

Insight HR

Helping you reach your highest potential...



**2017/18
Directory**

www.insightrltd.co.uk

About us



Insight HR are a highly experienced team of HR consultants specialising in the Education Sector. We are passionate about education and committed to using our skills and expertise to provide tailored support and focused solutions to every individual customer in all aspects of Human Resource Management.

We welcome the opportunity to introduce you to our dedicated team of Senior HR Consultants:

Laura Fidgett (Director)

Laura has a wealth of experience in HR, working in the Local Authority for over 20 years. Laura has supported many Schools and Academies in this time providing practical advice and guidance to her customers. Laura is an accredited civil and commercial mediator having invaluable skills in early dispute resolution. Laura is a High School Governor and a member of a Local Academy Council.

Abigail Brough (Director)

Abigail is very well respected throughout Staffordshire and surrounding counties having worked in education HR for 17 years. She has supported many Schools and Academies on a wide range of HR issues and has a loyal following. Abigail is a Chartered member of the CIPD and a member of a Local Academy Council.

Lynsey Evans (Director)

Lynsey has 17 years' experience dealing with HR related issues predominantly working in the Cannock and Lichfield districts. Lynsey has a BA (hons)/Post Graduate Diploma in Human Resource Management and is a Chartered member of the CIPD. Lynsey is also a Governor at a local Primary School.

Karen Groom (Director)

Karen has a BA (hons)/ Post Graduate Diploma in Human Resource Management and brings 17 years' experience in Education HR to the team. During her professional career Karen has also become a specialist in TUPE law and is an Associate member of the CIPD.



Contact us



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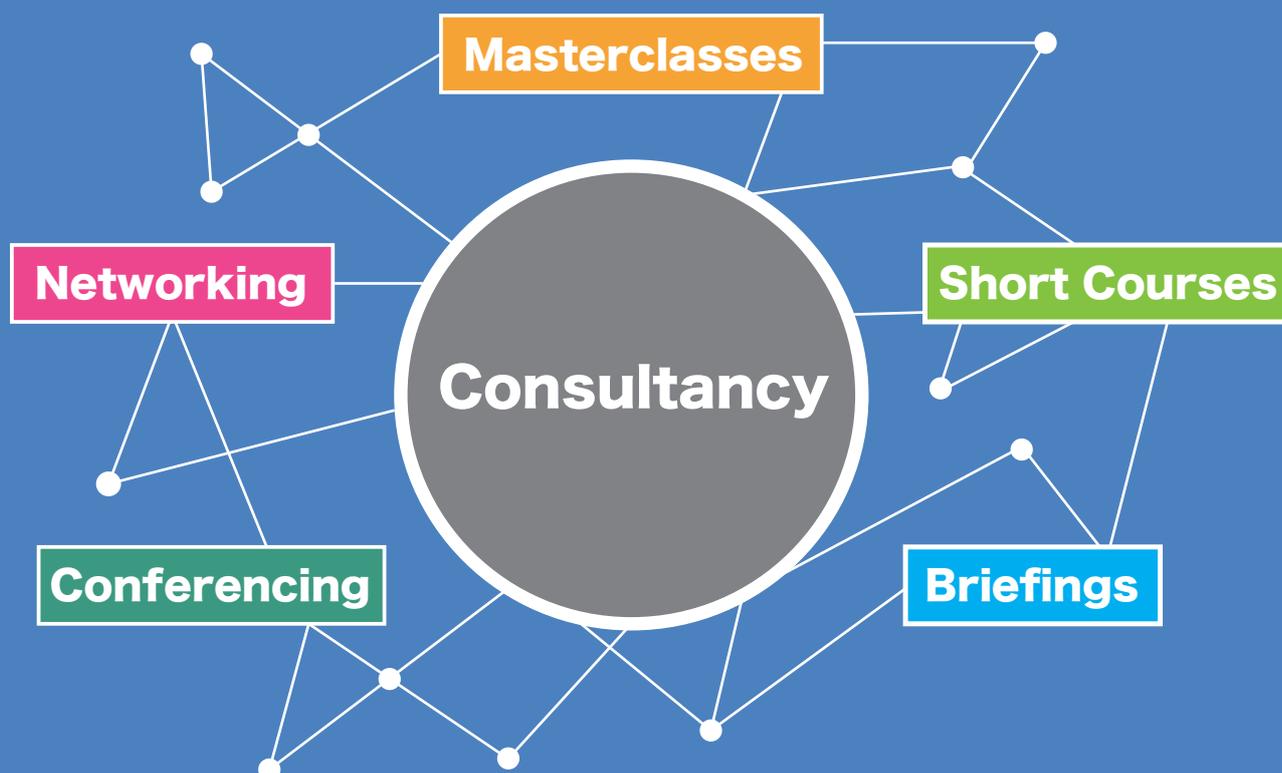
Welcome to Insight HR

We are delighted to present our brand new directory for 2017/18 featuring a range of HR services and products offered to Schools, Academies, Multi-Academy Trusts, Early Years settings and Care Clubs. This directory provides information on our annual Service Level Agreements, our additional services and training courses available to you.

We recognise that educational establishments face increasing pressure as the new Ofsted framework places a high focus on the effective management of HR related issues. Our SLA's are structured to ensure you receive the appropriate support, advice and guidance of the highest standard at the right time.

HR issues can arise at any time and therefore we feel it is essential not to constrain you by placing limitations on our support. We also appreciate the importance of the trust and confidence you place in your HR provider and will assign you a dedicated Senior HR Consultant who will work with you to understand your specific needs and preferred approach.

We are driven by the highest standards of professional competency, conduct and confidentiality and will provide advice and assistance in accordance with the requirements of all relevant education and employment legislation. Most importantly we recognise that pupil outcomes are at the core of everything you do and this is reflected in the support we provide.



Contents

Our Offer

HR Annual Service Level Agreement 1

Additional Services 2

New for 2017/18 Masterclasses 4

Meet the speakers 5

Managing Attendance 7

Working with Change 7

Leading a Team 8

Managing Pupil Behaviour 8

Recruitment & Selection 9

Wake up to Wellbeing 9

Emotional Intelligence 10

Inspiring Leaders 10

Having Difficult Conversations 11

Decision Making 11

HR Management for Beginners 12

Effective Performance Management (Teachers) 12

New for 2017/18 Short Courses 13

Performance Management and Performance Related Pay 13

HR Leadership for Governors 13

Panels, Hearings and Appeals 13

Social Media in the Workplace 14

Preparing for Ofsted Section 5 & section 8 Inspections 14

Redundancy and Reorganisation 14

Effective Headteacher Performance Management 15

Introduction to FFT Aspire Primary 15

Introduction to FFT Aspire Secondary 16

Safeguarding and Safer Recruitment 17

Level 1 & Refresher 17

Level 2 18

Level 4 19

Safer Recruitment Full Day 19

Safer Recruitment Refresher 20



Our Offer

HR Advice and Guidance SLA 2017/18

Keeping our consultancy work at the heart of what we do, we offer an annual Service Level Agreement. You will be partnered with one of our Senior HR Consultants and have access to a wider team of equally qualified and experienced Senior HR Consultants to call upon if needed and to ensure someone will always be available to respond to your queries.

We provide high quality education specific professional HR support for you, your leadership team and governing body enabling you to manage HR issues effectively and pro-actively.

Advice and guidance can be via both remote and on-site support on the full range of HR issues including but not limited to; attendance management, disciplinary, change management, family friendly policies, grievance, recruitment & selection, performance management, conditions of service, national issues - local implementation (including trade union negotiations) and dealing with disputes (including industrial action).

We believe that any successful relationship is built on regular and effective communication. As part of your SLA, you will have access to our member only website where you will find all the information to support your on-going service level agreement. Once a term you will receive our HR newsletter which includes employment law updates and the impact these changes have within the Education Sector. In addition to this, you will have access to our webinars, podcasts and networking events.

We endeavour to keep the cost of our service at a competitive rate. We offer our customers a Premium Service Level Agreement, for a twelve month period, based on unlimited advice and on-site visits.

Alternatively, a twelve month Service Level Agreement can be purchased based on remote telephone and email advice only. For any customers purchasing the remote advice only contract, on site visits can be purchased separately on a pay as you go basis.

For enquires about this service please contact:



0771 8650586



lynsey@insightrltd.co.uk

Additional Services

We understand that people management can often be time consuming and stressful and as a result of this we have developed some additional services that we are often asked to deliver. Upon request a member of the HR team will be available to complete any of the following on your behalf:

Investigations

Situations requiring formal investigation such as those arising from disciplinary or grievance procedures require prompt action and a timely conclusion. Poorly handled investigations create high risk such as the impact on team morale and financial strain. Insight HR will conduct, on your behalf, an impartial, robust and fair investigation and present the findings to you in a clear and objective way, delivered with a full understanding of underpinning employment legislation.

This service includes the assignment of a highly experienced and professionally trained Senior HR Consultant who will hold an initial meeting with the commissioning manager, interview all relevant parties, scrutinise relevant evidence and produce a report to deliver the findings.

TUPE

Where the School/Academy is either the transferor (transferring staff out to another provider) or the Transferee (receiving staff from another provider into the employment of the School/Academy), Insight HR will offer advice and guidance to the School/Academy on any aspect of the transfer process.

Insight HR customers will have access to a bank of supporting documentation, including letters for staff, FAQ's and a HR Consultant for group and individual consultation meetings.

Wellbeing check

In the current educational environment where schools are trying to increase pupil attainment within a reducing budget, it is not surprising that employee wellbeing is often overlooked.

However, from an organisational perspective, employee wellbeing is the key factor in performance, productivity and staff retention.

Upon request our experienced Wellbeing Consultant will visit your School/Academy and provide a comprehensive well-being audit for staff completion. The consultant will fully explain the audit to all staff in a collective meeting which will be delivered sensitively and professionally. Results will be collated and reviewed before a bespoke solution is delivered for your setting. This personalised service ensures that solutions are tailored to you and therefore reflective of your ethos and culture.

Recruitment

Recruiting the right person is essential to the success of your organisation. With this in mind, we offer support to recruit managers to senior positions including Headteacher and Senior Leadership roles using an effective and safe recruitment process. Insight HR will assist you with all aspects of the recruitment process such as the advert text, job description, interview questions and be part of the interviewing panel.

Single Central Record Check

In accordance with the DfE statutory document 'Keeping Children Safe in Education', all Schools and Academies must maintain a Single Central Record of employees, regular volunteers and governors.

Insight HR will undertake a detailed check of your Single Central Record, looking for any gaps, errors or inconsistencies and provide you with up to date advice and guidance regarding the completion of this statutory document. The check will also include an audit of recent personnel files, to ensure that Safer Recruitment practices can be evidenced.

Academy and MAT Strategy & Operational Design

As a standalone academy or a multi academy trust, all employee liability is transferable. From the date of the transfer, the Academy/MAT is responsible for managing employee relations and preventing themselves from any HR and Business risks.

Insight HR can offer you an experienced HR Implementation Consultant to complete an analysis of your HR function, processes, policies and procedures whilst identifying risks and providing solutions and recommendations.

In addition to this the HR Consultant can design and implement a HR strategic plan for your Academy's growth and sustainability. For more detail around bespoke Academy/MAT strategic plans please contact us.

Policy Development

HR policies and procedures are key in a School/Academy. As employment legislation and the education world changes it is important that your in-house policies and procedures reflect this. For a more tailored and individual School/Academy approach Insight HR can write bespoke policy documents on your behalf, which accurately reflect your unique needs and practices.

These policies can be formatted to suit your own preferences and incorporate your School/Academy branding. Once completed, you will have fully compliant and ready-to-implement policies to share with your workforce.

In addition to writing the policy, we can support and manage the implementation process with employees and elected Trade Unions if you so wish.

Safeguarding (157/175) Check

Local Authorities have a duty to monitor compliance with statutory guidance in regard to safeguarding and promoting the welfare of children. Section 175 of the Education Act 2002 requires the governing bodies of maintained schools and further education institutions to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. Section 157 of the Education Act 2002 and the Education Regulations 2003 requires proprietors of independent schools (including academies and free schools) to have arrangements for safeguarding and promoting the welfare of pupils at the school.

Support can be offered with the completion of the audit along with making sure safeguarding practices in school are adhered to such as policy and training information.

Information required is in respect of the current academic year 1 April - 31 March. This is forwarded to Staffordshire Safeguarding Children Board (SSCB) to look at monitored compliance under statutory obligations in the 2004 Children Act that all education settings are safeguarding and promoting the welfare of children.

Mediation

Mediation is a completely voluntary and confidential form of alternative dispute resolution. Insight HR can provide a fully qualified independent, impartial mediator, helping two or more individuals or groups reach a solution that's acceptable to everyone. The mediator can talk to both sides separately or together.

Our mediator will not make judgments or determine outcomes - they ask questions that help to uncover underlying problems, assist the parties to understand the issues and help them to clarify the options for resolving their difference or dispute.

The overriding aim of workplace mediation is to restore and maintain the employment relationship wherever possible. This means the focus is on working together to go forward, not determining who was right or wrong in the past.





**NEW FOR
2017**

Book onto one of our brand new Strengthening Leadership Masterclasses available from April 2017

Insight HR is pleased to introduce a new learning arm of the current consultancy based organisation. Over the past years, Headteachers, governors and school employees have benefitted from our training and we have responded to your ongoing needs. Our public training courses have given people the opportunity to network with other professionals and our in-house training, with tailor-made programmes, have ensured consistent approaches within schools and academies. This will continue to be the case and we can now offer an increased portfolio of topics to choose from.

With the demands on schools and academies ever increasing, strengthening leadership is essential to sustain improvements and achievements. Outstanding schools need outstanding leaders – at every level. Our new range of Masterclasses have been specifically designed to enhance skills and enable school leaders, managers and HR staff to build on existing knowledge, improve competence and strengthen all aspects of managing people issues confidently. The Masterclasses are suitable for individuals looking to develop in their role or for schools themselves who are aiming to strengthen their entire leadership team. For individual schools, MATs or Teaching Alliances we can also offer a variety of delivery options; full day, 2 half-days, 2 twilight or a series of staff meetings. All of our courses can be tailor made and delivered in house.



0771 8650586



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Our Speakers

Each of our trainers come with a breadth of general experience in procedures and practice as well as specific individual expertise. This means we can carefully choose the right person to meet your requirements and ensure that the training is pitched at the appropriate level for the audience. Meet the speakers below.



Michala Black

Michala's understanding of leadership, management and developing people is both practical and theoretical; she has spent 25+ years in industry as a Company Director, provided Consultancy services to private & public sector organisations and has 10+ years' experience as a University Lecturer.

Over the last 8 years she has focused her attention on working with schools and draws on her managerial and life skills to provide a unique blend of thought-provoking and interactive workshops to encourage a positive mindset, improve resilience and live a happy and healthy life.



Jackie Hodgkinson

Jackie has a wealth of experience in Safeguarding. Working in the Local Authority for over 13 years from front line in Child Protection and Safeguarding to writing policies and procedures, along with being an experienced safeguarding trainer. Jackie is an experienced presenter and has delivered a wide range of training to multiple agencies and statutory, public, private and voluntary sectors from Safeguarding, Child Sexual Exploitation, Prevent, Domestic Abuse and Adult at Risk training.



Juliet Shaw

Juliet is a qualified HR practitioner with a mixture of public and private sector experience. Juliet specialises in change programmes and has recently been supporting business growth in the education world throughout the Midlands, Cheshire, Worcester, Devon and Surrey. Juliet is in demand as we move into a more digital world where information is shared through platforms such as Twitter, Facebook and on-line education forums. Juliet is passionate about HR and learning and loves sharing her knowledge with customers, clients, managers, and other HR colleagues.



Andrew Black

Andrew Black's career spans the whole education sector including 20 years as a Head Teacher. His extensive experience in working with ESD (Emotional Social and Behavioural Difficulties) pupils and the Special school sector means that he has 'hands-on' practical experience in dealing with challenging behaviour of all types and in many situations. Andrew's personal philosophy is that good behaviour can be caught and taught when modelled by staff within a 'can do' culture of positivity.

Andrew has never lost his passion for teaching and describes it as 'the best job in the world' – it is this belief that shines through in his workshops, making them enjoyable, engaging and fun!



Challenging Education Team

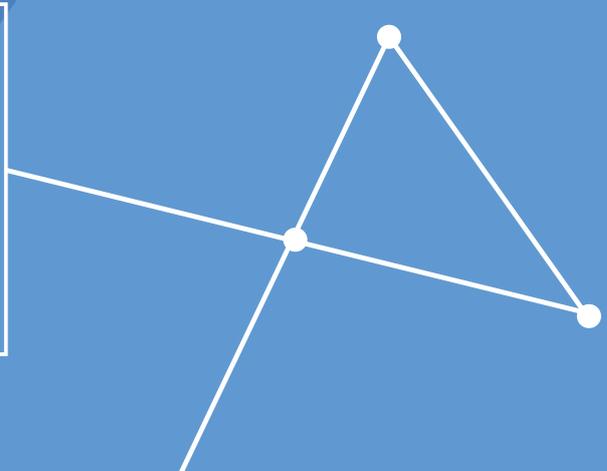
Challenging Education are a team with extensive and varied experience including headship, Ofsted inspection and quality assurance and are passionate about learning and leadership. The Team, Trevor, Simon and Louise believe that exceptional learning occurs where high expectations are embedded by aspirational and effective leaders. In challenging school leaders to be outward looking and to accept no excuses, they aim to help them to improve the life chances of young people regardless of their background.



Masterclasses

Each dynamic and engaging Masterclass has been designed to equip delegates with a range of powerful tools and techniques that can be applied in the workplace from day one. Delivered in a supportive, confidential group setting 'real life' problems will be explored together with case studies and workplace scenarios. Each Masterclass is jam packed with ideas, advice and proven practical techniques to help you take your skills to the next level.

How to book



courses include:



Lunch



Refreshments



Group work

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07718650586

1 Full Day Course: £175 Excluding Vat

2nd Delegate: £150 Excluding Vat

Managing Attendance

This one-day course is designed to provide managers with the skills and confidence required to deal effectively with employee absence, while maintaining a positive and productive working environment.

Is it right for me?

Designed for every manager and leader with line management responsibilities or in-house HR support, this course will help you to understand the skills and knowledge required to carry out your managerial responsibilities related to legal rights and employment law during employee absence.

What will it cover?

- Long and short term absence processes
- Keeping in touch
- Formal meetings
- Equality Act 2010
- Wellbeing

What will I learn?

By the end of this course you will be able to:

- Have enhanced your skills and abilities in dealing with absence management
- Feel more confident about handling sickness absence
- Feel comfortable conducting return to work interviews and home visits
- Understand how to manage short term and long term absence
- Understand what a disability is and how to assess and make reasonable adjustments
- Understand the legislation in relation to absence
- Be confident in applying an absence policy in the work place

Working with Change

We live in a world where 'business as usual' is change. New initiatives, new Ofsted frameworks, keeping up with the latest political guidance - these things come together to drive on-going changes to the way we work. Effective change that is thoughtful and coherent can bring enormous benefits to the school or academy, students and communities, as well as enrich teachers as leaders and professionals. This Masterclass will introduce leaders and managers to a range of change management practices, techniques and tools to ensure your change is successful.

Is it right for me?

This course is suitable for anyone who manages change within a department, faculty or key stage. It has been designed for those who have responsibility for leading and implementing the introduction of change initiatives, as well as helping those undergoing the change process to understand the theory.

What will it cover?

- The use of analysis tools (Force-Field, SWOT, PESTLE)
- HR Issues around redundancy, restructuring, changing TLR's, terms & conditions
- Kotters 8 steps for transformational change
- The human reaction to change
- Overcoming resistance to change using a situational approach
- The principles of continuous improvement

What will I learn?

By the end of this course you will be able to:

- Recognise internal & external forces for change
- Devise a strategy for successful change
- Create and communicate the vision for change
- Understand the impact of change on individuals
- Plan methods of evaluating continuous improvement activities

Leading a Team

Schools are complex organisations and the culture reflects the values of those who lead and work in them. This Masterclass links practical leadership theories with dynamic team leading to get the best from a diverse range of people who need to work together. The difference between groups and teams are explored and delegates will gain an understanding of individual preferences by completing a Self-Perception Inventory.

Is it right for me?

This course is valuable for those who already lead a team within Subject, Key Stage or Faculty/Curriculum area, those who aspire to and/or those who have line-management responsibility for more than one person. Using real life scenarios and insights from an experienced facilitator, you will leave with a practical toolkit of best-practice management techniques.

What will it cover?

- Task, team & individual roles & responsibilities
- An overview of the psychological stages of team development: Forming, Storming, Norming, Performing, (Mourning?)
- Problem solving & dealing with conflict
- Team audit & self-perception inventory
- Team management & leadership styles to motivate the team

What will I learn?

By the end of this course you will be able to:

- Understand the principles of managing a team
- Create & develop a balanced team to achieve objectives
- Recognise the stages of team development
- Understand different perspectives in order to reduce conflict & promote trust & respect within the team
- Apply appropriate management & leadership styles to motivate the team

Managing Pupil Behaviour

Poor behaviour detracts from good learning and teaching and dramatically affects the experience and overall enjoyment for everybody within the environment. It is a worrying fact that teachers are increasingly having to deal with challenging behaviour from children as young as five, and are very often ill-equipped to deal with the speed and violence which can result from such a situation. This masterclass provides a graded approach from managing low level disruptions to the last resort of hands-on physical management supports to keep pupils, teachers and others safe.

Is it right for me?

This course is suitable for school leaders, classroom teachers, teaching assistants, lunch-time supervisors or any individual who has direct involvement with pupils. The materials covered will be valuable for seasoned staff as a refresher and reminder as well as for recently qualified teachers to provide greater confidence and competence.

What will it cover?

- Causes & triggers of challenging behaviour
- Gradients of behaviour & importance of context
- Explore practical ways of re-engaging with pupils & promoting positive change
- Demystifying the parameters of 'touch' - legal issues around using physical support
- Learn graduated physical holds & supports responding to escalating needs

What will I learn?

By the end of this course you will be able to:

- Identify 'behaviour traps'
- Understand your own impact & adjust your own behaviours accordingly
- Distinguish between sudden, smouldering and situational problems
- Use a variety of classroom management techniques to de-escalate, defuse, distract deflect or defend
- Use basic physical supports to keep yourself and others safe

This course can also be delivered as a whole school event

Recruitment & Selection

It is by recruiting the right person for the role that engagement soars, pupils benefit and schools flourish. This Masterclass has been designed to provide highly practical ideas for a step-by-step approach to the recruitment and selection process with the ultimate aim of giving you the confidence and re-assurance that you have recruited the person who is the best match for the role.

Is it right for me?

This course is suitable for Head Teachers, Principals, Governors, Business Managers and anyone involved in the process of recruiting, interviewing & decision making for post selection. It will help you identify key elements of the legislation as well as understand the importance of Safer recruitment, the single central record & the role of the DBS.

What will it cover?

- Key elements of the legislation impacting on the recruitment & selection process
- Best practice with tips & techniques to help structure interviews, ask critical questions and how to present your School/ Academy in the best possible light
- Safer Recruitment - Statutory framework, role of the DBS, Single Central Record keeping
- Effective interviewing techniques with a focus on competency based interviewing
- Management techniques to engage & retain employees

What will I learn?

By the end of this course you will be able to:

- Identify key elements of the legislation
- Understand the main stages of the recruitment process in order to identify a vacancy, attract an appropriate candidate, shortlist effectively, prepare for & conduct a professional interview to making an offer of employment
- Understand the importance of safer recruitment & apply the key steps
- Establish an effective induction & on-boarding programme

Wake up to Wellbeing

With the increasing focus on data and information it is not surprising that teacher wellbeing is often overlooked - but from an organisational perspective, employee wellbeing is the key factor in performance, productivity and staff retention. This Masterclass will help you develop a positive mind-set, enabling you to take action to improve many areas in your life as well as your physical, mental and emotional health. It will be an interactive day, leaving you feeling good about yourself and ready to face life's challenges.

Is it right for me?

This course is suitable for all members of staff wishing to improve their personal wellbeing and performance and/or that of their team. The focus is on how to deal with the inevitable stressful experiences within the working day and to develop strategies in order to keep healthy and improve personal resilience.

What will it cover?

- Personality profiling, exploring personal preferences & the impact on others
- How to be your 'best possible self' - tips to challenge self limiting beliefs; strengthen your personal resources, positivity and develop resilience
- Tips to promote 'good mental wealth' - how to avoid imprisonment in constant communication & stimulation
- Essential 'self care' & common energy zappers that prevent us from being productive
- Techniques to reduce anxiety and stress including mindfulness & meditation techniques

What will I learn?

By the end of this course you will be able to:

- Gain a better understanding of your own impact
- Choose from a range of techniques that will help you cope with stress
- Change your thinking strategy to focus on positive outcomes
- Understand which areas of your life are impacting on your physical & mental health & learn techniques to improve them.
- Appreciate the benefits of mindfulness & meditation techniques

Emotional Intelligence

It is now accepted that emotions play a far greater role in thought, decision making and individual success than we first realised. As leaders and managers in today's data-driven schools, it is even more important to manage your own and others' emotions constructively. Emotional Intelligence (EI) can make the difference between average and outstanding performance - this course will show you how to nurture and strengthen your own EI as well as have a positive impact on those around you.

Is it right for me?

This course is suitable for anyone wishing to get a better understanding of themselves and others, it will include how to manage emotions more productively and improve working relationships.

What will it cover?

- Exploration & discussion of what emotions are
- Seeking out on-going feedback to become more self-aware
- Personal strengths and weaknesses regarding emotional labour
- Building & managing internal & external relationships - the benefits of feedback, managing pressure and strong emotions
- How to become more socially aware - engage, empathise & build rapport with others

What will I learn?

By the end of this course you will be able to:

- Understand your own EI preferences and the importance of self-awareness
- Gain a better understanding of what EI means in practice
- Discover the benefits of EI to the leader, the team & the organisation
- Handle sensitive and challenging situations with more confidence
- Improve own confidence & build relationships with others to enable them to be more effective

Inspiring Leaders

The pace of change within education continues and schools are set to become even more complex. With the demands on schools and academies ever increasing there is an unprecedented requirement for strengthening leadership. The traditional model of a leader is no longer viable & school leadership in the future will need to be more transformational, participative and adaptable. This Masterclass will provide a variety of tools & techniques & draws from a range of new approaches for managers & leaders to inspire their people.

Is it right for me?

This course will cover a wide range of situations in which participants will be encouraged to broaden their practical knowledge and intuition and learn from a repertoire of leadership strategies.

What will it cover?

- Exploration of the leadership role & best practise to create an effective people management strategy
- Building on current personal effectiveness; delegating, influencing & coaching skills
- Communication skills including the use of emotional intelligence
- Situational leadership & Black Box thinking – developing a broader outlook & changing mindset
- Exploring your own impact & tips to maintain a high performance culture

What will I learn?

By the end of this course you will be able to:

- Define and differentiate between leadership and management
- Learn how to direct, develop, support and empower others to achieve organisational goals
- Understand how communication & interpersonal relationships affect performance in the workplace
- Evaluate your own leadership style and incorporate critical thinking
- Develop & enhance your personal 'brand'

Having Difficult Conversations

“When we avoid difficult conversations, we trade short term discomfort for long term dysfunction.” – Peter Bromberg

Avoiding difficult conversations puts us under pressure to juggle our own commitments and attend to different colleagues' needs, often having to adapt to changing priorities as the days pass. This environment can be stressful and lead to conflicting views and ideas. Managing conflict is an integral part of good people management and the end goal is to re-establish peaceful working relationships. This Masterclass looks at ways to mitigate situations as they arise and negotiate resolutions through powerful conversations.

Is it right for me?

This course is valuable for those who already lead a team as well as those working in close contact with other groups or departments. It would also be useful for anyone wishing to enhance their communication skills as well as improving conflict management resolution. A variety of scenarios and case studies bring this course to life.

What will it cover?

- Awareness of your own impact & responsibility
- Practical ways of dealing with personality clashes, working styles, power struggles and building trust
- The power of non-verbal communication
- Strategies for dealing with stress & anxiety
- Key skills to improve own confidence & develop self-assertiveness to approach conflict situations appropriately

What will I learn?

By the end of this course you will be able to:

- Understand the principles of clear communication and setting expectations
- Understand the nature and types of conflict
- Appreciate the difference between firm management & bullying
- Use self-help strategies to suit a range of situations, building confidence to be proactive rather than reactive when challenged by people and circumstances
- Complete a self-audit on action orientation, team focus & personal style

Decision Making

This course focuses on the three underlying and fundamental concepts for successful decision making, namely objectives, alternatives and risk. The purpose of the masterclass is to enable managers to have at their finger tips an effective and straightforward decision making methodology, designed to enhance rational thought processes, reduce risk and increase managerial impact.

Is it right for me?

Are you a line manager, headteacher or governor who has to make decisions on employee requests or as part of a formal process? This one- day course is designed to teach delegates new approaches to problem-solving, and develop practical ways to solve business problems and reach win-win decisions with others.

What will it cover?

- Key elements and the full process of a decision making method.
- Option generation
- Rational and emotional decision making
- Retaining objectivity
- Data gathering techniques
- Priority setting
- Problem solving skills
- Risk analysis looks at the analysis of potential problems
- Assessing risk and preparing contingencies
- Action planning

What will I learn?

By the end of this course you will be able to:

- Understand the concept of judgement and apply structured methods and enhanced skills to the decision making process
- Have a straightforward and effective approach to problem analysis and risk management
- Set priorities precisely and effectively
- Impart structured decision making processes within their departments and teams in order to increase the effectiveness of delegation.

HR Management for Beginners

This masterclass provides an introduction to the fundamentals of employing people. The course maps the employment relationship from recruitment, to issuing contracts, dealing with absence, discipline and grievance matters through to ending the employment relationship.

Is it right for me?

Designed for every manager and leader with line management responsibilities or in-house HR support, this course will help you to understand the skills and knowledge required to carry out your managerial responsibilities related to legal rights and employment law during employee absence.

What will it cover?

- Key elements of the legislation impacting on the recruitment & selection process
- Best practice with tips & techniques to help structure interviews, ask critical questions and how to present your School/ Academy in the best possible light
- Safer Recruitment - Statutory framework, role of the DBS, Single Central Record keeping
- Effective interviewing techniques with a focus on competency based interviewing
- Management techniques to engage & retain employees

What will I learn?

By the end of this course delegates will have an understanding of:

- Document retention
- Employee files
- Employee contracts
- Types of discrimination
- Policies
- Informal/formal action
- Notice pay and termination of contract

Effective Performance Management

This one-day masterclass is designed to provide managers with the skills and confidence required to deal effectively with employee performance and conducting an appraisal in line with performance related pay.

Is it right for me?

Designed for every manager and leader with line management responsibilities or in-house HR support, this course will help you to understand the skills and knowledge required to carry out your managerial responsibilities related performance and appraisal for employees on Teaching Terms and Conditions.

What will it cover?

- Performance management process
- Performance related pay
- Formal meetings
- Setting SMART objectives
- Recording information and evidence
- Teacher standards

What will I learn?

By the end of this course you will be able to:

- Have enhanced your skills and abilities in dealing with performance and pay
- Feel more confident about holding initial performance conversations
- Feel comfortable conducting appraisals and mid year reviews
- Understand how to manage under and over performing employees
- Be confident in applying a performance improvement and appraisal policy
- Understand your statutory obligations
- Understand what ofsted are looking for regarding teacher performance



New for 2017: Short Courses

In addition to our range of Masterclasses we also offer a selection of short courses. Our short courses are aimed at all levels of authority within your setting and are information filled, clearly explained essential topics. However as we fully appreciate there are often time constraints within schools and academies, we can also provide the Masterclasses compressed into a 'Short Course' upon request.

Performance Management & Performance Related Pay

This course aims to equip you with the skills to enable you to undertake effective performance management.

Is it right for me?

Suitable for Headteachers, Governors and Appraisers at every level.

What will it cover?

- Legal framework
- Ofsted
- Teaching standards
- Appraisal cycle
- Link between performance and pay

HR Leadership for Governors

This course is aimed at developing an understanding of the key HR policies and procedures that setting should have and where you may be required to be involved in a process.

Is it right for me?

This course is for governors who wish to feel enabled to effectively support and challenge the headteacher

What will it cover?

- Appointment of staff
- The School Staffing Structure – T&C's
- Core policies
- Hearings and Appeals
- Employment Law – key principles

Courses cost £79 Excluding VAT

Panels, Hearings and Appeals

This course aims to explore in more detail Governors and Senior Leaders roles and responsibilities during hearings and appeals.

Is it right for me?

The course is aimed at Governors, Senior Leaders and HR practitioners or Business managers.

What will it cover?

- Different types of panels you may become involved in
- Structure of panels and your role within them
- The purpose of hearings and appeals
- Evidence to be considered
- Sanctions which may be considered
- Written correspondence following hearings and appeals

Social Media

The use of social media has grown significantly over the last few years and is not set to slow down in the future. The range of implications this has on the workplace are far reaching from online defamation, cyber bullying and data protection issues.

Is it right for me?

Suitable for governors, headteachers, senior leadership teams and HR practitioners.

What will it cover?

- The rise of social media and its impact
- The different types of social media
- Potential issues arising from the impact of social media in the workplace
- Policy development to assist minimising risk
- Responsible use of social media – how can your employee's protect themselves
- Disciplinary matters arising from the misuse of social media.
- Legalities and case law surrounding social media
- Dealing with parents on social media

Preparing for Ofsted Section 5 Inspection

This half day course aims to prepare schools that are expecting a full Section 5 inspection and, more importantly, supports schools in developing good practice around self-evaluation.

Is it right for me?

The course is designed for headteachers, deputy headteachers and ideally whole leadership teams as well as chairs of governors in maintained or academy schools. It is suitable for infant, junior, primary, middle, first, secondary and high schools. The experienced Challenging Education consultants will guide you in building a strong narrative, preparing your staff and enable you to prepare for an inspection with greater confidence.

What will I learn?

By the end of this course you will;

- Know the key elements of the section 5 inspection process
- Understand the preparation that inspectors undertake before inspection
- Be able to relate the inspection process to your own school context
- Be able to identify the main lines of enquiry for your own school
- Have improved your skills in evaluating school improvement
- Be able to communicate the narrative about your school more effectively

What will it cover?

- A short briefing on the section 5 inspection framework
- Workshop on main lines of enquiry from an Inspection Dashboard, Summary RAISE Online Report and previous Ofsted report(s)
- Ensuring leaders and governors are able to present their area of responsibility effectively
- Reflection on your own self-evaluation, Inspection Dashboard, Summary RAISE Online Report & Ofsted report – what is your narrative?

Preparing for Ofsted Section 8 Inspection

This half day course clarifies the one day section 8 inspection process for schools that are already judged 'good' and, more importantly, supports schools in developing good practice around self-evaluation.

Is it right for me?

The course is designed for headteachers and whole leadership teams as well as chairs of governors in maintained or academy schools. It is suitable for all school or academy categories. The experienced Challenging Education consultants will guide you in building a strong narrative and enable you to prepare for an inspection with greater confidence.

What will it cover?

- Briefing on the section 8 short inspection framework
- "How was it for us?" presentation and Q&A session
- Workshop on initial lines of enquiry from an Inspection Dashboard and previous Ofsted report
- Reflection on your own self-evaluation, Inspection Dashboard & Ofsted report – what is your narrative?

Courses cost £79 Excluding VAT

Redundancy and Reorganisation

It is recognised that circumstances may arise, particularly in today's difficult financial climate, that will affect a school's budgetary position. The need to reorganise may result not only from budgetary constraints, but also from a review of existing and required skills, organisational development and educational or legislative changes. Consequently, this may impact of staffing requirements and may lead to a redundancy situation.

Is it right for me?

This course is suitable for Headteachers, Governors and other Senior Leaders who must ensure that any redundancy or reorganisation process is managed in a fair, consistent and sympathetic manner, whilst at all times complying with relevant statutory and local procedures.

What will it cover?

- The definition of redundancy and underpinning relevant legislation
- Appropriate timescales for action
- The requirements to consult with employees and recognised Trade Unions
- The preparation of a Business Case or a S188 notice, as appropriate
- Key stages in the reorganisation/ redundancy process
- The role of Governors – selection and appeals committees
- The selection of staff – criteria, ringfencing, assimilation
- The appeals process
- Redeployment, reengagement and salary safeguarding
- Redundancy benefits – statutory position and locally agreed terms

Effective Head Teacher Performance Management

This half day course provides delegates with a clear understanding of the importance of the HTPM process and the tools to make it effective in promoting school improvement.

Is it right for me?

Designed for headteachers, principals and governors in all schools, the course is for those wanting to get a technically accurate approach to HTPM that enhances motivation and accountability and drives school improvement.

What will it cover?

- Briefing on different models of Headteacher Performance Management
- Designing effective performance objectives
- The role of the external adviser
- The legal context of HTPM.
- The range of evidence available for HTPM evaluation

Introduction to FFT Aspire Primary

This hands on half day course provides delegates with the opportunity to explore their own FFT Aspire to self evaluate and set pupil targets to maximise performance.

Is it right for me?

This course is suitable for headteachers, principals or leaders with responsibility for data in schools that subscribe to FFT Aspire. It is designed to give you an understanding of how FFT Aspire can be used, both as an effective self- evaluation tool and to assist in setting challenging targets for pupils at the end of key stages 1 and 2.

What will it cover?

- Navigation of the FFT Aspire website
- The different indicators and filters to drill down into your own data
- How to export reports to share with leaders and governors
- How estimates are generated and their use in creating targets

Introduction to FFT Aspire Secondary

This hands on half day course provides delegates with the opportunity to explore their own FFT Aspire to self evaluate and set pupil targets to maximise performance.

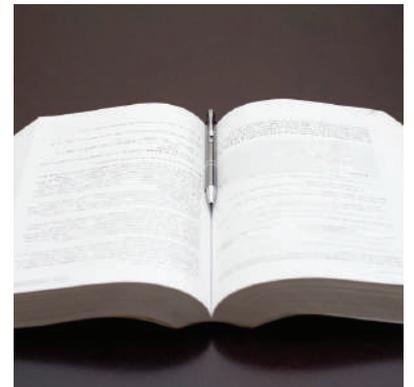
Is it right for me?

This course is suitable for headteachers, principals or leaders with responsibility for data in schools that subscribe to FFT Aspire. It is designed to give you an understanding of how FFT Aspire can be used, both as an effective self-evaluation tool and to assist in setting challenging targets for pupils at the end of key stage 4.

What will it cover?

- Navigation of the FFT Aspire website
- The different indicators and filters to drill down into your own data
- How to export reports to share with leaders and governors
- How estimates are generated and their use in creating targets

Courses cost £75 Excluding VAT





Safeguarding & Safer Recruitment Courses

Insight HR Limited offer a range of safeguarding courses to ensure you comply with Keeping Children Safe in Education. The statutory document states that all staff should complete basic safeguarding awareness training which should be updated annually. In addition Designated Safeguarding leads must complete specific training to their role every two years. The training courses we provide ensure compliance with legislative guidance and aim to enhance the knowledge of practitioners to enable them to undertake their roles effectively meeting their responsibilities

Safeguarding Awareness Level 1 Training

This training is for anyone who has contact with children, young people, adults at risk and their families.

Course Outline: This 2-hour session aims to give delegates the knowledge and skills to understand their roles in regards to Safeguarding and Child Protection responsibilities along with knowledge on Early help and the referral processes within Staffordshire to all staff within their organisation.

This session will enable participants to:

- Understand referral pathways
- Receive an update on current legislation and guidance
- Look at and recognise the categories of abuse
- Understanding the Children's Safeguarding Children's board (Staffordshire and Stoke)

2 Hour Course: £39 Whole School Event: From £350 Excluding VAT

Level 1 Refresher Training (1.5 Hours)

As above however this session recaps on what we have already learnt using a variety of different exercises so staff are aware of their responsibilities to keeping children safe.

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How we work together to Safeguard Children - Level 2 (Working Together)

This training is for staff who work mostly with children, young people and/or their parents/carers and who could potentially contribute to their assessments, planning, intervening and evaluating the needs of a child along with parenting capacity where there are safeguarding concerns.

Course Outline: This one-day course (can be multi-agency to support multi agency learning and good practice course) helps participants to work together to promote the safeguarding of children in their settings.

Through working effectively by promoting the child's well-being, through using case studies and scenarios.

Participants will be enabled to work together effectively in their settings to safeguard and promote the well-being of children and young people

The course will also help participants to understand how Staffordshire Safeguarding Children Board's multi-agency procedures support the safeguarding agendas to support this work.

How the national legislation and guidance is put into a local context to support our policies and procedures

How staff can support Safeguarding processes in your setting to keep children safe.

To look at local and national learning from serious case reviews

Full Day Course: £129 Excluding VAT

Safer Recruitment: Full Day or Short Refresher

Delivered by an accredited safer recruitment trainer, this course is offered as a full day event for those new to the safer recruitment process, or as a short 2 hour refresher, for those who want to bring their skills up to date.

Is it right for me?

This course is suitable for Headteachers, Governors and any staff who are responsible for the recruitment of others.

What will it cover?

- The importance of safer recruitment – statutory requirements and relevant case studies
- How to deter or prevent the appointment of unsuitable people
- Key steps in the safer recruitment process – from the identification of a vacancy to the offer of appointment (and beyond)
- Pre-employment checks and the function of the Disclosure and Barring Service
- How to promote a wider culture of vigilance

Safer Recruitment Refresher

Delivered by an accredited Safer Recruitment Trainer and aimed at those who have attended a Safer Recruitment course previously to help you;

- Remain up to date on key safer recruitment principles
- Refresh your skills and knowledge on safer recruitment procedures

Full Day: £129 Refresher: £79 (Excluding VAT)

Designated/Lead Officers DSL Training Level 4

This training is designed for those members of staff who have a lead responsibility for Safeguarding including Designated/Lead Officers in their settings such as; a Head teacher/ Deputy, Designated teacher, managers responsible for child protection in early years setting and who have the operational responsibility for receiving concerns about the safety and welfare of children and young people and make decisions about what action needs to be taken when a member staff expresses a concern.

Course Outline: This course will give you a full understanding of your role and responsibilities as a Lead Person in your organisation. Looking at your own in house policies, procedures and processes for safeguarding.

It will also cover escalation and section 11/175/157 audit requirements as part of the Education Act 2002 and the Children Act 2004

3 Hour course: £79 (Excluding VAT)

Insight HR

**Sharing your core aim of
improving educational outcomes**



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