



Hampshire  
County Council

Education Personnel  
Services

# Headlines

Issue 97 Autumn 2024



Supporting you to be **innovative, creative** and **inspired!**



OXFORDSHIRE  
COUNTY COUNCIL

[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



# Contents

<b>Education Personnel Services</b>	<b>3</b>
<b>Education Jobs South</b>	<b>5</b>
<b>Right to Work: Introduction of eVisas</b>	<b>7</b>
<b>Keeping Children Safe In Education 2024</b>	<b>8</b>





# Education Personnel Services



## **VIRTUAL TRAINING SESSIONS FOR OXFORDSHIRE MAINTAINED SCHOOLS**

Education Personnel Services, who are working in partnership with Oxfordshire County Council, are pleased to announce the delivery of on-line training sessions for Oxfordshire Schools

From September 2024

We have looked at the most frequent issues for school and can confirm that the sessions below have been considered as remaining to be a priority development area within schools. We have developed bite size training workshops to enable you to access the support you need.

All sessions will be held using Microsoft Teams and will be an hour in duration with an additional 30 minutes available for questions at the end.

## Absence Management

This session is designed for Headteachers and Senior Managers in schools. Its main message is that absence can be effectively managed and is aimed at providing strategies for managing the impact of long term and short-term absence with a view to improving attendance levels. The session will also cover supporting employees returning from a period of ill-health.

## Performance Management for Teaching Staff and Support Staff

This session is designed to enable managers, who will be conducting reviews of staff, to identify and develop the skills they will need to do this effectively. There will be particular focus on the management of performance and addressing any capability concerns. Also, the objective setting process as the key to effective performance management

## Staff Restructuring

This session is designed to assist you in effectively managing potential staffing restructures in school. To consider the wider context in relation to budgetary constraints and how these impact on staffing and to outline the steps involved if there is a requirement for staff reductions. The workshop also identifies ways of achieving savings by adopting a more strategic approach.

## Managing HR Process/Policies

This session is specifically for Business Managers who may assist Headteachers with starting absence management processes, looking at budgets for restructuring, addressing performance or conduct concerns of staff they manage. It covers how to manage the above effectively and what you should take into account when starting any HR process.

The dates of training are below. To book a space on any of these workshops please contact us via [hrbusinesssupport@hants.gov.uk](mailto:hrbusinesssupport@hants.gov.uk) where colleagues will be able to assist you. Once registered you will be sent an invite to the Teams meeting.

Please note this is a discretionary service so a charge of £75 per delegate is applicable, £120 if booking for 2 sessions.

To keep these sessions manageable there will be a limit of 10 attendees per session.

Date	Time	Course
29 January 2025	10.30 am	Absence Management
5 February 2025	10.30 am	Performance Management
5 Februray 2025	2.00 pm	Staff Restructuring
5 March 2025	10.30 am	Managing HR Policies

# Education Jobs South

The new Education Jobs platform launched successfully on **Monday 7th October**.

## EDUCATION JOBS SOUTH

By way of a reminder, the new platform is a full recruitment and applicant management system which will streamline the administration of the recruitment process. Increased functionality provides schools with more flexibility in how they manage the recruitment process and communicate with candidates. New functionality includes:

- A portal (known as a Dashboard) for schools to quickly see and track, progress and manage all their recruitment activity, which can also be accessed on mobile devices.
- A range of job posting options, adverts can be created, edited, copied and saved for future use.
- Adverts can include images, photos and videos at no additional cost.
- Marketing options for the school, for example posting jobs on other platforms like we have with Indeed.
- Ability for candidates to view adverts and apply online, directly with your school.
- Ability for candidates to create an account, bringing in information they may have on other jobs platforms (e.g. LinkedIn) or their CVs, enabling them to apply quickly and efficiently.
- Candidates can set up alerts, notifications, track their application process and upload documents securely.
- A range of screening tools to assist with inclusion and diversity.
- Shortlisted candidates can schedule their interview online, receive automatic reminders.
- Direct communication with candidates (and tracking) through SMS messages.
- Allows schools to track progress of reference checks through the system.
- A range of management information reports providing schools with insight into the effectiveness of their recruitment.

The new platform is designed to be intuitive and user-friendly. We are confident that the new system will considerably reduce administrative hours so that schools can use this much needed resource elsewhere.

### **New Register User Accounts**

Registered users received a 'Welcome Email' on launch morning with log in information and access instructions to the new platform.

If you have not registered, please do not fret! This is still possible post-launch via the link at the bottom of this article. Once the request has been received, the team currently aim to respond within 24 hours. For any urgent matters, the team will endeavour to reply in the same working day.

### **Advert Migration from old to new Ed Jobs**

For those users who had live adverts published on the old system before 4pm on 1st October, we can confirm these have been successfully migrated across from the old system to the new system. Please note that the migrated adverts will not have the new Applicant Tracking System (ATS) function enabled. Therefore, if you wish to use the ATS for any migrated live adverts, you will need to create a new advert once the system is live and inform us via the link below to remove the old advert.

### **Education Jobs - Advert (no ATS) Deletion Request**

We wish to reiterate that any new adverts or change requests that were received after 4pm on Tuesday 1st October, have not been migrated. Therefore, you will need to log into the new system and create a new vacancy.

### **Training and Support**

To ensure you are fully equipped to make best possible use of the new platform, we can reassure you that plenty of training materials are available. There is detailed written guidance and a training suite of videos. The videos range from Logging In to Hiring a Candidate. Additionally, there is an interactive Knowledge Hub within the system itself. Here you can type in your own question and suggested answers are returned promptly.

The above materials can be found at the link below:

### **Education jobs Hampshire | Hampshire County Council ([hants.gov.uk](https://hants.gov.uk))**

Lastly, if you have any questions or need to register for a new user account, please contact us using this form: [Contact Us](#) 🌸

# Right to Work: Introduction of eVisas

The Home Office is currently replacing physical immigration documents with a digital proof of immigration status called an eVisa. As part of the move to eVisas, anyone who uses a physical immigration document to evidence their immigration rights in the UK and who does not already have a UK Visas & Immigration (UKVI) account will need to take action to access their eVisa.



Physical immigration documents are things like a Biometric Residence Permit (BRP), a Biometric Residence Card (BRC) or legacy paper documents such as a passport containing an ink-stamp or visa vignette sticker.

The Home Office have provided comprehensive resources for employers and employees, including factsheets and template emails that schools may wish to share with relevant employees, in the eVisa **Partner Pack**.



**Action to take:** As part of their usual pre-employment checks, schools must continue to check the Right to Work of non-UK nationals online using a **share code**. The introduction of eVisas does not change this process. Schools may also wish to communicate the changes to staff this may apply to.

Please note that the Manual of Personnel Practice will be updated in due course to reflect the changes. 🍀



# Keeping Children Safe In Education 2024

## **SUPPLY STAFF AND SAFEGUARDING ALLEGATIONS – REMINDER!**

Schools may, on occasion, have to consider an allegation(s) against supply staff. Supply staff are not employees, and the school disciplinary procedures do not apply to these individuals. However, schools should note that although they are not 'employees', supply staff are still under the supervision, direction and control of the governing body when working at the school

Therefore, it is important that schools DO NOT let supply staff, who are subject to an allegation, leave the school site because Keeping Children Safe in Education 2024, **requires schools** to ensure allegations are dealt with properly.



## SCHOOLS ARE REQUIRED TO:

- Find out the facts and liaise with the LADO to determine a suitable outcome; Schools must not cease using the supply staff until this has been carried out and guidance given.
- Discuss the situation with the supply agency, as the individual may be working across a number of schools and discuss with the agency if it is appropriate to suspend the individual or redeploy them to another part of the school whilst the agency carry out their investigation.
- Take the lead in collecting all the facts around the allegation as the agency does not have direct access to children or other school staff.
- Advise the supply staff member to contact their trade union representative or a colleague for support.
- Inform the supply agency of the process for managing allegations.
- Invite the agency's safeguarding lead/HR Manager or equivalent to all meetings.
- take account of the agency's policies and the duty placed on agencies to refer to the DBS.

Further advice and support about maintaining a safeguarding culture within schools is available via [Safeguarding | Oxfordshire Schools](#) 🌸