

Head of People and Culture Job Description



The Stour Academy Trust

Introduction

***“The future should not just happen to us,
we should create it”***

Established in 2012, The Stour Academy Trust is a primary school only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

Our Vision

The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others. Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

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Head of People and Culture

The Stour Academy Trust recognises that people are its primary resource as such the role of Head of People and Culture is a crucial role to ensure the organisation is supportive and forward thinking

Responsible for: HR Assistant and Admin Officer

Main Purpose:

- Working with the Chief Executive Officer, Chief Operating Officer, Trust Leadership Team and the Directors of the Trust, the post holder is a key role within the Trust Executive Team and will lead on Trust HR services alongside leading on staffing, culture and strategy.
- As part of this role the post holder will lead on day to day HR, working closely with Headteachers in all academies in the Trust to ensure compliance with HR procedures and legislation.
- The post holder is required to analyse and interpret varied and complex information in relation to the MAT and develop solutions and strategies to enhance employee voice, improve retention and develop wider strategies to improve the HR offering throughout the Trust.
- The Head of People and Culture will have a key role in ensuring staffing audits, policies are compliant with current legislation alongside being modern and innovative.

Main Responsibilities:

- Work with the Trust Leadership Team and Head Teachers to understand their organisational and people issues, acting as a change agent to develop and implement the Trusts HR strategy
- Act as the externally facing representative for people for the Trust
- Contribute to achieving the Trust vision by bringing HR closer to the Academies and championing strategic people solutions
- To lead a proactive customer focussed HR service to support the Trust and individual academies in employee experience and wellbeing, employee relations, diversity and inclusion, learning and development, reward and recognition, talent management, resourcing, organisation development and design and people analytics.

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- To modernise lead and oversee the implementation and continuous improvement of HR systems and processes, including payroll, recruitment, absence monitoring and performance management. Enable self-service wherever possible, reducing duplication and ensuring accurate information to support effective decision making
- Attendance and presenting at appropriate stakeholder meeting, including employee meetings, staff voice, Directors meetings
- Leading on staff absence management across the organisation supporting Head Teachers where needed and embedding absence procedures
- Developing and writing HR policies, and having oversight for job descriptions
- Ensuring the Trust is up to date on employment law and forward thinking
- Ensuring induction and probation of all roles is smart, well managed and productive
- Ensuring all staffing contracts and change forms for new and current staff members are accurate and issued within agreed time frame
- Supporting the COO to ensure all employee statutory returns are undertaken to a high standard e.g. pension audits, gender pay gap, apprentice levy returns
- Supporting COO (whom acts as CFO) with staffing budgeting/ payroll checking where required
- Lead on HR matters such as high level OH referrals, investigations, cases and broader aspects such as TUPE, redundancy, restructuring when necessary
- Advise key personnel on complex employ relation issues and next steps

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO or COO to carry out other appropriate duties within the context of the job, skills and grade.

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