



HR Director

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: Kent Range 11

Full time, permanent post



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 2000 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we were thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre. A new science block and new English classrooms have been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2022 records the average GCSE grade was a Grade 7+. 21% of all grades were 9. 73% of all grades were 9-7. We also enjoyed superb A Level results with 80.3% of our students achieving A*-B grades in 2022. The average was a Grade B+. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The HR team forms part of a broader support function within the school. Its purpose is to provide a professional, efficient and cost effective service, which underpins and supports student learning and well-being.

The HR team is currently made up of one full-time HR Manager, one casual Senior HR Officer and one part-time HR Administrator.

The Post

Job Title:	HR Director	Reports to:	Headteacher
Team:	Human Resources/SLG	Start date:	As soon as possible
Grade:	KR11	Hours:	37 hours per week

Purpose and responsibilities:

Working within the Senior Leadership Group to ensure that the School attracts and retains high calibre staff and an aligned and engaged workforce.

- Ensuring compliance with employment legislation.
- Providing advice and guidance with various employee relation issues, undertaking investigations as and when required.
- Reporting regularly at SLG meetings against a range of key workforce targets including; sickness absence, appraisal, wellbeing and leading on improvement.

Key responsibilities:

HR Strategy

- Develop and implement HR strategies, policies and procedures to ensure Weald of Kent maintain a productive and engaged workforce.
- Ensuring the delivery of robust workforce plans, policies and practices that anticipate and support the school's strategic goals and values meeting the needs of stakeholders and reviewing its impact.
- To lead on the school's staff well-being strategy.

Employee Relations

- Liaise with recognised Trade Unions, solicitors and ACAS as required.
- Organise and where necessary lead employee mediation meetings.
- Support the HR Manager in monitoring staff absence and make sure that absence management is put in place in line with the school's policy.
- Perform disciplinary and grievance investigations, reporting finding and recommendations to the Acting Headteacher.
- Manage redundancy processes, communicating with impacted employees on a timely basis, using both tact and diplomacy.
- Work in place with Occupational Health in view of enabling long-term absentees to successfully return to work.

Performance Management

- Develop and manage an effective performance management strategy with supporting policies and procedures.
- Overall responsibility for the staff development process for all staff.
- Overall responsibility for the probationary period process for all staff.
- Advise and support all line managers on the correct procedures to be following in managing staff performance.

Staff Management

- Manage the HR team effectively, providing clear targets and appropriate support and monitoring of targets.
- Ensure HR budgets are followed.

Policies

- Draft or update HR policies and procedures in line with changes in employment legislation and industry best practice and communicate changes to all staff.
- Advise and support managers on policy implementation, in particular disciplinary, grievance and performance management issues.

Recruitment

- Support the leadership team with the staffing plan, when considering the needs of the business.
- Support the HR team in designing recruitment advertisements, liaising with agencies and negotiating prices.
- Support and oversee the HR team in dealing with all the safer recruitment checks required.

Other duties

- Providing cover in other areas as required.
- To carry out any other appropriate duties requested by the Acting Headteacher.
- Participate in annual performance development and undertake relevant staff development.

About You (Person Specification)

Qualifications	Essential	Desirable
Degree or equivalent	✓	
CIPD qualification or equivalent or professional development relevant to post	✓	
Experience		
Experience of undertaking investigations in complex employee relation cases	✓	
Experience of working in a strategic HR capacity	✓	
Experience of working in a school environment		✓
Experience of using SIMS		✓
Skills & Knowledge		
Knowledge of current employment legislation	✓	
In-depth knowledge of law and HR practices	✓	
Strong leadership qualities to lead an HR team	✓	
Effective and accurate communication skills - orally and in writing	✓	
Strong ICT, numeracy and literacy skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Ability to work unsupervised and take responsibility; as well as to work effectively as part of a team	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Basic knowledge of policies and procedures relating to child protection, health, safety, security, GDPR, equal opportunities and confidentiality		✓
Personal Attributes		
Ability to inspire, challenge and motivate with a desire to succeed	✓	
Positivity, energy, enthusiasm and perseverance	✓	
Reliability and integrity with good interpersonal skills	✓	
Professional appearance and manner	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
An excellent record of attendance during the last three years	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 11: £41,216 - £47,199 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: 6 October 2022, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

