



What's Hot?

Teachers' Pay 2024

At the time of writing the DfE has not met the deadline of 21 February to submit its evidence to the School Teachers Review Body (STRB). The DfE evidence gives the first indication of the Government's thinking in terms of a pay increase for teachers wef 1 September 2024, although it is not binding until the STRB process is completed and the Government makes a pay decision, expected in July 2024. We will provide a further update once the DfE's evidence has been published.

Support Staff Pay Award April 2024

At the time of writing, the Unions have still not submitted their Pay Claim for NJC staff for 2024. The National Living Wage increases by 9.8% wef 1 April 2024. As the NJC is committed to being an above Minimum Wage employer, and based on previous years, we might anticipate a broadly similar rise at the bottom of the NJC spine to keep pace (with tapering down of the percentage up the scale), but currently have no information from the Unions or the Employers side to confirm this.

Workforce Reduction Taskforce

We reported at HR Briefings that the Workload reduction taskforce had published its interim report on 14th January. The Government has accepted many of its recommendations, significantly:

- The proposal to remove mandatory Performance Related Pay for teachers and replace this with a “less bureaucratic way of managing Performance Management”. The DfE has confirmed that the current approach to pay decisions will remain for pay increases on 1 September 2024 with greater flexibilities in place for September 2025.
- A focus on reviewing administrative tasks which teachers should not routinely undertake, aimed at reducing workload. The DfE plans to revise the TPCD shortly to re-introduce the list of tasks which should be considered.
- A greater focus and priority in schools and academies for workload reduction and wellbeing. All are encouraged to commit to the Education staff wellbeing charter.

HR Hot Topics - Recruitment

To further support schools and academies in managing their extensive HR responsibilities, each half term we will be focussing on a key HR issue. As part of this we will be producing additional guidance and resources on the relevant topic and highlighting any training and additional support that is available. This half term, we are focusing on Recruitment.

Recruitment remains a significant challenge in Education. The process is time consuming and can be costly; required safer recruitment processes while necessary can be burdensome; attracting candidates to work in schools in a world where flexible working, wellbeing and competitive salaries are key factors for the workforce, all play their part.

As part of our ongoing support, we have updated and added to our recruitment guidance and templates to assist schools and academies in addressing some of these key challenges and to answer your most common questions.

Please see our supporting resources here: [Latest News - Juniper Customers \(junipereducation.org\)](#). This includes:

<u>NEW - Recruitment FAQs</u>	<u>Updated - Recruitment flow diagram and top tips</u>
<u>NEW - guidance on Succession Planning</u>	<u>UPDATED - guidance on Advertising</u>
<u>NEW - guidance on starting salaries</u>	<u>UPDATED - guidance on recruiting overseas workers</u>



Join our **Recruiting and Checking new staff online training**

Thursday 2 May 2024
9.30-11:30

When we will take you through the process and answer all your questions. To book click [here](#).

Model Policies & Procedures

OUT NOW

LEAVE OF ABSENCE (APRIL 2024)	including new entitlement to Carers Leave and changes to Paternity Leave	WHISTLEBLOWING (MARCH 2024)	minor update to legislative references
FLEXIBLE WORKING (APRIL 2024)	to reflect changes in legislation coming into effect on 6 April 2024	PENSION DISCRETIONS (TEACHERS AND LGPS)	Academies only - minor updates for clarification
MENTAL HEALTH & WELLBEING (MARCH 2024)	no changes to Policy, additional references added		

OUT LAST HALF TERM

MENOPAUSE	DISCIPLINARY
EQUALITY, DIVERSITY AND INCLUSION	COMPLAINTS AGAINST GOVERNORS

Resources and Admin Updates

- [Returning to work guidance](#) following maternity leave – updated to provide further clarity on shared parental leave.
- [Union Contact details](#) (Essex area) – updated
- [Final Pay Calculator](#) – provides further clarity on when to apply the final pay calculator
- [Paternity Leave](#) – new guidance in line with new legislation wef 6 April 2024
- [Carers Leave](#) – guidance on new entitlement coming into effect on 6 April 2024
- [Redundancy](#) – guidance on alternative employment, Step by Step and FAQs updated in line with extension of protections for pregnant employees and those taking family leave which come into effect on 6 April 2024.
- [Modification Order](#) – new guidance relating to the bodies on the Order itself and the ones that cause the most confusion.



You can now follow members of our HR Team - Nicki Harris, Melanie Maul-Proir, Kate Merryweather and Debbi Penny - on LinkedIn and along with Juniper Education on LinkedIn and Twitter.com\JuniperEd



Pay and Conditions

Holiday Pay

The Working Time Regulations relating to Holiday Pay have been amended to address the issues presented by the *Brazel v Harpur Trust* case. The new Regulations once again permit the pro-rating of statutory holiday pay for term time, casual and irregular hours working at the rate of 12.07%. Note that the changes take effect from the start of the next Leave Year (which is either April or September). Please read the detailed guidance [here](#).

The [Holiday Leave Tables](#) and the [Pay Calculators](#) for Essex and Green Book Terms have been updated accordingly. The new versions should be used for contracts wef 1 April 2024. The guidance on [How to calculate overtime and additional payments for support staff](#) has also been updated for April 2024.

Updated contracts packs will be sent to subscribing schools in early March to reflect the changes for contracts taking effect on or after 1 April 2024.

Caretaker Rent (Essex)

Essex County Council has agreed the rates wef 1 April 2024 as below. Relevant Essex Community and VC schools will receive a letter for their caretaker notifying them of the new rates by 1 March 2024.

Accommodation without a garage	£144.00 pcm
Accommodation with a garage	£162.95 pcm

For those using Juniper Payroll we will ask them to increase the deductions wef April 2024. If you use another Payroll provider, please advise them accordingly.

Case Review - The Government Legal Service v Brookes

This landmark case offers crucial insights for employers. It highlights the importance of inclusivity in recruitment processes, especially concerning candidates with disabilities.

Ms. Brookes, diagnosed with Asperger's Syndrome, faced a barrier during the GLS recruitment process. The standard multiple-choice format of their situational judgment test did not accommodate her condition, leading to her failure in the test. Her request for an alternative assessment method was denied, prompting her to claim indirect disability discrimination.

Both the Employment Tribunal and the Employment Appeal Tribunal upheld Ms. Brookes's claim. They found that the GLS failed to provide reasonable adjustments, violating the Equality Act 2010.

This decision underscores an employer's duty to ensure their recruitment processes are accessible and fair to candidates with disabilities. Employers should regularly assess if their recruitment methods are inclusive and accessible to all candidates, including those with disabilities. If a candidate discloses a disability, engage in a meaningful discussion to understand their needs and explore possible adjustments.

Upcoming Training Courses

All HR training can be booked here: [Juniper Education Webinar Booking](#).

Except for SAFER RECRUITMENT FULL DAY TRAINING ONLY please book here: junipercpd.org/cpd/portal.

The **Summer Term HR Briefings** will take place on 1st May, 3rd May and 7th May at 10am and 29th April at 1:30pm. The briefings will each last one hour. There is no need to book – you will receive an email towards the end of April with the meeting links so you simply need to join whichever one you want.

Please note all courses are subject to minimum numbers and may not run if these are not met. Delegates will be offered alternative dates where courses are cancelled. Details of all of our course can be found here: [HR Training - Juniper Customers](#).

FOR HR STAFF AND MANAGERS

Maternity and other Child Related Absences	20 March & 7 June 2024	9:30-11:30
Contracts of Employment	13 March & 20 June 2024	9:30-11:30
HR Administrators Induction	Various dates from 24 April 2024	9:30-11:30
Recruiting and Checking New Staff	2 May 2024	9:30-11:30
Understanding Local Government P&C	22 May 2024	9:30-10:30
Understanding Teachers Pay and Conditions	22 May 2024	10:30-11:30
Maintaining the SCR for Maintained Schools	13 May 2024	9:30-11:30
Maintaining the SCR for Academies and MATs	4 June 2024	9:30-11:30

FOR LEADERS AND LINE MANAGERS

Performance Management for Support Staff	5 March 2024	9:30-12pm
Safer Recruitment Refresher	11 March, 23 April, 21 May, 17 June and 9 July	9:30-10:30
Managing Staff Absences	15 March & 11 July 2024	9:30-11:30
Challenging Conversations with Staff	21 March & 13 June 2024	9:30-11:30
Developing your Management Skills	25 April 2024	9:30-12pm
Managing Grievances in the Workplace	8 May 2024	9:30-11:30
Disciplinary Investigations - FACE TO FACE in training room in Chelmsford	23 May 2024	9:30-12pm
Managing Misconduct in the Workplace	5 June 2024	9:30-11:30
Redundancy and Restructuring	14 June 2024	9:30-11:30
Managing Staff use of Social Media and IT	19 June 2024	9:30-11:30
Safer Recruitment	26 March, 9 May & 3 July	Full day

HR TRAINING FOR GOVERNORS

Pay and the role of the pay committee	15 May 2024	5.30-7.00pm
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Guest Training Spotlight:

BRAND NEW for 2024 - Understanding KS4 Headline and Performance Measures Workshop
 A back to basics look at how to understand and use data to identify underachievement and drive-up improvements.