



Hampshire
County Council

Education Personnel
Services

Headlines

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OXFORDSHIRE
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Education Jobs - Improvements

Following the replacement of the old education jobs board with the new system from Tribepad in October 2024, Education Personnel Services (EPS) has made some improvements following feedback from schools and candidates.

Tribepad is an Application Tracking System which gives schools the option of allowing candidates to make online job applications and for schools to be able to manage recruitment through the on-line system to support the shortlist, interview and reference processes. Some changes have been made in Tribepad to improve the experience for schools and candidates.

Job category search

There were too many options listed which was confusing, so the number of options has been reduced which makes it easier for candidates to search for jobs.

Online application form

The online application form has been made easier for candidates to use. There is now one application form and application workflow for three job templates: teaching, support and headteacher roles. Schools can offer candidates the option to apply online or continue to have candidates apply directly to the school.

Candidates applying for jobs using the new form and workflow, won't need to duplicate information when they've submitted their application form. If they apply for multiple jobs the form will be pre-populated with their previous answers which they can review and amend as necessary.

Schools that have live adverts prior to 28 April 2025 or had started to create a new advert but not yet published it, will still use the old application form and workflow.

Online shortlisting process

Duplicate tasks have been removed, and the process has been simplified to enable schools to move applicants through the stages to interview.

Featured jobs

The high number of featured jobs being constantly displayed has been causing candidates difficulty when searching for jobs, so the featured jobs option has been removed from the site.

Support and guidance

Clearer written guidance has been produced to help schools and candidates with each step of the process. These updates should make it easier to use the system and the new guidance can be found at the bottom left-hand side of the Education Jobs webpage.

The EPS team welcomes feedback, please send any comments to support@education-jobs.org.uk. 🌸



Education Jobs – Benefits Of The New Functions

As a reminder these are the new functions available to schools:

- A portal for schools to **quickly see and track**, progress and manage all your recruitment activity, which is also accessible 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 to your school
- Ability for candidates to **create an account**, bringing in information they may have on other job 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 **assessment and screening tools** to assist with advertising, shortlisting and selection regarding 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 pre-employment checks** through the system

As always we continue to welcome feedback, please forward any comments to support@education-jobs.org.uk. 🌸



Policies Update

Policy Updates

Since the last Headlines, a new **Neonatal Care Leave and Pay** policy has been published to coincide with new legislation that has come into force and applies to all employees, regardless of their terms and conditions.

Starting from 6 April 2025, eligible parents can now benefit from up to 12 weeks' neonatal care leave and pay when their baby requires neonatal care. This is in addition to existing family friendly entitlements such as maternity, paternity, shared parental and adoption leave. It also provides protection against redundancy for those currently on, or recently returned from, neonatal care leave.

Key Points of the new entitlement:

- The baby must be born on or after 6 April 2025
- The baby has a minimum stay in neonatal care of a week (7 continuous calendar days), within 28 days of being born
- Up to 12 weeks of leave – which accrues for each week the baby is in neonatal care
- Leave must be taken within 68 weeks of the baby's birth

- There is no minimum length of service an employee needs to have with their employer to be eligible for neonatal care leave
- An employee needs to have 26 weeks' continuous service with their employer to be eligible for neonatal care pay during their leave and earn at least the Lower Earnings' Limit for National Insurance purposes.

Right to work and Sponsorship

The Home Office are increasing their scrutiny of sponsoring organisations, part of a broader strategy to ensure compliance with immigration regulations. This is not just about workers who are sponsored, however – there are large fines, and potential jail sentences, for those who employ workers who do not have the right to work for you.

Checking right to work

For UK and Irish citizens, you should check original right to work documentation (for example, a passport).

For all other workers, the most reliable and easiest way to check someone's right to work is online via a 'share code'.

The Home Office has further information on these two checking routes: <https://www.gov.uk/check-job-applicant-right-to-work>

Removal of BRPs

A reminder that Biometric Residence Permits (BRPs) ceased to be issued from 31 October 2024, to be replaced with the new digital eVisa. BRPs can no longer be used as right to work evidence for any worker; the online check referred to above must be used instead.

Retention of Paperwork

It is imperative that evidence of right to work is held on file at the school, regardless of where they are from. This is so that a statutory excuse can be established to avoid any penalties from the Home Office.

For sponsored workers, there are additional specific requirements about what documents need to be kept. Guidance is available from the Home Office: <https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d>. Schools should refer to their sponsor for any queries about record keeping for sponsored workers.

DfE Updates

The DfE have recently made the following changes in respect of Early Career Teachers and those with QTLS status.

Early Career Teacher (ECT) changes

There will be changes coming into effect from September 2025 in relation to ECT

Induction. The Statutory Guidance on Induction for ECTs has been updated effective April 2025 to refer to these upcoming changes. Please refer to your appropriate body if you have any questions or require any further information.

Qualified Teacher Learning and Skills (QTLS)

The online Teacher Records service now shows if someone has Qualified Teacher Learning and Skills (QTLS) status. Previously, QTLS holder details were not held in this way. 🌸



Employment Rights Bill

The Employment Rights Bill contains several proposals that may, if they are passed into legislation, fundamentally change key legislative provisions impacting employment and terms and conditions for support staff in schools.

The Bill is currently passing through various stages of the parliamentary process, with many of the proposals subject to consultation. It is too early to provide detailed information on the proposals and the impact for schools. However EPS are continuing to track progress of this Bill and are considering whether any early steps need to be taken in relation to the proposals. A brief summary of current (as at 1 May 2025) proposals is provided below.

Introduction of a School Staff Negotiating Body (SSSNB), a national body with the remit to negotiate the pay, terms and conditions for support staff in schools. In addition, the Body would have the remit of advising on training standards and career progression. The proposal is that this body would be set terms and conditions for staff in academy schools as well as the maintained sector.

Removing the length of service needed to submit a claim for unfair dismissal.

Employees who have 2 or more years' continuous service with their employer, have the right to claim unfair dismissal, if they believe they have been dismissed unfairly from their employment.

The length of service requirement has varied over time. The current two-year requirement has been in place since 2012.

The Bill proposing removing the two-year qualifying period, and it is the government's intention to consult on the introduction of a statutory probationary period. It is expected that the statutory probationary period would be in the region of 6-9 months, but further details are not yet known. During a probationary period, it would be expected that employers can take a 'lighter touch' process to dismiss an employee.

There are various proposed updates to **family leave-related entitlements**. It is proposed that:

- the right to take paternity leave becomes a 'day one right'. Paternity leave is currently one or two weeks of paid leave to be taken within the first 52 weeks of the child's birth/adoption and currently requires an employee to have 26 weeks' continuous service with their employer.
- the right to take unpaid parental leave becomes a 'day one right'. Unpaid parental leave is the right to take up to 18 weeks of unpaid leave (a maximum of 4 weeks in any one year) throughout the child's life until the age of 18 years. This leave currently requires an employee to have one year of continuous service with their employer to be eligible.
- the recently introduced 2 weeks of statutory parental bereavement leave and pay, is extended to other bereavements. There is no clarity on whether the bereaved person must be a relative to the person who has died

Extension of protection in redundancy. Workers who are in a 'protected period' through pregnancy/maternity leave have protections in relation to redundancy – in that during the protected period, if an employee is selected for redundancy, the employer must provide them with suitable alternative employment if it is available. The proposal is to extend that protection to any dismissal. The Bill also includes measures that would extend protection for employees from dismissal for a period of 6 months after they return from statutory leave (the current protection applies only during leave).

Extension of flexible working provisions. The law changed on 6 April 2024, giving employees the right to request flexible working from day one of employment. The Bill proposes an extension of this, 'making flexible working the default', unless the employer can prove it is unreasonable. Further clarity on what this means in practice would be provided in subsequent regulations/guidance.

Several measures to **address one-sided** flexibility. It is proposed that:

- those on low-hours or zero-hours contracts will have a right to guaranteed hours. It is proposed that the right to guaranteed hours will be based on hours worked in a reference period. Genuine seasonal workers will be excluded. The right would apply to agency workers.
- workers that work shifts will have a right to reasonable notice of shift changes or curtailment, It is understood that there may be provision for employers to enter a collective agreement to contract out from this obligation. The proposals apply to agency workers.
- the use of 'exploitative zero-hours contracts is banned. EPS does not provide zero-hour contract templates.

Updates to Trade Union laws for example, by requiring employers to provide a statement to employees of their right to join a trade union, introducing an 'access agreement' which sets out how the trade unions can request access to the workplace, and by simplifying the amount of information unions are required to give employers in industrial action notices.

Additional obligations on employers to take all reasonable steps to prevent workplace sexual harassment – new legislation came into force on 26 October requiring employers to take 'reasonable steps' to prevent sexual harassment in the workplace. It is proposed that the obligation is amended to require employers to take 'all reasonable steps' to prevent sexual harassment. Further, to extend the obligation to prevent sexual harassment from third parties.

Removing the ability to 'fire and re-hire'. The government recently introduced a statutory Code of Practice on termination and re-engagement ('fire and re-hire') practices, setting out minimal steps employers should take if they terminate and re-engage staff on different terms and conditions. Whilst this is rare in Schools, the Employment Rights Bill proposes to make the dismissal of staff in these circumstances an automatically 'unfair dismissal'.

Equality Action Plans. It is proposed that large employers (>250 staff) will be required to produce an equality action plan showing the steps that they are taking in relation to their employees with regard to gender equality. The two specific measures within the Bill are (a) addressing the gender pay gap and (b) supporting employees going through the menopause.

Changing when statutory consultation with trade unions is required in redundancy situations. Under current legislation, if 20 or more people are proposed to be dismissed from one establishment, statutory consultation is triggered. Proposals mean that the 'one establishment' definition could change which may affect how schools consult. There is still movement in this area and further details will need to be provided through the parliamentary process. 🌸