

“Unlocking the undiscovered potential in every child!”

Workforce Strategy

50-50 SYNC CIC

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CIC NUMBER 07865156

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Introduction:

Our workforce strategy ensures we recruit, develop, and retain high-quality staff to meet the needs of children and young people accessing Alternative Provision services, in line with Hillingdon’s Service Specification and safeguarding requirements.

1. Recruitment and Staffing

- **Safer Recruitment:** All recruitment follows *Keeping Children Safe in Education* guidance, including enhanced DBS checks, references, and robust safeguarding questions at interview.
 - **Staff Roles:** We recruit a balance of specialist intervention mentors, qualified teachers (where required), and pastoral support workers.
 - **Diversity and Inclusion:** We actively seek to represent the communities we serve and encourage applicants from diverse backgrounds.
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2. Skills and Qualifications

- **Minimum Requirements:** All staff delivering teaching or support must have relevant qualifications and/or training.
 - **CPD (Continuous Professional Development):** Staff must complete a minimum of:
 - 3 annual training sessions (Safeguarding, SEND, Behaviour Management).
 - Annual refresher training on Safeguarding and Prevent duties.
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3. Retention and Wellbeing

- **Staff Wellbeing Support:** Access to a confidential employee assistance programme and regular wellbeing checks with line managers.
- **Career Development:** Opportunities for progression through internal training programs (e.g., lead practitioner roles, safeguarding champion roles).
- **Performance Management:** Annual appraisals aligned to clear KPIs focused on impact with learners.

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4. Growth and Scalability

- **Flexible Bank Staff Register:** We maintain a bank of pre-approved trained freelance / consultancy staff to quickly scale up delivery when service demand increases.
 - **Succession Planning:** Senior leaders mentor junior staff to create a pipeline of future leaders within the organisation.
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5. Safeguarding Leadership

- **DSL and Deputy DSL:** Named Designated Safeguarding Lead and trained Deputy DSLs embedded into our structure to provide safeguarding oversight.
 - **Annual Safeguarding Audit:** Internal audit to monitor compliance with safeguarding policies and Hillingdon Safeguarding Children Partnership requirements.
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6. Workforce Compliance and Monitoring

- **Single Central Record:** Maintained and regularly audited.
 - **Annual Workforce Review:** Senior Leadership Team (SLT) reviews staffing levels, skills mix, and future workforce needs annually based on service demands.
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Conclusion

Our workforce strategy enables us to deliver high-quality, safe, and impactful services, promoting stability for young people and flexibility for Hillingdon's needs.