**HR Service Training Plan – Autumn Term 2025/2026**

**Nottinghamshire County Council’s HR service offer a 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.**

Remark: Effective from 1st April 2025, each school that purchased our HR service package will be entitled to **three delegate places** on our HR Service led training as part of their package.  Once a school has used these three places, any additional delegates will be charged at the advertised course rate.

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| **HR Training for School Leaders – Autumn Term 2025/2026 - Leadership and Management** | | | | | | | |
| **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 processes and principles for appraisal for teachers (including headteachers) and the role and responsibilities of an appraiser. | 30th September 2025  3:00pm – 5:00pm | [[Please register here](https://www.em-edsupport.org.uk/Event/266987)](https://www.em-edsupport.org.uk/Event/266982) | £45 for LA maintained schools  £60 for non-maintained schools | Online: MS Teams | School Leaders  School Business Managers and relevant governors | Andy Wilson – Senior HR Business Partner  Bryony Charnock-Walmsley - Education Improvement |
| Managing Concerns about Teacher performance 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. | 7th October 2025  3:00pm – 5:00pm | [[Please register here](https://www.em-edsupport.org.uk/Event/266982)](https://www.em-edsupport.org.uk/Event/266987) | £45 for LA maintained schools  £60 for non-maintained schools | Online: MS Teams | School Leaders  School Business Managers and relevant governors | Andy Wilson – Senior HR Business Partner  Bryony Charnock-Walmsley - Education Improvement |
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| **HR Training for School Leaders – Autumn Term 2025/2026 - HR Services** | | | | | | | |
| **Course** | **Course overview** | **Date / Time** | **Link to book on** | **Cost** | **Location** | **Audience** | **Delivered by** |
| The Essentials of HR, Payroll and Recruitment | This briefing session is designed to cover the fundamental aspects of HR, Payroll and Recruitment for those office administrators and head teachers new in role or those who would like a refresher. With input from colleagues from Recruitment, Payroll and HR, information will include  Recruitment – DBS checks, adverts, ID verification and social media checks  Payroll – BMS online forms, methods for sending Payroll Data and BI reports  HR – conditions of service, HR processes and contracts | 8th October 2025  9:00am – 12:00pm | [Please register here](https://em-edsupport.org.uk/Event/273824) | £80  \* See Remarks | Online: MS Teams | New and recently appointed school business/office managers and head teachers | Mary Swan – HR Business Partner  Representatives from Payroll and Recruitment Team to be confirmed |
| Attendance Management | The purpose of this interactive event is to develop School Leaders and / or School Business Managers / Office Managers by:  Explaining the steps and importance of the employee staff attendance management procedure, guidance and toolkit  Through the use of case studies and discussion equip delegates with the confidence and knowledge to implement and utilise an effective staff attendance management policy according to specific circumstances in your school based on recent cases | 19th November 2025  10:00am – 12:00pm | [Please register here](https://em-edsupport.org.uk/Event/273921) | £80  \* See Remarks | Edwinstowe House, Borough High St, Edwinstowe, Mansfield NG21 9PR | School Leaders  School Business Managers and relevant governors | Jenny Hawkers – HR Business Partner  HR Advisor -TBC |
| What’s required on your Single Central Record | The briefing is designed to give Single Central Record (SCR) owners the skills and confidence required to understand what an effective single central record looks like in practice.  During the briefing, we identify the different checks required for the single central record and discuss not only why we do them but how. | 19th November 2025  8:30 am – 9:30 am | [Please register here](https://em-edsupport.org.uk/Event/273926) | £50 for LA maintained schools  £65 for non-maintained schools  \* See Remarks | Online: 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 – 2025/2026** | | | | | | | | | |
| **Course** | **Course overview** | | **Date / Time** | **Link to book on** | **Cost** | **Location** | **Audience** | | **Delivered by** |
| HR: Safer Working in Schools - Responsibilities of the Safeguarding Governor | 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 | | 2nd October 2025  4:00pm – 5:30pm | [Please register here](https://em-edsupport.org.uk/Event/265965) | 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 | Online: MS Teams | Governors | | Francesca Waldrom – HR Business Partner  Ellen Cottee – HR Business Partner |
| Governors Introduction to Pay, Appraisal and Capability | The course will:  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. | | 16th October 2025  4:00pm – 6:30 pm | [Please register here](https://em-edsupport.org.uk/Event/267214) | 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 | Online: MS Teams | Governors | | Andy Wilson – Sr HR Business Partner |
| HR: Governors' Role 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 | | 13th November 2025  4:00pm – 5:30pm | [Please register here](https://em-edsupport.org.uk/Event/265968) | 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 | Online: MS Teams | Governors | | Mary Swan – HR Business Partner  Rose Harris – HR Business Partner |
| HR: Safer Working in Schools - Responsibilities of the Safeguarding Governor | | 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 | 29th January 2026  4:00pm – 5:30pm | [Please register here](https://em-edsupport.org.uk/Event/265970) | 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 | Online: MS Teams | Governors | Mary Swan – HR Business Partner  Kate Coppinger – HR Advisor | |