
The HR Pathways Academy

Continuous Professional Development Programme

The HR Pathways Academy: Intermediate pathway is an exclusive course designed for newly appointed head teachers, school leaders and managers or those aspiring to move into a leadership role within a maintained school, an independent school or an academy trust. The Intermediate pathway is also suitable for school business or operations managers without a formal human resource or employee-relations background who advise senior leaders on staff-related matters.

The course is delivered by Hayley Rivens, HR Consultant, and she will be joined by legal experts, including safeguarding lead, **Dai Durbridge**.

Our course will equip you with the skills, knowledge and confidence needed to proactively manage employees in accordance with best practice and the law. Delivered via Zoom, the interactive and engaging course provides 18 hours of contact time and is limited to 30 delegates per cohort.

Intermediate Pathway: Agenda

| 23 April 2026 - 10am – 12 noon | 30 April 2026 – 10am – 12 noon |
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| Session 1: Getting people management right: <ul style="list-style-type: none">• Understanding people management• The role of the line manager• Managing disciplinary and grievance issues• Handling difficult conversations | Session 2: High quality recruitment and onboarding: <ul style="list-style-type: none">• Safer recruitment – getting it right• Fair recruitment – equality and diversity• Importance of induction and onboarding• Proactive probation management |
| 7 May 2026 – 10am – 12 noon | 14 May 2026 – 10am – 12 noon |
| Session 3: Driving performance management: <ul style="list-style-type: none">• Managing performance via the appraisal process• Linking performance to pay• When issues arise, moving to a capability process | Session 4: Effective and proactive absence management: <ul style="list-style-type: none">• Why managing absence is vital• Tools and techniques for effective and proactive absence management• Addressing disability and pregnancy-related absences |
| 21 May 2026 – 10am–11am | |
| Session 5: Reflection: <ul style="list-style-type: none">• One-hour learning consolidation and free-form Q&A• Connect and collaborate | |

4 June 2026 – 10am – 12 noon

Session 6: Hearings and investigations:

- Investigations – tips, techniques and pitfalls
- Understanding the ACAS Code and Guide
- Hearings – roles, process and quality

11 June 2026 – 10am – 12 noon

Session 7: Leading safeguarding with Dai Durbridge:

- Lead by example and supporting your DSL
- Identify and manage safeguarding trends
- Promoting strong safeguarding compliance and knowledge transfer

18 June 2026 – 10am – 12 noon

Session 8: Policies and contracts:

- Using fixed term and temporary contracts
- Flexible working
- Top tips for managing restructures
- Contract variations
- Drafting and implementing policy changes

25 June 2026 – 10am – 12 noon

Session 9: Employment law (delivered by an Employment Lawyer):

- Employment law update
- Steps you should take to ensure compliance

2 July 2026 – 10am–11am

Session 10: Reflection:

- One-hour learning consolidation and free-form Q&A
- Connect and collaborate