

Judicium HR training programme

Helping school leaders manage people
with confidence.



Welcome & overview

At judicium, we understand the complexities of managing people within the education sector.

Our 2026/27 hr training programme is designed to support school leaders, governors and managers to confidently navigate the employee lifecycle – from recruitment through to workforce planning.

Our structured programme follows the academic year, enabling delegates to access the right training at the right time.



Annual programme overview

Autumn term – getting the basics right

Focus on onboarding, recruitment and early employment stages

- Foundations of HR
- Safer recruitment
- DBS checks
- Probationary periods
- Appraisals
- Contracts & references
- Managing difficult conversations

Spring term – managing people effectively

Focus on active employee management and HR processes

- Capability
- Sickness (short & long term)
- Disciplinary & grievance processes
- Performance management
- Equality & adjustments
- Wellbeing and mental health

Summer term – workforce planning & change

Focus on strategic hr and preparing for the next academic year

- Restructure & redundancy
- Recruitment refresh
- Resignations & exits
- Settlement agreements
- Workforce planning
- HR risks & wellbeing

Training timetable (by week)

Autumn term

Week	(Tuesday - CPD accredited session)	Friday morning briefing
Week 1	N/A	How to take the drama out of HR
Week 2	Safer Recruitment	Fixed-Term Contracts
Week 3	Probationary Periods	Navigating Performance Concerns
Week 4	Preparing for Appraisals	Protected Characteristics
Week 5	Foundations of HR	What is a disability?
Week 6	DBS Checks	Return to Work meetings
Week 7	Managing Difficult Conversations	Equality/adjustments

Spring term

Week	(Tuesday - CPD accredited session)	Briefing
Week 1	Managing Capability	Performance conversations
Week 2	Short-Term Sickness	Occupational Sick Pay
Week 3	Long-Term Sickness	Return to Work
Week 4	Disciplinary Investigations	Preparing for hearings
Week 5	Grievance Investigations	Preparing for appeals
Week 6	Managing Difficult Conversations	Flexible Working
Week 7	Mental Health & Wellbeing	Reasonable Adjustments

Summer term

Week	(Tuesday - CPD accredited session)	Briefing
Week 1	Safer Recruitment (refresher)	Protected Characteristics
Week 2	Managing Capability (refresher)	Handling resignations
Week 3	Disciplinary Investigations	Taking the drama out of HR
Week 4	Restructure & Redundancy	References
Week 5	DBS (top-up)	Family leave (SPL)
Week 6	Short-Term Sickness	FTC endings
Week 7	Long-Term Sickness	Settlement agreements
Week 8	Grievance Investigations	Directed Time
Week 9	HR Risks Planning	Wellbeing

HR training directory

A comprehensive introduction to HR in the education sector, covering key responsibilities, compliance requirements and best practice approaches to managing staff.

Safer recruitment - CPD accredited

This session equips delegates with the knowledge to conduct safe and compliant recruitment, including safeguarding responsibilities, pre-employment checks and interview best practice.

Managing capability - CPD accredited

A practical guide to addressing underperformance, supporting employees and navigating formal capability procedures confidently and fairly.

Disciplinary investigations - CPD accredited

This session explores how to conduct robust, fair and legally compliant disciplinary investigations, including gathering evidence and writing reports.

Restructure & redundancy - CPD accredited

Guidance on planning and implementing organisational change, including consultation processes, selection criteria and legal considerations.

Handling resignations

Understand how to manage resignations professionally, including notice periods, exit processes and retention considerations.

DBS checks - CPD accredited

An essential session covering safer recruitment compliance, including how to obtain, assess and manage DBS checks and maintain accurate single central records.

Probationary Periods - CPD accredited

A practical guide to effectively managing probation, including setting expectations, reviewing performance and making informed decisions at the end of the period.

Preparing for appraisals - CPD accredited

This session supports managers to plan and deliver meaningful appraisal conversations aligned to school priorities and individual performance.

Fixed-term contracts

Understand when and how to use fixed-term contracts, including legal considerations, extensions and ending contracts appropriately.

References – pitfalls and best practice

Explore how to provide and request references professionally, avoiding common risks while ensuring compliance and safeguarding standards.

Protected characteristics

An overview of equality legislation and protected characteristics, helping leaders understand their responsibilities and promote inclusive practice.

What is a disability?

Clarifies the legal definition of disability and addresses common misconceptions, supporting fair and compliant decision-making.

Managing short-term sickness - CPD accredited

Develop confidence in managing frequent absence, including triggers, return-to-work discussions and maintaining attendance standards.

Managing long-term Sickness - CPD accredited

Guidance on supporting employees through long-term absence, including medical evidence, reasonable adjustments and potential outcomes.

Grievance investigations - CPD accredited

Learn how to manage formal complaints effectively, ensuring fair processes, thorough investigations and clear outcomes.

Return-to-work meetings

A practical session on conducting supportive and effective return-to-work meetings to manage absence and identify underlying issues.

Reasonable adjustments

Understand when and how to implement reasonable adjustments to support employees, ensuring compliance with equality legislation.

Performance conversations

Build confidence in holding constructive conversations about performance, setting expectations and addressing concerns early.

Mental health & wellbeing - CPD accredited

Explore strategies to support staff wellbeing and mental health, promoting a positive and productive workplace culture.

Occupational sick pay

An overview of occupational sick pay schemes, helping managers understand entitlements and how they impact absence management.

Preparing for disciplinary hearings

Guidance on preparing for hearings, including reviewing evidence, structuring meetings and ensuring procedural fairness.

Preparing for disciplinary appeals

Understand the appeals process, including how to review decisions, manage hearings and ensure impartial outcomes.

Flexible working requests

Covers how to manage flexible working requests fairly and in line with statutory requirements and organisational needs.

Safer recruitment (refresher) - CPD accredited

A refresher session reinforcing key safeguarding and recruitment practices ahead of peak hiring periods.

Managing capability (refresher) - CPD accredited

Revisits key principles of capability management, strengthening confidence in addressing underperformance.

Settlement agreements

An introduction to settlement agreements, when they may be appropriate and key considerations for schools.

Family leave (SPL and related rights)

An overview of shared parental leave and other family-related entitlements, supporting consistent and compliant practice.

Fixed-term contracts – endings

Focuses on managing the end of fixed-term contracts, including notice requirements and avoiding unfair dismissal risks.

Directed time

Explains directed time obligations and how to manage staff workloads within statutory limits.

HR risks planning - CPD accredited

A forward-looking session identifying key HR risks for the upcoming academic year and how to mitigate them.

Staff wellbeing (Summer focus)

Focuses on maintaining staff wellbeing at the end of the academic year and preparing for a positive return in September.

Bespoke training

At Judicium, we recognise that every school and trust faces unique challenges. In addition to our scheduled programme, we offer bespoke HR training tailored to your organisation's specific needs.

Whether you are addressing a particular workforce challenge, preparing for organisational change, or developing leadership capability, our experts can design and deliver training that aligns with your priorities.

What we offer

- ✓ Tailored sessions aligned to your school or trust context
- ✓ Delivery for leadership teams, governors or wider staff groups
- ✓ Focus on specific issues such as:
 - Managing complex employee relations cases
 - Capability and performance management
 - Safer recruitment and safeguarding
 - Sickness absence management
 - Restructure and organisational change
- ✓ Integration of your internal policies and procedures

Flexible delivery options

- On-site or virtual delivery
- Half-day, full-day or twilight sessions
- One-off sessions or ongoing development programmes

Why choose bespoke training?

- Addresses real, current challenges within your setting
- Builds confidence using your own policies and scenarios
- Supports consistency across leadership teams
- Ensures training is practical, relevant and immediately applicable



Booking your place

To book, visit judiciumeducation.co.uk/training or email hrtraining@judicium.com you'll receive joining instructions and calendar invitations for every session you choose. Places on sessions are limited, so book early in the term to secure your place.

Something more tailored in mind?

Ask us about bespoke training tailored specifically for your setting. Email hrtraining@judicium.com and we'll be delighted to help.

Contact

Speak to us about your HR needs

0345 548 7000 | option 2

enquiries@judicium.com

judiciumeducation.co.uk