

# Employment Law in the Education Sector - Getting the best from your staff

## Full Day Seminar

Wednesday 21st April 2010 - 9.00 am - 5.00 pm  
Corr's Corner Hotel, Newtownabbey

This event is designed to explain the fundamentals of employment law as it applies to schools in Northern Ireland from recruitment right through to promotion and termination of employment. It also shows you how to deal with underperforming teachers by explaining the relevant employment law and by examining a model procedure designed to address directly performance issues with a staff member.

Places are limited so be sure to book early to avoid disappointment.

### Programme

#### Morning Sessions

**Session 1 9.15a.m.-10a.m. The Recruitment & Selection Process-** a look at the law & good practice. What you can and can't ask - Protecting yourself from unfair claims of discrimination. Interviews that give good candidates the chance to show themselves. Interview tools

**Session 2 10a.m.-10.30a.m Internal Promotions-** what's good practice - what's lawful and what's not - internal or external? Designing the job specification, shortlisting candidates and equality considerations.

**Session 3 10.30a.m.-11.15a.m. Managing Atypical Working Arrangements-** law & good practice. Leave entitlement for part-time staff, job sharing, career breaks, rights of fixed term contract workers and supply teachers

#### Refreshment Break

**Session 4 11.45a.m.-12.30p.m. Good Housekeeping on Staff Issues-** a look at how a model school might manage its staff in terms of training and policies on bullying at work, harassment & discrimination issues, resolving conflict grievance and disciplinary matters.

#### LUNCH

Afternoon Sessions - Choice of One of Two Streams:

##### Stream One

#### Dealing with Teacher Underperformance

This afternoon stream of sessions is designed to demonstrate that it is possible to tackle underperforming staff effectively and remain well within the law.

**Session 1** - A look at school mechanisms to monitor performance:

- Inspections
- Head of Department reports
- Informal channels
- Use of observation and peer review
- Staff Mentoring schemes

**Session 2** - "The Law Relating to Underperformance - it may give you more scope than you realise".

**Session 3** - "Facilitated Analysis of 3 Scenarios concerning Under performance".

**Session 4** - "A Leading Performance Coach in Northern Ireland looks at methods & resources available in NI to turn round under performing staff".

##### Stream Two

#### Dealing with Teacher Misconduct

This afternoon stream explains the law relating to disciplining of staff and demonstrates the application of a model disciplinary procedure.

**Session 1** - A look at the law on misconduct, gross misconduct - both in and outside of school.

**Session 2** - Recommended disciplinary procedures to be followed in all cases.

**Session 3** - Facilitated Analysis of 4 Scenarios concerning possible misconduct including;

1. Repeated Short Term Absence.
2. Relationships formed at school between staff & pupils.
3. Staff assault.
4. Drugs/Alcohol abuse outside school.



# About the Contributors

## Jim McBain - Event Facilitator

Jim McBain is the Northern Ireland Regional Officer for the Association of School and College Leaders (ASCL). Prior to his retirement in 2006 he was Principal of Omagh Academy Grammar School.

## Seamus McGranaghan - Speaker

Seamus McGranaghan qualified as a Solicitor with O'Reilly Stewart Solicitors in 2003 and practices mainly in the areas of education and employment law. Seamus has assisted and advised many Boards of Governors, Senior Management Teams and Teachers in relation to all aspects of education and employment law. He has recently advised a number of Schools on the Transfer 2010 Guidance published by the Department of Education for Northern Ireland.

## Orlagh O'Neill - Speaker

Orlagh O'Neill, Partner, Carson McDowell. Orlagh qualified in Northern Ireland in 1998. She has recently joined Carson McDowell as Head of the Employment & Pensions team from Napier & Sons where she was principal employment advisor to some of Northern Ireland's largest employers including the Royal Mail Group & BT. Chambers has described her as "excellent and a first class operator" She has specialised in employment law for 11 years and provides contentious and non-contentious employment and equality law advice, with particular expertise in contentious industrial relations issues.

## Fiona Keenan - Speaker

Fiona is one of Northern Ireland's top performance coaches. She has worked with numerous organisations in Northern Ireland helping them to manage underperforming staff.

## "Special Earlybird Offer"

Each person booked is entitled to invite one guest from the same school to attend the afternoon sessions.

This may be a school colleague or member of the board of governors.

Note this offer only applies to those who book on or before 28 February 2010

Name of Afternoon Guest \_\_\_\_\_

## BOOKING FORM

Cost : **£295 + VAT** includes full set of notes, refreshments and lunch  
Venue : **Corr's Corner Hotel, Newtownabbey**  
Time & Date : **9.00 a.m. - 5.00 p.m.**  
**Wednesday 21st April 2010**

### Your Details

Title (Mr, Mrs, Ms etc)	Name
_____	
Job Title _____	
School Name _____	
School Address _____	
_____	
_____	
Telephone No _____	
Fax No _____	
Delegate Email Address _____	
<small>An email address for the delegate is essential for purposes of pre &amp; post conference learning as well as confirmation of booking. Legal-Island will not disclose your email address to any third party for whatever reason.</small>	

### Cost and Payment

Invoice Address (if different from above)
_____
_____
Name of Accounts Payable _____
Telephone No of Accounts Payable _____
Purchase Order Number (if applicable) _____
_____
Cost per delegate for this event: <b>£295 + VAT</b>
<b>Method of Payment</b>
Cheque (payable to Legal-Island)
For credit card payments go to <b>www.legal-island.com</b> and <b>receive 10% discount.</b>
Please indicate if you have any special dietary, learning or access requirement.

### Terms and Conditions

For Terms & Conditions please check online at [www.legal-island.com/events/terms-and-conditions](http://www.legal-island.com/events/terms-and-conditions)

I have read and agree with the terms and conditions

Signature Accepting Terms of Booking

**Please return your completed registration form to**

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Email: [events@legal-island.com](mailto:events@legal-island.com)

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