

## **Model Contracts of Employment and Workplace Policies Workshop**

**Presented by the Catholic Education Service in partnership with the Diocese of Brentwood**

### **PART 1**

Monday 25<sup>th</sup> January 2021

4.30pm-5.30pm

**Venue:** Via Zoom invitation

#### **Overview:**

#### **Part 1:**

This one hour session will provide delegates with an understanding of the work of the CES and the model employment documentation provided by the CES for use in all Catholic schools and academies.

#### **Who is this training suitable for?**

This training will be useful for Catholic Senior Executive Leaders, Headteachers, Deputy Headteachers, school HR Professionals, business managers and other senior school administrators as well as Chairs and Vice Chairs of Governors.

#### **Benefits and extent of this training**

This training falls in to two parts and will support those who would like to enhance their knowledge of CES contracts, policies and procedures and why they should be used in all Catholic schools and academies. **Part 2:** This will take place on 10<sup>th</sup> February will be led by the BDES Team and will look at the practical application of these policies within the Diocese of Brentwood.

#### **Programme:**

**This event will be facilitated by Keri Goddard, a Solicitor in the CES legal team. The session is designed to encourage interaction and discussion and the sharing of best practice.**

- The Catholic Education Service – who we are and what we do
- A brief history of Catholic education
- Why does the CES produce model documents for Catholic schools? Do schools have to use them?
- The different types of model documents produced by the CES
- Presentation of real life scenarios: when being a Catholic voluntary aided school or academy may alter legal/HR advice and when it will not
- Answers to some frequently asked questions

**Rob Simpson, Maria Shepherd and Cathy McKenna from the BDES Team will also be in attendance to provide a diocesan perspective.**

**Booking:**

To book your places on this training please complete your application via the link provided below:

<http://w.pfrms.co/169uaqdfp>

*There is no cost for this training opportunity.*

*Please note that the places are limited and will be allocated on a first come first served basis.*

Closing date for bookings: **Friday 15<sup>th</sup> January or when the course is full.**