

HR ADVISORY & EMPLOYMENT LAW SERVICE FOR SCHOOLS





FOR MORE INFORMATION

enquiries@judicium.com

020 7336 8403

www.judiciumeducation.co.uk

JUDICIUM'S EMPLOYMENT LAW & HR ADVISORY SERVICE

We understand the unique pressures that arise in schools from **staffroom** to **classroom**. We bring **bespoke, genuine, professional expertise** delivering **effective solutions** with **minimal disruption**; leaving School leaders free to focus upon **strategy, leadership** and delivering the very **best education** to their learners.

"I can fully and strongly recommend without reservation all of the services to date used by us in relation to Judicium. They maintain high standards and are excellent at delivering what they say they will."

They have saved us lots of money, time, frustration and effort."

**Mark Dale-Emberton, Principal
Charlton Park Academy and NAHT
Branch Secretary**



WHO ARE JUDICIUM EDUCATION?

Judicium Education is a School services provider specialising in:

▶ **HR Employment Law**

▶ **Data Protection Officer**

▶ **Health & Safety**

▶ **Governance & Clerking**

▶ **School Improvement**

We are the **largest legally qualified** School specific HR team in the country.

We support and advise **over 1400** Schools across England and Wales.

We have a deep and specialist knowledge of the education sector - we work with **Stand-alone Academies, Multi Academy Trusts, Primary & Secondary Schools, Special Schools and Independent Schools.**

Our all encompassing HR service is designed to **support Schools in complying with the legal requirements** imposed upon them as School leaders, under the numerous sources of employment laws and regulations.

Our services also includes **dealing with any workplace employment law and HR related issues** that may arise in the day-to-day running of a School.



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WHY CHOOSE JUDICIUM EDUCATION?

Judicium was originally **founded by a team of barristers** to provide HR/Employment Law advice to Schools.

Our Bespoke HR service has **proven results.**

Our focus is upon delivering the School's **preferred HR outcomes and solutions** in the **quickest** and most **cost-effective** fashion.

This is underpinned by providing **unlimited** telephone and email **support** with our team of **legally qualified HR advisers.**

No matter what the **HR Query, Judicium** is here to help.

"The only thing I worry about is moving that student from a C grade to an A grade. Everything else, Judicium takes care of for me."

Byron Parker
CEO Polymat



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WHAT OUR HR ADVISORY SERVICE COMPRISES OF:



1. Unlimited Bespoke Advisory

- Unlimited expert phone and email advice and support on **all employment law related matters** including day-to-day queries, disciplinary hearings, grievance investigations as well as more complex areas such as restructuring and redundancy.



2. HR Consultations

- An **initial onsite visit** to your School by one of our HR employment lawyers - usually a **former solicitor/barrister previously in private practise**, timed to fit with your calendar and there to support with your specific needs.
- The purpose of the visit is to **familiarise themselves with your School**, discuss any **employment related issues** and review your existing employment **contracts, documents** and **policies**.



3. Drafting & Updating Employment Documentation

- Employment contracts, policies and procedures will be **reviewed or drafted from scratch** to form an **Employee Handbook** to improve management and comply with the latest requirements.
- All employment documentation will be **tailored specifically** to your School to reflect your culture and activities, and you will have access to online templates.



4. Assistance with Employment Letters

- Our HR employment lawyers will happily review (or if necessary, completely redraft) any employment law related documents, for example, asking a teacher to attend a disciplinary meeting.



5. Annual Onsite Consultation

- **Each subsequent year** one of our advisers will visit your School/Schools at a time of your choosing.
- The visit can be used for **any purpose** from redundancy meetings to complex disciplinary hearings, or training.

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6. Free Attendance at HR-related Governor Panel Hearings

- If a governor panel needs to be convened for any HR-related hearing (appeal, disciplinary etc) one of our advisers will **attend and assist** the Governors, if **dismissal** is one of the **possible sanctions**.



7. Training

- We offer both face-to-face HR workshops, and unlimited access to free CPD accredited HR eLearning courses, all written in-house by our expert team, specifically for Schools.



8. Updating Service

- As **employment laws change**, we will keep you informed of your obligations as well as redrafting documents and policies as necessary.



9. Newsletter

- Our newsletter goes out once a term and contains **useful information, key dates and updates**.

HANDS ON HR SOLUTIONS

Judicium Education offers hands on HR. We endeavour to resolve issues quickly and efficiently and can support with a wide range of services. This includes acting as an Investigating Officer and attending all variety of employee meetings such as:

- **DISCIPLINARY HEARINGS**
- **GRIEVANCE HEARINGS**
- **CAPABILITY HEARINGS**
- **CONDUCT HEARINGS**
- **SICKNESS ABSENCE HEARINGS**
- **REDUNDANCY MEETINGS**



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OUR UNLIMITED HR SERVICE

We are the **largest legally qualified School specific HR team in the country**, however, we operate in small teams of 3 or 4. We feel that working in small teams, we are better able to get to know and understand the **needs of the Schools** we work with, enabling our Schools to build **trusted and personal relationships** with our advisors.

"Members of our HR team are legally qualified but we are not a law firm, we attract the type of lawyers who like coming in early and getting the School in a strong position, not just putting out fires when things go wrong."

We ensure a **personalised service**; all queries are directed towards your team, who specifically work with you to provide a bespoke solution that works for school. Moreover, if one member of the team is away, another member of their team will be pleased to support the School seamlessly. Our support is provided **all year round**, including School holidays.

Schools have **unlimited telephone and email support** via Judicium's team of legally qualified School HR advisors. This means that Schools are comfortable calling us with their smaller queries, ensuring we are dealing with issues from the very beginning to ensure they do not escalate into larger problems.

In the event that your school is dealing with a **pre existing** and **ongoing dispute** or **compliance issue**, we are happy to support with these as well.

WHY IS THIS IMPORTANT?

We prefer to offer unlimited HR advice so that Schools are able to check and review all of their HR decision-making, without fearing they may "clock up" too many hours or additional fees.

We are well versed in supporting emergency responses and critical incidences. We offer a seamless service throughout the year.

"The advice I have received from Judicium (verbal and written) has been prompt and concise, allowing me to be more confident when dealing with HR issues. Bit by bit, our HR landscape is becoming easier to navigate."

**Ian Scotchbrook, Headteacher
South Harringay Junior School**

AS PART OF OUR HR ADVISORY SERVICE, WE OFFER:

FREE ATTENDANCE AT GOVERNOR PANEL HEARINGS

If a Governor panel needs to be convened for any HR-related hearing (appeal, capability, disciplinary etc), a **Judicium HR advisor shall attend** to assist and support the Governors during the hearing. If dismissal is one of the possible outcomes, this service will be offered at **no additional cost**.

WHY IS THIS IMPORTANT?

In many HR processes, **school employees have a right of appeal to Governors**. Held as a formal hearing, Governors need to objectively and transparently assess the matter before them, using a fair legal process.

This can be difficult to achieve in practice, especially when the issues are emotional and evidence may be conflicting.

For this reason, we find that Governors welcome having the a **legally qualified Judicium HR consultant** in attendance to help support and assist their transparent decision-making process.

UNLIMITED HR DOCUMENTS

At **Judicium Education**, we provide unlimited HR policies, procedures and documentation. We are regularly adding to our list of policies as the law and Best Practice develops.

If the School or Trust requires anything that we do not already have written, we will draft this bespoke for you.

HR policies and procedures need to be consistent, easy to read and transparent.

The screenshot shows a web interface titled "HR advisory documentation". At the top is a search bar with the placeholder text "Search your documentation". Below the search bar are two main navigation tabs: "Policies" (highlighted in red) and "Template Letters" (highlighted in yellow). Under the "Template Letters" tab, there is a list of document templates, each with a "View doc" button to its right. The templates listed are:

- ADOPTION - acknowledgement letter of employees intention to take adoption leave
- ADOPTION - employee letter giving notice of intention to take OAL
- CAPABILITY - appraisal meeting template
- CAPABILITY - confirmation of written warning
- CAPABILITY - invite to attend a formal capability meeting
- CAPABILITY - letter confirming the outcome of a review meeting
- CAPABILITY - letter to confirm dismissal following previous warnings
- CAPABILITY - meeting template
- CAPABILITY - notification of performance concerns within the appraisal



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HR AUDIT

Our HR Audit (Health check) will **provide a snapshot of where your School or Trust is, assessing your HR policies and procedures**. This is designed to help you consider the main areas of HR practice that you may need to have in place and help make any **improvements** to your current practice. This helps Governors demonstrate that they're fulfilling their duty of corporate oversight.



Following the completion of the HR Audit, we will discuss with you and create an **action plan** which addresses any areas of non-compliance, or any areas to improve **effectiveness** and/or **efficiency**, meeting the exact needs of your school.

Shortly, we shall be adding an **online dashboard** so Schools and **MATs** will be able to review their HR compliance at 'a click of a button'.

Depending on the service purchased, Governors and senior leaders will also have access to their **School's HR, GDPR and Health and Safety** compliance all in one place.

"As Headteacher, I would happily and unreservedly recommend Judiciu's HR service. The staff we have dealt with have been highly professional and have provided high quality advice on some complex issues"

**Samson Olusanya, Headteacher
Christ's College Finchley**

HR TRAINING FOR SCHOOLS

We offer a comprehensive programme of training to help staff and Governors understand key HR issues that they may face in a school and the importance of handling matters quickly and appropriately.

We tailor the format of each of the training sessions to the specific needs and requirements of your School, offering HR workshops on site in your School, at your convenience. We also host **free** regional training sessions nationwide regularly on matters such as performance management, managing sickness, absence and appraisals.

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FREE AND UNLIMITED ELEARNING MODULES

- ▶ Annual Leave
- ▶ An Introduction to TUPE & Myths about TUPE
- ▶ Changing Terms and Conditions
- ▶ Contracts of Employment
- ▶ Fixed Term Contracts
- ▶ Flexible Working
- ▶ Introduction to Disciplinary Procedures
- ▶ Introduction to Performance Management
- ▶ Introduction to Grievance Procedures
- ▶ Managing Newly Qualified Teachers
- ▶ Managing Sickness Absence Procedures
- ▶ Maternity Leave
- ▶ Maternity Pay
- ▶ Obtaining References
- ▶ Paternal Leave
- ▶ Pay
- ▶ Probationary Periods
- ▶ Providing References
- ▶ Resignations
- ▶ Stress Management in Schools for Employees
- ▶ Settlement Agreements
- ▶ Stress Management in Schools for Head-teachers

Unlimited access to our eLearning portal is provided. The aim of these modules is to help **embed HR policies and documents**, as procedures should be consistent and transparent across the School or Trust.

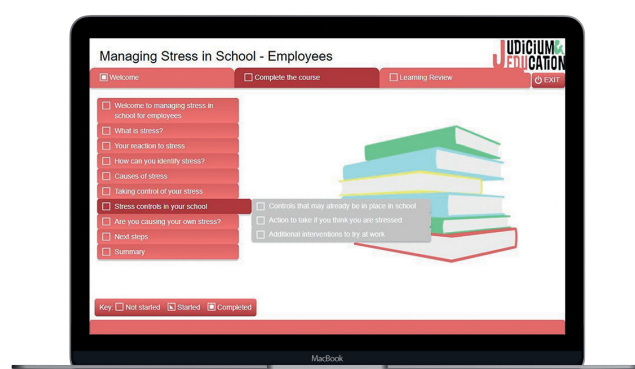
Our eLearning offers **flexibility** which can be invaluable in a busy School environment.

All modules are **CPD accredited** to ensure that staff can keep up to date in real-time with amendments and best practices; as and when they come into legislative effect.

Training records are stored and 'date stamped' for **due diligence** purposes.

This is not an exhaustive list and we will be creating new modules as the need arises, as well as continually updating the current courses for Schools.

Our courses are specialist to the needs of Schools. They are written in-house by our legal team in a school context, making them easy to apply to existing school scenarios. They are interactive & provide working examples to help learners understand HR processes and possible impact on Schools.



HR ADMINISTRATION SERVICE

Judicium Education HR Administration service is designed to help alleviate the burden of ongoing paperwork involved in managing employees.

The service comprises of:

1. Administration of the employee life cycle including:

- Assistance with drafting job descriptions
- Drafting and issuing of employment contracts to new staff
- Drafting and issuing Teachers Annual Statement of Earnings
- Administration of all absences including sickness, holiday maternity and paternity pay
- Electronic reporting as and when required



2. DBS processing and administration

OCCUPATIONAL HEALTH

This service is designed to support Schools in complying with legislation relating to employee health at work in the education sector and to optimise employee health, attendance and well being.

The service comprises of:

- **Advisory service for employee health related matters**
- **New starter health screening for all employees**
- **Discounted fees for occupational health referrals and other services**
- **Online resources**
- **Newsletter**
- **Updating service**

PAYROLL

Payroll within the School sector carries its own complexities not present in the commercial world. At Judicium Education, we ensure that all staff members are paid accurately and on time.

The payroll services include:

- Salary payments
- Liasing with LGPS and teacher pensions
- Provision of pay slips
- Processing of Pension deductions
- Administration of salary sacrifice and other benefits
- Monthly reporting

HEALTH & SAFETY, DATA PROTECTION OFFICER, GOVERNANCE & CLERKING.
PLEASE CONTACT US TO FIND OUT MORE ABOUT OUR OTHER SERVICES.



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WHAT OUR CLIENTS SAY ABOUT US:

"I certainly value Judicium's professionalism, sharing of policies, tools, speed and consistency of response. All their advisors are experienced and unlike other HR advisors they are mindful that you are running a business. I have experience of some other Education HR advisors and they could never compete with Judicium. I would recommend them to anyone."

Joanne Cambra, Director of HR & Business Operations
The Good Shepherd Trust

"Judicium's first principle" is that a School should be run for the benefit of its learners, rather than for the convenience of employees. So in terms of HR, Judicium are a breath of fresh air! To any Headteacher, I would say think of all the frustrations that HR causes you and Judicium are as far removed from that as night is from day.

We needed clear, intelligent and expert HR / legal advice within tight timeframes. Judicium deliver all that and more; with a friendly, down to earth attitude – priceless!"

Jason O'Rourke, Headteacher
Washingborough Primary Academy

"Judicium are great! They are on the same page as an HR Manager, especially in an Educational environment, which is essential as Teachers and School Staff terms and conditions are different to other sectors. Judicium also adapt advice to the situation presented and identify options and the risks of each. Thank you Judicium staff for all your support with employment law advice".

Alison James, HR Manager
The Marist School



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