Nicola Brown, **HR Adviser for the South** has now started her maternity leave and baby Alexander quickly followed! Megan Anderson is providing maternity cover.
- Sue Parvin will start in June as Georgina Taylor's replacement as **HR Adviser for the Coast** and we will continue to coordinate cover in the meantime.
- For those of you on the **Coast / in Scarborough**, we are delighted to announce that one of our **new Senior HR Advisers**, Trish Muirhead lives in Scarborough. This means we now have two team members who lives on the Coast.
- Gemma Dawson, **Senior HR Adviser for the North** has now started her maternity leave and given birth to baby Oli! Sarah Cooke has been working alongside Gemma for some months and has assumed responsibility for a lot of Gemma's schools.
- Ruth Kirkbride starts as **Senior HR Adviser** in May and comes with considerable HR experience, including in schools. She will provide **additional capacity** and will assume responsibility for a number of the **schools in the West**.
- Katy Fairley has also joined our team as a **Senior Adviser** to provide **additional capacity** for **service developmental work** including policy coordination and development.

NYSCB's Safeguarding Training

We have recently been informed by **North Yorkshire Safeguarding Children Board (NYSCB)** that online learning packages previously available via NYSCB's contract with Virtual College are no longer available so alternative solutions are being considered as an urgent priority by the Board.

In the meantime, we advise that where there is an urgent need for safeguarding training schools you can **access for free NYCC's Safeguarding Children: Online Learning Child Protection Basic Awareness package and prevent training** via the links below. NYSCB's website will soon be updated with this information but as we have received some enquiries into NYHR we thought it would be helpful to highlight this in our Newsletter.

- [Child Protection Training](#) - a screen print must be taken of the final screen to evidence completion
- [Prevent Training](#)

Support Staff (NJC) Pay Award - volunteers welcome

Earlier communication confirmed that **agreement has been reached** on the NJC pay award; for maintained schools purchasing payroll via ESS this was automatically applied in April. The **updated April rates** can be found [here](#). As a reminder the two year deal is:

- In **year one**, SCPs 6-19 inclusive will see increases of 3.7% - 9.1%. SCP 20 and above will increase by 2.0%.
- In **year two**, a new pay spine will be introduced that will see staff on current SCPs 6-28 inclusive receiving pay increases of between 2.3% and 7.3%. SCP 29 and above will increase by 2.0%.

The **new national pay spine** from 2019 will see the bottom 12 points of SCP 6 - SCP 17 amalgamated into 6 new points. A working group has been set up to consider the impact of this on our local pay structure. Following a call for school representatives to inform that work, we have set up a **small school-specific working group**. If anyone would like to join this group, volunteers are more than welcome. If you have any specific comments you wish the group to consider please contact [NYHR](#) in the first instance.

Policy Updates: Revised Attendance Management & Flexible Working Policies are now available to adopt

New revised Attendance Management Policy and Procedure is **now available on CYPs.Info**, providing greater clarity for managers and employees. Key changes include:

- **Guidance documents** include content for employees to aid transparency and template letters have been updated. In addition, clarity has been provided as to the purpose of **'good practice' points** to encourage managers to think through and explore the issues presented.
- **Triggers and Targets:** Managers are encouraged to **set appropriate targets** for staff and manage these as part of an ongoing process, with a focus on improvement and good attendance.
- **Contact during prolonged absences** encourages focus on regular reviews, with information and **advice provided by medical practitioners**.
- **Phased return:** a linked page has been included within the guidance to enable managers and employees to have a better understanding to **salary during a phased return** arrangement, increasing transparency and knowledge.

View the policy and associated documents [here](#).

The **new Flexible Working Policy** is now available for schools to adopt – [see article below](#).

Long Term Sickness – Managing the Toughest Cases

We continue to add to our series of 'top tips' sheets to help Heads and other school leaders deal with the most difficult situations of staff ill health. Follow the links below; the latest in the series focusses on supporting staff with a diagnosis of cancer:

- [Top Tips for School Leaders: Cancer](#)
- [Top Tips for School Leaders: Handling difficult health-related conversations](#)

For other 'top tips' sheets:

- [Workplace Stress](#)
- [Mental Health](#)

Recruiting Teachers from a Limited Talent Pool

Spring is often the busiest time for schools in terms of recruitment to teaching and support roles. With the end of May deadline looming for **teacher resignation dates**, there are potentially staffing changes in schools which may result in the need to recruit.

When a resignation is received, first and foremost it is important to consider whether the post needs to be filled 'like for like'. In some instances it is possible to **manage existing staffing arrangements** to cover elements of the role, even if only on a temporary basis for a term. This would give time to assess future need in line with the number of students, subject demands and other staffing changes.

If there is a need to recruit externally, it is important to think about who your candidate is and their lifestyle and **plan your recruitment campaign** around this. Like you and I, potential candidates are likely to be very busy people; juggling their hectic work schedule around family commitments, organising car insurance, dentist appointments and domestic 'must do' chores.

Rarely will a potential candidate sit down to do some dedicated 'job searching'. Therefore you need to **make the role seem appealing and attractive** within the opening line, hooking them in to read on. You then need to ensure that the application process is quick and easy.

The **Resourcing Solutions Team** can support schools to review their current recruitment process and make small changes to maximise successful recruitment of talented staff. Schools in the Scarborough area have already benefitted from such support through the Scarborough Pledge initiative, this will shortly be rolled out to Whitby Schools through the Scarborough Opportunity area project.

If your school is **struggling to attract a strong field of applicants** please contact Keeley Metcalfe in the Resourcing Solutions Team on [01609 532584](tel:01609532584).

Apprenticeships Update – Level 4 School Business Professional Recently Approved

Apprenticeship take-up is continuing to increase as Schools become more aware of the revised initiative and the benefits of **maximising levy expenditure**.

NYCC continues to promote apprenticeships in Schools whilst also making arrangements to procure apprenticeship training providers and manage the contracts currently in place. We are **tendering for apprenticeship schemes** that we are unable to deliver via our Adult Learning and Skills Service (ALSS).

We have already had significant interest from Schools regarding the **new Level 4 Apprenticeship Standard for School Business Professionals**, which has recently been approved for delivery. This covers areas such as managing a school's budget; producing financial reports; how to make sure the school provides a safe and healthy learning environment; marketing and communications techniques and running administration systems (e.g. attendance records). On completion, school employees would be eligible for **membership of the Institute of School Business Leadership**. Further information is available [here](#).

NYCC has also had significant interest in the **Post Graduate Teaching Apprenticeship** (covered in [the January Newsletter](#) and available for **applications for September 2018**). We await full DfE guidance on the practical arrangements and will naturally convey this to schools as soon as it becomes available.

Apprenticeship training for **Teaching Assistants** continues to be popular and we expect an update on how the new **Level 3 Teaching Assistant Standard** is progressing in the summer term. Apprenticeship Frameworks at Levels 2 and 3 continue to be available in the interim.

Full information is available at <http://cyps.northyorks.gov.uk/apprenticeships>.

Single Central Record (SCR) Clarification

Our **SCR Health Check** has been well received and **over 140 Schools** have had an audit completed by NYHR since we launched this product in September 2016. In terms of SCR/safer recruitment requirements, we have been asked to clarify the following:

- **Certificates of Good Conduct** should be photocopied and retained on file for **any employees who have lived or worked abroad**. The employee should provide you with the Certificate as part of the recruitment clearance process, and prior to taking up employment. [Click here](#) for the guidance documents which should be passed to the successful candidate to help them obtain one.
- If an **external contractor** is regularly in your school and meets the requirement to go on your SCR then there is a responsibility on school to **seek confirmation from the employer** (of the contractor) that the applicable statutory recruitment checks have been undertaken and recording the date this was received on the SCR. The DBS team within the Employment Support Service are not in a position to provide information in this respect – the confirmation must be obtained from the employer of the contractor.
- As **Governors and volunteers** have no employment record with NYCC and don't usually have a long standing relationship with you, they are not automatically included in the random 10% DBS re-checking arrangement. It is also important to note that there is **no statutory requirement to undertake a DBS re-check**. However, an individual re-check can be requested by Schools if you have a need for an individual to be re-checked.
- If you have information missing on your SCR regarding **Enhanced DBS** checks and **Barred List for Children** checks, in the first instance, please try to obtain this information from the DBS Certificate which the employee should hold rather than asking the DBS team within the Employment Support Service. Alternatively, for teaching staff, the barred list check can be confirmed via the TRA (formerly NCTL, see below) portal for teaching prohibition checks. The DBS team's primary responsibility is to obtain new checks as soon as possible so employees can start employment and do not have the capacity to help with all missing SCR information. To be clear, there is no statutory requirement to retain file evidence of the DBS and barred list check but we recommend that you **retain the confirmation emails** from the DBS team, for all future appointments.

To book an SCR Health Check for your school please contact [NYES](#).

Teaching Regulation Agency - NCTL Disbanded

The National College for Teaching and Leadership (NCTL) has been repurposed and no longer exists. Regulation of the teaching profession (so the teacher status checks for SCR purposes and teaching misconduct hearings) will now be handled by an executive agency of the DfE, the **Teaching Regulation Agency** (TRA), which was operational on 1 April 2018. All other NCTL functions have been moved to the DfE. **School access to the portal to undertake prohibition checks has not changed.**

Good to Know

Below is an example of a question asked of our hotline on a frequent basis:

Flexible Working Benefits – ***When is a job share not a job share?***

Between 2010 and 2015, **10,000 teachers departed the profession** and there are concerns in the future that there will be a shortage in this vital profession. According to a survey (2015) conducted by the NUT and YouGov 57% of teachers thinking of leaving the profession in the next two years cited “**seeking a better work/life balance**” as one of the main reasons. By offering flexible working you can retain a highly skilled and experienced workforce which essential for any workplace.

Employees with 26 weeks continuous service have a **statutory right to request flexible working**, for example a part-time contract or a job share arrangement.

A **job share contract** is used where the contracts are **inter-dependent**, and contain an important clause which clarifies **what will happen if one job share partner decides to leave**. For example there is a statutory requirement for full time cover in the post of Headteacher, and if one of the job share partners leaves the remaining job sharer will be offered the post on a full time basis, or the remaining vacant post will be advertised. If a suitable job sharing partner cannot be identified after reasonable efforts have been undertaken (usually two rounds of advertising), the job will be reviewed to decide whether to advertise on a full time basis.

This contrasts to **part-time contracts** where two teachers share a class, one post holder may have additional leadership responsibilities and contract arrangements, and the combined hours may exceed a full-time contract. When one person leaves the part time vacancy is advertised, but the posts are **not inter-dependent**. If there is no specific requirement for a job share to be in place, then a manager may need to consider whether individual part-time contracts would be more appropriate.

The DfE have produced a “**Flexible Working in Schools**” **guidance document** to support schools, with case studies demonstrating different ways of working. View it [here](#).

NYHR have revised the “**Flexible Working Policy and Procedure**” which now incorporates the job share guidance, available [here](#).

NYHR Training

Our training courses provide **practical tools and guidance** to develop the skills, knowledge and confidence essential in managing staff. All our training courses are delivered in small groups creating an opportunity to **interact** with colleagues, **gain practical strategies** and **reflect** on current practice.

All of our courses can be booked online through your North Yorkshire Education Services account: www.nyeducationsservices.co.uk.

The **training portal** is now live!

It includes:

- Featured articles,
- Featured Service,
- Latest news,
- Customers can view the full training catalogue prior to logging in,
- Useful search function at the top right of the page to search all content.

The link to the portal is <http://nyestraining.co.uk/>.

After browsing events you will then be signposted to login/sign up as normal in order to book onto them.

Code	Date	Name	Venue
NYS-0518-T001	08 May 2018 09:30 - 16:00	Safer Recruitment Training	Evolution Business Centre, Northallerton
HR-0618-T001	21 Jun 2018 09:30 - 15:30	How to succeed with common HR issues	Ripon Spa Hotel, Ripon
HR-0918-T001	20 Sep 2018 09:30 - 12:30	Challenging Conversations and Managing Conflict	Evolution Business Centre, Northallerton
HR-0918-T002	27 Sep 2018 09:30 - 12:30	Appraisal Training	Evolution Business Centre, Northallerton
HR-1018-T001	04 Oct 2018 09:30 - 12:30	Building Resilience and Managing stress	Evolution Business Centre, Northallerton
HR-1118-T001	22 Nov 2018 09:30 - 15:30	Holding People to Account: Developing Performance & Capability	Evolution Business Centre, Northallerton
HR-0119-T001	31 Jan 2019 09:30 - 15:30	How to succeed with common HR issues	Evolution Business Centre, Northallerton
HR-0219-T001	21 Feb 2019 09:30 - 12:30	Challenging Conversations and Managing Conflict	Ripon Spa Hotel, Ripon
HR-0319-T001	07 Mar 2019 09:30 - 12:30	Building Resilience and Managing stress	Ripon Spa Hotel, Ripon