

# Just

TEACH

# An Education Package

## providing peace of mind for a fixed annual fee

We offer an exclusive legal support service to schools and Multi Academy Trusts which provides instant advice and access to our experienced team of qualified solicitors - providing reassurance, guidance and commercial advice whenever you need it.

### Human Resources

- Recruitment procedures
- Handling disciplinary and/or grievance proceedings
- Performance management
- All forms of discrimination
- Redundancies
- Sickness absence management
- Settlement agreements
- Changing terms and conditions of employment
- Consulting and communicating with trade unions

### Education & Commercial

- Contracts
- Disputes or potential disputes
- Procurement
- Land and property issues
- Intellectual Property
- Information Law including GDPR  
Data Protection and Freedom of Information
- Specialist Educational Needs
- Admissions and exclusions

### Governance

- Corporate governance frameworks
- Policy reviews and advice
- Board briefings and technical guidance

### Company Secretarial Services

Available as an add on service when subscribing to **Just Teach**

- Preparing and filing annual returns
- Maintaining statutory registers
- Filing changes in the statutory registers with Companies House

# Just Teach Online.

A fixed cost, online HR and Employment Law portal, giving you instant access to up-to-date, jargon free written advice, guidance and template documents on a huge range of HR issues and employment law questions, designed to help you with your day-to-day employee management, making it more manageable and less time consuming.

The user friendly and intuitive dashboard will give you easy, instant access to the resources you need.

## With key features including:

- Your **contracts** and **policies** available online
- A written record of **advice** received via the **Just Teach** advice retainer service
- A central **calendar** notifying you of key employment law developments and enabling you to diarise key events.

## A bank of up-to-date template documents and guidance notes covering a range of issues including:

- Disciplinary or dismissing employees
- Handling grievances
- Managing sickness absence
- Managing poor performance
- Discrimination in the workplace
- Family friendly rights
- Changing terms and conditions
- Effective recruitment
- References

The everyday challenge of running a school, teamed with ongoing changes in education and legislation can be a minefield. You need sound, pragmatic legal support to reduce the risk of claims and ensure that robust policies and procedures are in place that provide your organisation with protection, so you can concentrate on the delivery of what you do best: **Teaching**.

Schofield Sweeney is a specialist law firm, providing educational legal services across the UK. Detailed knowledge of the challenges facing the education sector combined with our commercial experience enables us to provide practical advice in a professional yet personable way, working closely with Headteachers, Business Managers and Governors.

We have a national reputation having advised over 200 Academy conversions and as a provider of legal support to a large number of schools and Multi Academy Trusts around the country.

“The timely, concise and clear advice we get has allowed our group of schools to move beyond the traditional model of HR support in education. Their creative solutions have give us the confidence to adapt rapidly during these challenging times for the sector.”

**Steven Holmes, Lunesdale Learning Trust**

“Woodhouse Grove School is brilliantly supported by Schofield Sweeney and the Just Teach Scheme. Their schools’ team understands the needs of our organisation and always deal with issues with amazing speed, efficiency and calmness. I would strongly recommend them to any school seeking comprehensive and practical legal advice. I cannot praise their services highly enough.”

**James Lockwood, Woodhouse Grove School**

“Ilkley Grammar School has been effectively supported by Schofield Sweeney since joining the Just Teach Scheme. I can highly recommend Just Teach to any school who is considering legal support for their school.”

**Adele Wood, Ilkley Grammar School**

If you are interested in partnering up with our specialist education team at Schofield Sweeney, please contact

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