
The HR Pathways Academy Continuous Professional Development Programme

Discover the HR Pathways Academy: Foundation Pathway – Your gateway to a confident start in education HR

Step into the world of HR with confidence through our Foundation Pathway, a specially designed course tailored for those new to Human Resources or just beginning their HR journey within the education sector. Whether you're an HR Administrator, HR Manager, or simply looking to build a solid foundation, this programme equips you with the essential knowledge and practical skills to thrive.

From mastering the basics of employee lifecycle management to ensuring full compliance with Keeping Children Safe in Education and staff terms and conditions, this course offers clear, structured guidance every step of the way.

Gain the tools, confidence, and clarity you need to support your school or trust — and make a lasting impact from day one. The course is delivered by our team of HR professionals. Delivered via Zoom the interactive and engaging course provides 18 hours of contact time and is limited to 30 delegates per cohort.

Foundation Pathway: Agenda

3 November 2026 - 10am–12 noon

Session 1: Right people, right way: Recruitment with purpose and warmth

Delivered by: Helen Griffith, HR Consultant

- Safeguarding first
- Shortlisting with confidence
- Designing a welcoming interview experience
- From offer to onboarding

10 November 2026 – 10am–12 noon

Session 2: Safe to start: Getting recruitment checks right

Delivered by: Vicki Bowes, HR Advisor

- Compliance with confidence
- Mastering the Single Central Record (SCR)
- Personnel file essentials
- Handling sensitive information with care

17 November 2026 – 10am–12 noon

Session 3: Starting strong: Effective induction & probation practices

Delivered by: Helen Griffith, HR Consultant

- Setting the tone from day one

24 November 2026 – 10am–12 noon

Session 4: Translating the T&Cs: The Green book and Burgundy book

Delivered by: Natasha Godwin, HR Consultant

- Probation periods with purpose
- Supporting success
- Documentation & decision-making
- Understanding teachers and support staff pay scales
- STPCD essentials
- Understanding term-time only contracts
- Sick pay entitlements explained

1 December 2026 – 10am- 11am

Session 5: Reflection

Delivered by: Tanya Jackson, Senior HR Consultant

- One-hour learning consolidation and interactive Q&A
- Connect and collaborate

8 December 2026 – 10am–12 noon

Session 6: Case closed: Cracking the code of employee relations

Delivered by: Zain Ali, HR Consultant

- Know the case: Disciplinary, Grievance or Capability
- Spotting it early, diagnose the scenario
- Follow the process, getting it right from the start
- Handling cases confidently and consistently

12 January 2027 – 10am–12 noon

Session 7: Managing absence with confidence: balancing support and compliance

Delivered by: Kate O’Keeffe, HR Consultant

- Spotting the signs early
- Creating a supportive workplace
- Navigating long-term absence & ill health retirement
- Fair, compliant and clear record keeping

19 January 2027 – 10am–12 noon

Session 8: Beyond holidays: Mastering leave of absence in education

Delivered by: Vicki Bowes, HR Advisor

- Know your leave types
- Pay & eligibility made simple
- Smooth notification & processing
- Demystifying shared parental leave

26 January 2027 – 10am–12 noon

Session 9: Flex it right: Mastering the art of flexible working requests

Delivered by: Kate O’Keeffe, HR Consultant

- Understanding the process
- The power of consultation
- Nine legitimate reasons to say no
- Spotting and managing risk

2 February 2027 – 10am–11am

Session 10: Reflection

Delivered by: Tanya Jackson, Senior HR
Consultant

- One-hour learning consolidation and interactive Q&A
- Connect and collaborate