

Job Description

Job Title: Human Resources (HR) lead for the Kent Teaching School Hub (including Teach Kent & Sussex SCITT)

Reports to: Director of Teaching School Hubs (incl. Teach Kent & Sussex SCITT and Kent Teaching School Hub)

Grade: Band 7

Working time: 22 hours per week, 3-4 days per week – working times to be mutually agreed. 38 weeks per year term-time only plus:

- i) one additional week of work during the summer school holiday to be worked through mutual agreement
- ii) one additional week of work to be worked flexibly during school holidays through mutual agreement.

Some flexibility may be required within working times, to meet demands of the Teaching School Hub

Place of Work: Bennett Memorial Diocesan School, Tunbridge Wells. Some work can be undertaken flexibly working from home.

Purpose of Role: This is a key role to lead all HR aspects of our expanding Teaching School Hub. The Kent Teaching School Hub leads the training of teachers and school leaders from initial teacher training through to leadership qualifications for executive headteachers. As such our HR lead will lead on all HR related aspects of recruitment linked to this work including liaison with partner schools, the Department of Education and other stakeholders. The post holder will deliver the HR related aspects of the safer recruitment of trainee teachers to our School Centred Initial Teacher Training provision (SCITT) known as Teach Kent & Sussex.

The post holder will be a part of the Tenax Schools Trust central HR team and ensure that Tenax Schools Trust safer recruitment procedures are adhered to and fully integrated in to the work of the Teaching School Hub.

Summary of key responsibilities:

- All Teaching School Hub matters of safer recruitment (For example, those applying to train to teach, Teaching School Hub facilitators and course leaders). This entails:
 - co-ordinating all recruitment & selection procedures, interview arrangements, formal registrations, withdrawals and completion of course arrangements (including management of appropriate Department for Education IT portals).
 - for trainee teacher applications, the post holder will undertake initial screening of applications and completion of safeguarding meetings with applicants as part of the selection process.
 - Accountable and responsible for administration of Tenax safer recruitment procedures for all trainees and Teaching School Hub course leaders/facilitators including maintenance of SCITT and Teaching School Hub single central record, and sharing required information with partner schools
 - responsibility for ensuring DBS checks are completed against required practice.
 - Maintenance of individual trainee files from point of selection to course completion and award of QTS, or withdrawal from course, and to include record keeping of support given to trainees.
 - Collecting, processing and storing individual data in line with data protection legislation and best practice.
- Co-ordinating and implementing support for trainee teachers and support for other Teaching School Hub course leaders as necessary (e.g. issues such as absence policy and monitoring, liaison with Occupational Health services, reasonable adjustments, professional conduct, policies for family leave). This will include:

- attendance at meetings in relation to professional conduct and performance of trainees or other teachers participating in hub programmes and
 - provision of appropriate support to the Director of Teaching School Hubs and Operations Director in relation to these meetings.
- Partner school engagement and commitment: the HR lead will be responsible for ensuring that all partner schools are engaged with, supporting and following all necessary procedures so that all hub activity takes place effectively
 - Co-ordinating Equalities, Diversity and Inclusion (EDI) guidance and monitoring
 - Compliance officer: ensuring that all Teaching School Hub activity follows correct procedures so that all Department of Education and other stakeholder guidance is followed.
 - Update and maintain Student Finance England portal to ensure trainees can apply for appropriate student finance support (with the support of the ITT partnerships co-ordinator). Supporting finance officer with changes, trainee issues or queries related to SFE, bursaries or fees.
 - Actively support and participate in any Quality Assurance or Ofsted visits
 - Keep up to date with best practice through attendance at appropriate training and implementing necessary changes in consultation with the Director of Teaching School Hubs.
 - Deal with any administrative HR related task as directed by Director of Teaching School Hubs, SCITT Operations Director and Teaching School Hubs Operations Director to ensure strong outcomes for all trainees and those on Teaching School Hub courses or programmes.
 - Attend and minute meetings in relation to professional conduct and performance of trainees and supporting the Director of Teaching School Hubs and Operations Director in relation to these meetings.

Person Specification

- Aptitude to lead on HR needs of an expanding Teaching School hub and think strategically about the role.
- Aptitude to build positive relationships with a diverse range of staff.
- Excellent administrative and organisational skills.
- High standard of written and verbal communication skills.
- Capability to work effectively independently and supportively as a member of a team.
- Ability to work under pressure to tight deadlines.
- Positive attitude and a flexible “can-do” approach.

The Kent Teaching School Hub is part of the Tenax Schools Trust. We are:

- i) **Committed to safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.
- ii) **Committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all students in our communities.** If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality. Where possible, we seek to facilitate flexible working opportunities.
- iii) **Committed to ensuring that all applicants can participate fully and with equal access to the selection process.** Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the Teaching School hub to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.