**HR Service Training Plan – Autumn Term 2023**

**Nottinghamshire County Council’s HR service offer a range of full range of HR related training and opportunities for head teachers, senior leaders, business managers, governors, and trust board members.**

**In addition to the below course, should your school benefit from a bespoke or additional training, please contact** [**hrdutydesk@nottscc.gov.uk**](mailto:hrdutydesk@nottscc.gov.uk) **for this to be discussed further.**

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| **HR Training for School Leaders – Autumn Term 2023** | | | | | | | |
| **Course** | **Course overview** | **Date / Time** | **Link to book on** | **Cost** | **Location** | **Audience** | **Delivered by** |
| Managing Appraisal and Performance Management for Teachers | This course is aimed at headteachers, senior leaders, and relevant governors' appraisers who are new to role or who currently undertake appraisal and want to develop/refresh their understanding of the principles of Performance Related Pay for teachers (including headteachers) and the role and responsibilities of an appraiser. | 26th September 2023  3pm - 5 pm | [Click here to book](https://em-edsupport.org.uk/Event/206664) | £45 for LA maintained schools  £60 for non-maintained schools | MS Teams | School Leaders - Headteachers, senior leaders, and relevant governors' appraisers | Andy Wilson – Senior HR Business Partner  Bryony Charnock-Walmsley – Education Improvement Officer |
| Managing Teacher Performance (Capability) Issues Effectively | The course is aimed at new and existing headteachers/senior leaders who want to develop/refresh their understanding of how to manage performance concerns for teachers within appraisal and if required the capability procedure. Delegates will have the opportunity to engage in practical activities to develop skills, understanding and confidence in managing this process effectively. | 3rd October 2023  3pm – 5pm | [Click here to book](https://em-edsupport.org.uk/Event/206784) | £45 for LA maintained schools  £60 for non-maintained schools | MS Teams | School Leaders - headteachers/senior leaders | Andy Wilson – Senior HR Business Partner  Bryony Charnock-Walmsley – Education Improvement Officer |
| How to Handle Challenging or Sensitive Conversations | The course is designed for school leadership team to enhance the knowledge and skills when holding challenging or sensitive conversations with staff, to perform their roles as effectively as possible.  This session will cover the following key points:   * What are challenging or sensitive conversations? * Why are some conversations difficult and importance of having those conversations? * How do you successfully hold challenging or sensitive conversations? * Key Skills required to hold challenging or sensitive conversations? * Dealing with difficult or extreme behaviours. | 15th November 2023  10am – 12:30pm | [Click here to book on](https://www.eventbrite.co.uk/e/how-to-handle-challenging-or-sensitive-conversations-tickets-715873947247) | £75 | Edwinstowe House, Borough High St, Edwinstowe, Mansfield NG21 9PR | School Leaders | Muhammad Saqib – HR Business Partner |
| Attendance Management | The purpose of this event is to develop School Leaders and / or School Business Managers / Office Managers by:   * Explaining the steps and importance of the attendance management procedure, guidance and toolkit * Equip delegates with the confidence and knowledge to implement and utilise an effective attendance management policy according to specific circumstances in school | 21st November 2023  10am – 12pm | [Click here to book on](https://www.eventbrite.co.uk/e/attendance-management-tickets-715970285397) | £75 | Edwinstowe House, Borough High St, Edwinstowe, Mansfield NG21 9PR | School Leaders  School Business Managers | Andy Wilson - Senior HR Business Partner  Jenny Hawkes - HR Business Partner |
| Introduction to Managing HR in Schools, Part 1:   * Recruitment * Appointment * Induction | This course is for new and aspiring school business managers and those with more experience who would like a refresher on certain aspects of their role. It may also be helpful for new head teachers as background to key HR Processes and how you can work together to ensure HR systems are in place.  The three-part course, which will take place over the school year follows the lifecycle of an employee. Part 1 covers the recruitment process including pre-employment checks, induction and probation, job evaluation and input from our colleagues in Payroll. | 29th November 2023  09:30 am – 12:30 pm | [Click here to book on](https://www.eventbrite.co.uk/e/introduction-to-managing-hr-in-schools-part-1-tickets-715877407597) | £75 | MS Teams | School Business Managers  Head Teachers | Andy Wilson - Senior HR Business Partner  Mary Swan– HR Business Partner  Jo Bray - Senior Practitioner – Education Payroll  Nisar Karim – Job Evaluation Business Partner |
| Key Leadership Competencies to Manage HR casework effectively | The purpose of this event is to develop School Leaders through shared learning, experience and case law to be able to;  • Develop the skills to manage staffing issues effectively  • Have an awareness of where and how cases can go wrong  • Know what the consequences of getting it wrong might be  • Develop the skills and knowledge to prevent cases from going wrong or be able to put it right  • Know where and how to access the right support | 6th December 2023  9:30am – 12:30am | [Click here to book on](https://www.eventbrite.co.uk/e/key-leadership-competencies-to-manage-hr-casework-effectively-tickets-715930506417) | £75 | Edwinstowe House, Borough High St, Edwinstowe, Mansfield NG21 9PR | School Leaders | Andy Wilson - Senior HR Business Partner  Michelle Richardson – Senior HR Practitioner |
| Safer Working Practices | The session is based around the Safer working practice checklist which is intended as a practical tool for head teachers to check and be satisfied that statutory requirements are in place to keep children safe. The session will focus on the common questions and queries that arise when schools have completed the checklist. | 12th December 2023  8:30am – 9:30am | [Click here to book on](https://www.eventbrite.co.uk/e/safer-working-practices-tickets-715879333357) | £40 | MS Teams | School Leaders  School Business Managers | Ellen Cottee – HR Business Partner  Francesca Waldrom – HR Business Partner |

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| **HR training for School Governors – Autumn Term 2023** | | | | | | | |
| **Course** | **Course overview** | **Date / Time** | **Link to book on** | **Cost** | **Location** | **Audience** | **Delivered by** |
| Safer Working in Schools | The course will:   * Explain how the role of the safeguarding governor can be effective to ensure the school meets its legal obligations and responsibilities with regard to the safer working requirements of school staff * Explain what the key safer working requirements are and how these should be monitored and recorded * Explain and refer to the key documents and the relevance of safer working to the Ofsted inspection framework | 11th October 2023  4.00pm -5.30pm | [Click here to book](https://em-edsupport.org.uk/Event/214265) | For those schools that subscribe to the Governor Training Program there is no additional cost for this training. For schools that do not subscribe the pay as you go cost is £45 per person per course | MS Teams | Governors | Tracey Christian – HR Senior Practitioner  Mary Swan – HR Business Partner |
| Introduction to Pay, Appraisal and Capability for Governors | To provide an introduction and overview to the governor role in relation to:   * Appraisal of staff * Performance related pay * Pay appeals * Leadership pay determination * Capability procedures * Future developments | 14th November 2023  4:30pm – 6:00pm | [Click here to book](https://em-edsupport.org.uk/Event/215440) | For those schools that subscribe to the Governor Training Program there is no additional cost for this training. For schools that do not subscribe the pay as you go cost is £45 per person per course | MS Teams | Governors | Andy Wilson – Senior HR Business Partner |
| Your Role as a Governor in HR Processes | The course will:  Give an overview of school HR procedures and the stage of governor involvement: -   * Managing Attendance * Discipline * Performance Management * Staffing Reductions * Harassment and Grievance * Flexible Working and Pay Appeals | 23rd November 2023  4.00pm -5.30pm | [Click here to book](https://em-edsupport.org.uk/Event/214261) | For those schools that subscribe to the Governor Training Program there is no additional cost for this training. For schools that do not subscribe the pay as you go cost is £45 per person per course | MS Teams | Governors | Rose Harris – HR Business Partner  Tracey Christian – HR Senior Practitioner |
| Safer Working in Schools | The course will:   * Explain how the role of the safeguarding governor can be effective to ensure the school meets its legal obligations and responsibilities with regard to the safer working requirements of school staff * Explain what the key safer working requirements are and how these should be monitored and recorded * Explain and refer to the key documents and the relevance of safer working to the Ofsted inspection framework | 5th December 2023  4.00pm - 5.30pm | [Click here to book](https://em-edsupport.org.uk/Event/214494) | For those schools that subscribe to the Governor Training Program there is no additional cost for this training. For schools that do not subscribe the pay as you go cost is £45 per person per course | MS Teams | Governors | Mary Swan – HR Business Partner  Rose Harris – HR Business Partner |