

brownejacobson^{LLP}

HR Services for Schools

Employment and Human Resources

Employment and human resources

Helping you do what is fundamentally right for your pupils and organisation

When complex staffing issues arise, schools need immediate advice that gives a clear analysis of the risks and a strategic plan of action. That could be anything from devising a long-term strategy for dealing with an entrenched trade union situation across a large multi-academy trust, to resolving a complex employment tribunal claim from an ex-employee against a community primary school. Our clients receive quick, pragmatic advice and are safe in the knowledge that, as sector specialists, we ensure they aren't tripped up by missing the latest Government guidance or changes to legislation.

Our employment team provides specialist advice to our education clients and have a long history of advising schools and academies. Working in tandem, our employment lawyers and education HR consultants provide our 'HR Services for Schools', designed specifically for schools and academies, offering a complete package of support ranging from managing day-to-day HR issues to guidance on strategic organisational changes.

We regularly provide training on topics such as recent employment law updates and training for leaders on effective people management.

So, whether it is a routine question interpreting the Burgundy Book rules on maternity leave or a strategic review of staff resulting in a whole school restructure, our team has the experience to ensure our clients achieve the result they are looking for.

What we do...

- Strategic employment law advice to schools and academy groups
- Team restructures, bespoke contracts and terms of employment
- Dealing with complex grievances and disciplinaries
- Managing allegations against staff
- Referrals to the Teaching Regulation Agency
- Exit agreements and compliance with the Academy Trust Handbook
- Discrimination issues
- TUPE transfers and indemnities on outsourcing
- Supporting you with trade union issues – from collective negotiation to injunctions on industrial action
- Specialist reward consultancy, e.g. advice to remuneration committees regarding executive pay, salary benchmarking, redesign of pay and reward structures
- Bespoke and off-the-shelf training for all levels of staff (including governors and trustees) on HR matters

About us

In a constantly changing education landscape, it is more important than ever that you can rely on a specialist team of dedicated and trusted education lawyers and HR consultants that understand the competitive, challenging environment in which you operate.

We pride ourselves on helping you to do what is fundamentally right for your pupils and organisation. Always ahead of the curve, we provide fresh ideas and out-of-the-box thinking to ensure that your school or academy trust is prepared, and able to take advantage of sector developments and opportunities.

As one of the largest legal and HR specialist teams in the country we have a wealth of education knowledge and experience and come highly commended. We are consistently featured in Band One of the Legal 500 and Chambers UK listings.

Ensuring we are providing you with a high-quality, ethical service that meets your individual requirements means you can be confident that we will be honest, fair and open in all that we do, both internally and externally.

Our advice will be straightforward, practical, friendly and accessible. Our people are clear about what we expect of them and we trust them to deliver against clear principles, not policies. We are also committed to supporting you in the most cost-effective way.

This is why we are chosen and are trusted by over 1,300 schools and academies across the country every year, and we have been recognised as five-time winners of the Education Investors Award for Legal Advisors to Education Institutions.

Our firm also enjoys strategic partnerships with the Association of School and College Leaders, the Confederation of School Trusts, the National Association of Head Teachers and the National Governance Association.

Our commitment to the sector is entrenched in everything we do. Utilising our experience and connections to unify our country's approach to life-long learning, we are currently active supporters of the following initiatives:

- Foundation for Education Development - a group established to develop a long-term education vision and plan that best serves the needs of our country and its people; and
- Timewise Foundation - a project aimed at improving access to flexible working at a more systemic level, of which you are also proactively involved.

Being so immersed in the education sector enables us to add real value. We host a range of events and forums (including our popular termly Regional HR Forums) throughout the year to enable our clients the opportunity to engage with, and learn from our team and each other.





01

Our services

Our HR Services

Tailored solutions and high quality advice specifically designed for you

Your people are your most valuable asset and are essential in delivering the highest quality education for your students. It is vital that you have a motivated and effective workforce and any HR processes and issues are managed and dealt with quickly and efficiently. Dealing with such issues requires expert knowledge and can be time-consuming, draining your own and your senior team's time, energy and resources.

That's where we can help. Whatever your need or issue, our HR Services offer you tailored solutions and high-quality advice specifically designed around the needs of your organisation.

Benefit from having access to our dedicated HR experts and employment lawyers with proven experience of advising on the day-to-day and strategic challenges faced by schools and academies. Our team includes professionals whose careers have centred on providing HR services to the education sector. This includes operating as part of school and academy trusts' senior leadership teams, as well as working within local authorities as HR professionals providing consultancy services to a number of schools and academies. Our hands-on experience gives us a sound insight and understanding of your needs, the policies you work with, and the ever-changing landscape of employing staff in schools.

Whatever services we supply, you can guarantee that our fees will be transparent.

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[They] give first class support and assistance and there is a genuine feeling that they put the client first at all times.

Client testimonial, Legal 500, 2021



HR Core

Unlimited day-to-day HR support for a fixed, annual fee

Be prepared for whatever comes your way with unlimited access to our award-winning HR experts and employment lawyers. With proven experience of advising on the day-to-day and strategic challenges faced by schools and academies, we are here to help you.

Each year, over 450 different schools and academy trusts across England benefit from HR Core, saving time and reducing risk.

Pricing

Annual costs are based on staff numbers (head count excluding casual or contract staff).

Stand-alone school or single academy trust

You pay the lesser of either:

- £3,000 + £40 per employee + VAT or
- £85 per employee + VAT (a minimum charge of £2,750 applies)

Multi academy trust

- £4,000 + £40 per employee + VAT

Key features:

- Initial familiarisation meeting from a dedicated HR Consultant so that we can get to know you and the specific issues in your school, allowing us to support you from day one and making for a smooth transition from your existing provider.
- Unlimited access to support and advice from a HR Consultant and an employment lawyer via email or telephone (8am to 6pm Monday to Friday, excluding Bank Holidays) in relation to absolutely any day-to-day HR and employment law issues including (but not limited to):
 - disciplinary and grievances
 - performance management and capability
 - sickness absence
 - trade union relations including support with negotiating and drafting settlement agreements
 - terms and conditions advice including maternity, paternity and redundancy.
- One (≤ 67 employees) or two (≥ 68 employees) half-day on-site visits per academic year, tailored to your needs. Typically these are used for meetings or training but how you use them is up to you. You can also buy more of these on a pay-as-you-go basis.
- Attendance at all hearings and resulting appeals where employee dismissal is a possibility. We advise the panel giving peace of mind and confidence as well as drafting outcome letters.
- Access to a comprehensive range of school specific HR policies, contract templates, letters and procedure guides.
- Regular 'HR Essentials' email bulletins to ensure that you keep updated with employment-related changes.

HR Options

Bespoke support, to meet your needs

Schools and trusts are all individual in their requirements and we've therefore created a service that allows you to tailor a HR package to meet your specific needs. With HR Options, you can select the number of advisory hours and half day visits that best meet your needs and budget.

Our team of education expert consultants tailor their advice based on your specific culture, ethos and values. With HR Options, you don't need to worry about trying to 'fit in' with one of our services, you can design your very own HR service that works for you. With HR Options, the more hours and half days visits you purchase, the cheaper they become. You can top up throughout the year and any hours or half days left can be used for training or other proactive projects.

Pricing

20–299 hours – £140 per hour + VAT with half day visits starting from £490 + VAT

300–699 hours – £135 per hour + VAT with half day visits starting from £475 + VAT

700+ hours – £130 per hour + VAT with half day visits starting from £425 + VAT

Key features:

- Access to support and advice from a HR Consultant via email or telephone (8am to 6pm Monday to Friday excluding Bank Holidays) in relation to absolutely any day-to-day HR and employment law issues including (but not limited to):
 - disciplinary and grievances
 - performance management and capability
 - sickness absence
 - trade union relations, including support with negotiating and drafting settlement agreements
 - terms and conditions advice including maternity, paternity and redundancy.
- Regular 'HR Essentials' email bulletins to ensure that you keep updated with employment related changes.
- You can further tailor your HR Options service by adding everything from bundles of settlement agreements to coaching plans through to training packages.

HR Consultancy

A pay-as-you-go service for one-off projects or complex matters

Benefit from the reassuring support and guidance of our award-winning HR and employment experts with a fully scoped consultancy service specific to your project or matter.

HR Consultancy is a pay-as-you-go service for one-off projects or matters that you may require assistance with. Whether you need support on a complex case or you want additional onsite assistance, this can be provided on a consultancy basis. This may include:

- complex absence, capability, grievance or disciplinary issues (from investigations through to advice for panels at hearings)
- support with restructures, TUPE transfers and changing terms and conditions, from advice on process through to hands-on support in developing structures and implementing the change
- training sessions for senior leadership/middle managers/governors/trustees on any HR/people management related issue, including safer recruitment
- policy reviews and drafting

You do not need to buy other services from us to purchase an HR Consultancy package, and can purchase at any time.

Pricing

- HR Advisor £100/hour
- HR Consultant £145/hour
- Senior HR Consultant £175/hour
- Head of HR Services £200/hour



I view Browne Jacobson as a trusted partner, experts in HR in the education sector...

They have helped us to develop consistent HR processes, provide professional HR services to our trust and have supported the professional development of staff involved in our in-house HR team. Their support consulting on the alignment of policy has been exemplary.

— Clare Ridehalgh, Deputy Trust Lead, Cornwall Education Learning Trust, 2022.

Policies

Consistent, current, high quality policy documents that give you peace of mind

Developed by our national award-winning education employment lawyers and HR experts, our ready-to-use terms and conditions, policies and procedures have been designed to provide you with a cost and time effective way to keep your trust's documents up to date.

Supplied in individual editable Microsoft Word documents, the education and HR templates reflect best practice and ensure that your trust is legally compliant. Drafted in line with national terms and conditions, the suite of documents can be applied across multiple geographical regions for larger trusts with academies located across different jurisdictions.

Each template can be adapted in accordance with your own existing policies or can be implemented immediately by each of your academies.

The comprehensive pack of over 40 core education and HR policies can be purchased as a one-off package and will be sent directly to your inbox within 2 working days. If you do not need HR documents, you can purchase education policies separately.

Our HR policy templates also work excellently with our template document bundles.

You can also subscribe to our annual service which means that, at the start of the new academic year, you will automatically receive a revised set of policies reflecting any changes in legislation and best practice developments. You are under no obligation to subscribe to this additional service but, if you do not, it will then be your responsibility to ensure that your documents remain up to date and compliant with revised legislation as and when appropriate.

Pricing

Education & HR Policies

One off Package — £1,850 plus VAT

Subscription — £875 plus VAT (additional to one-off)

Education Only Policies

One off Package — £1,475 plus VAT

Subscription — £650 plus VAT (additional to one-off)

Template Documents

Professional resources that raise standards and make your job easier

Developed by our national specialist experts, our ready-to-use template document bundles have been designed to provide you with a cost and time effective way to keep your trust's documents up to date.

Access hundreds of top quality templates, supplied as individual editable Microsoft Word documents; these HR resources reflect best practice and include a wealth of guidance documents and scripts. Drafted in line with national terms and conditions, the suite of documents can be applied across trusts to ensure consistency in HR management.

After years of supporting schools and trusts we have developed a wealth of valuable HR resources to support your teams in managing cases, and we are pleased to offer these bundles to you at very affordable rates.

Our template document bundles also work excellently with our HR policy templates.

Pricing

Platinum Solutions:

Recruitment & SCR – £495 plus VAT

Gold Solutions:

Disciplinary – £395 plus VAT

Appraisal and Capability – £395 plus VAT

Redundancy/Restructure – £395 plus VAT

Silver Solutions:

Absence – £295 plus VAT

Grievance – £295 plus VAT

Full Access to all – £1,295 plus VAT (saving £975)

Annual Update Subscription – £295 plus VAT for all

HR Pathways

Helping you to create great places to work and thrive

Our HR Pathways continuous professional development (CPD) programmes have been designed to equip professionals operating within an educational setting with the skills, knowledge and confidence needed to proactively manage employees in accordance with HR best practice and employment legislation.

We have two definitive HR Pathways programmes:

- **HR Pathway One** is designed for newly-appointed head teachers, school leaders, managers or those aspiring to move into a leadership role, together with HR professionals new to education and school business or operations managers who don't have any formal HR or employee relations experience or training; and
- **HR Pathway Two** is designed for those with strategic leadership responsibilities in a single or multi-academy trust; for example, CEOs and COOs, HR directors or managers, executive directors, executive principals and experienced principals.

Pricing

HR Pathways One

One Delegate – £695 plus VAT

Two Delegates – £1,340 plus VAT (saving £50)

Three or More Delegates – pricing upon request

HR Pathways Two

One Delegate – £995 plus VAT

Two Delegates – £1,890 plus VAT (saving £100)

Three or More Delegates – pricing upon request

Coaching

Developing leaders for schools and trusts

Coaching is a powerful method of ensuring people achieve to their full potential. All too often, coaching is only proposed when there is a specific issue to be addressed and an individual has asked for (or has been advised to get) support. Coaching can be so much more than this.

Coaching can help leaders to find the space and time to prioritise, re-energise and to reflect on what they have learnt, how they see the future for their organisation and the opportunities and risks the broader landscape presents.

Our coaching service is ideal for:

- CEOs and trust leaders who want to ensure that they're working to their full potential and want clarification on their priorities;
- CEO/trust leader designates as part of their development journey;
- new trustees who are experienced in other sectors but are new to education and want to quickly get to grips with their new role; and
- Chairs of Trustees — particularly prior to periods of significant change.

Our qualified and experienced executive coaches will work with you to provide the support and challenge you need to move forward with your goals. Our approach helps ambitious leaders drive forward with increased awareness and focus.

Coaching sessions are usually 60 to 90 minutes in duration but can be tailored to best meet your needs. A mix of face-to-face and online sessions are offered.

Pricing

We have a range of programmes we can offer as well as providing bespoke approaches tailored to your needs.

Termly arrangement (4 coaching sessions) — £1,750 plus VAT

Yearly arrangement (12 coaching sessions) — £4,980 plus VAT

For arrangements for more than one person or bespoke programmes — pricing upon request.

All programmes include a 'chemistry' session at the outset.

02

Our team

Our team



Emma Hughes, FCIPD

Head of HR Services

emma.hughes@brownejacobson.com

0330 045 2338

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“Emma is a hugely knowledgeable HR professional. She uses her expertise incisively and with thoughtfulness and sensitivity.

Leora Cruddas, CEO, Confederation of School Trusts

“Emma is a questioner, an advisor and a challenger and I have full confidence in her. We have a great relationship.”

Richard Gill, CEO, The Arthur Terry Learning Partnership

“Emma is fab, strong, highly skilled, good for a second opinion and is engaged with our Board.”

Guy Shears, CEO, Central Region Schools Trust

Emma has over 15 years’ experience in generalist HR in both the private sector and the public sector. Emma has worked as HR Director and regional HR Business Partner for two large, national MATs and regularly networks with other HR leaders in the education sector. This enables Emma to keep abreast of the challenges that schools, academies and MATs are facing today.

Emma hosts a number of our collaborative forums for clients and non-clients including the Large MAT HRD forum and our regional HR Forums held across five of our offices. Well networked, Emma is able to bring insights and great practice from organisations across the sector to help inspire new approaches to HR.

Whilst at Browne Jacobson, Emma has carved out expertise supporting Boards with executive pay setting and MAT reward redesign. Emma has also carried out many senior level investigations, ranging from fraud allegations through to tricky bullying and harassment issues.

Emma has led on many business transformation projects, including a national restructure that involved HR/finance/estates functions across the whole organisation. Emma has also worked with trade unions at a national level, covering everything from policy negotiation to terms and conditions through to more tricky industrial disputes involving ACAS conciliation and strike action.

Emma is a regular speaker at education conferences across the country and will often take part in sector-wide webinars and other HR commentary. Until recently, Emma was the Chair of Trustees at a MAT comprising sixteen primary academies. This role gave Emma great insight into the challenges that Boards face.

Our team



Gill Martindale, Assoc CIPD

Senior HR Consultant

gill.martindale@brownejacobson.com

0330 045 2110

Gill is a Senior HR Consultant specialising in supporting senior leaders in schools, academies and multi-academy trusts with the full range of employee relations issues in a pragmatic and effective way. Gill has substantial experience of conducting complex investigations, including those with a safeguarding element.

Gill builds highly effective relationships with clients and is trusted to advise on strategic and operational initiatives. Gill is a Director of a growing north-west-based MAT.



Tom Wallace MCIPD

Senior HR Consultant

tom.wallace@brownejacobson.com

020 7871 8513

Tom works as a Senior HR Consultant in our Education Team and has over 12 years' experience working with schools and trusts, including working for a number of years with one of the largest Multi Academy trusts. Tom is experienced in all levels of HR management including complex union negotiations, high level safeguarding cases and large scale restructures. Tom specialises in pay and reward initiatives and has supported numerous trusts with executive pay and structure reviews, including creating trust-wide pay scales/job families and R&R incentives. Tom is extremely passionate about improving education through proactive HR strategies and has supported many schools and trusts in developing HR initiatives and 5-year plans to achieve this.

Our team



Hannah Bingham, Assoc CIPD

Senior HR Consultant

hannah.bingham@brownejacobson.com

0330 045 2671

Hannah is a Senior HR Consultant who understands the education landscape both strategically and operationally. Hannah works with leaders and other key stakeholders to resolve a range of employment related challenges, such as complex disciplinary or grievance investigations, whistleblowing, re-organisations, training and under-performance.

Having worked within a large growing multi academy trust, Hannah understands the often-conflicting priorities of school life and will support leaders in navigating statutory and regulatory guidance, policy and employment law to ensure sound decisions are reached. Hannah gets to the point, using both common sense and subject knowledge to provide a solution-focused service to our clients.



Tanya Jackson, CIPD

Senior HR Consultant

tanya.jackson@brownejacobson.com

0330 045 2915

Tanya is a Senior HR Consultant, having previously spent 13 years as a Regional HR Partner of a large multi-academy trust.

Tanya has significant experience of school structures and operations, having also held operations director roles before focusing her career on HR.

Tanya can be relied on to deliver practical solutions that are founded with a solid understanding of school environments.

Tanya also specialises in supporting schools and academy trusts with HR related safeguarding advice. Tanya has carried out several single-central record audits and has delivered training to teams to ensure that they are fully equipped to maintain excellent HR related safeguarding administration.

Our team



Amy Phillips, MCIPD

HR Consultant

amy.phillips@brownejacobson.com
0330 045 2686



Hayley Rivens, MCIPD

HR Advisor

hayley.rivens@brownejacobson.com
0330 045 2270



Natasha Duckett, MCIPD

HR Consultant

natasha.duckett@brownejacobson.com
020 7871 8510



Daniella Glynn, MCIPD

HR Consultant

daniella.glynn@brownejacobson.com
0330 045 2788



**Jessica Collinson-Shield,
Assoc CIPD**

HR Consultant

jessica.collinson-shield@brownejacobson.com
0330 045 2113



Paul Miner, MCIPD

HR Consultant

paul.miner@brownejacobson.com
0121 296 0666



Eleanor Drabble, MCIPD

HR Consultant

eleanor.drabble@brownejacobson.com
0330 045 2108



Liz Shread, MCIPD

HR Advisor

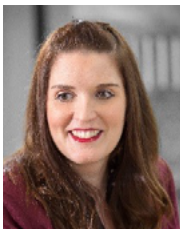
liz.shread@brownejacobson.com
0115 976 6537



Rachel Garrett, Assoc CIPD

HR Consultant

rachel.garrett@brownejacobson.com
0330 045 2214



Esme Dickinson, Assoc CIPD

HR Consultant

esme.dickinson@brownejacobson.com
0330 045 2562



Marie Ashton, Assoc CIPD

HR Consultant

marie.ashton@brownejacobson.com
0330 045 2800



Sarah Ashley, MCIPD

HR Consultant

sarah.ashley@brownejacobson.com
0121 237 4586

Our team



Sue Mabson, MCIPD
HR Consultant

sue.mabson@brownejacobson.com
0330 045 2896



Kate O'Keeffe, Assoc CIPD
HR Advisor

kate.okeeffe@brownejacobson.com
0330 045 2440



Heather Mitchell
Employment Partner

heather.mitchell@brownejacobson.com
020 7871 8511



Ian Deakin
Employment Partner

ian.deakin@brownejacobson.com
0330 045 2265



Emily Addai
Employment Senior Associate

emily.addai@brownejacobson.com
0115 976 6501



Rachel Billen
Employment Senior Associate

rachel.billen@brownejacobson.com
0330 045 2803



Katherine Utton
Employment Senior Associate

katherine.utton@brownejacobson.com
0330 045 2206



Sarah Linden
Employment Senior Associate

Sarah.linden@brownejacobson.com
0330 045 2186

Our offices

Birmingham

Browne Jacobson LLP

Victoria Square House
Victoria Square
Birmingham B2 4BU
+44 (0)370 270 6000

Exeter

Browne Jacobson LLP

1st Floor
The Mount
72 Paris Street
Exeter EX1 2JY
+44 (0)370 270 6000

London

Browne Jacobson LLP

15th Floor
6 Bevis Marks
London EC3A 7BA
+44 (0)370 270 6000

Manchester

Browne Jacobson LLP

3rd Floor
No.1 Spinningfields
1 Hardman Square
Spinningfields
Manchester M3 3EB
+44 (0)370 270 6000

Nottingham

Browne Jacobson LLP

Mowbray House
Castle Meadow Road
Nottingham NG2 1BJ
+44 (0)370 270 6000

Dublin

Browne Jacobson Ireland LLP

Viscount House
6-7 Fitzwilliam Square East
Dublin 2
D02 Y447
+353 (0)1 574 3910



@brownejacobson



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