

**Head of Human Resources
Swale Academies Trust**

Central Support Services Team – Sittingbourne, Kent

Recruitment Pack

Swale Academies Trust

Ashdown House

Johnson Road

Sittingbourne

Kent

ME10 1JS

Job Description

Job Title: Head of Human Resources

Grade:

Responsible to: Chief Operating Officer

Line Manager to: HR Team

Purpose of the Job:

To deliver a professional HR service to Directors, the Executive Team, senior staff at school level and all employees across the Trust.

To work as part of a proactive, innovative and responsive HR team to provide pragmatic, creative and education focused HR solutions and recommendations at all levels.

To develop and implement strategies and policy including pay, recruitment and all other aspects of HR.

To manage the central HR team and to support HR service delivery for all schools.

Main duties and responsibilities (Accountabilities):

- Line management and development of the HR team, providing effective leadership and contributing to the strategic direction of the team and HR service.
- Provide an efficient, effective and customer focussed HR service, supporting all aspects of HR, ensuring compliance with employment legislation and Trust policies.
- Build effective working relationships with staff at all levels. Be proactive in offering the Trust a source of professional HR expertise.
- Provide advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of HR practices.
- Ensuring that all HR issues are dealt with within the relevant timescales according to Trust policy.
- Ensure all HR data is accurate and stored appropriately. Be responsible for data management of all HR systems.
- Proactively assist senior staff in handling complex HR issues e.g. grievance, discipline, capability etc, taking a lead where necessary.
- Liaise with the Trust's legal provider and external HR consultants where appropriate.
- Lead on restructures across the Trust, ensuring the process is legally compliant and follows Trust policy.
- Provide advice and support in relation to all aspects of the recruitment of staff, attend shortlisting and interview panels as required.
- Develop recruitment processes, working closely with senior staff to ensure the process is fit for purpose.

- Ensure safer recruitment processes are followed, DBS checks are undertaken and recorded for all employed staff.
- Devise, review, update and advise on HR policies to ensure compliance with employment law and best practice.
- Continuously review HR practices and processes to ensure the HR department is as effective and efficient as possible, streamlining processes to improve the service to schools and senior staff.
- Ensure all information is provided to the relevant payroll provider within the timescales given.
- Manage external HR related contracts e.g. Payroll, HR consultancy.
- Respond to requests from external bodies for information e.g. Teachers' pension, Gender Pay Gap Reporting, Modern Slavery Statement.
- Liaise with pension providers as and when necessary.
- Develop and produce HR analytical data, working with senior staff to identify requirements, identifying trends and designing reports to provide support to senior staff to make strategic decisions.

General accountabilities:

- Ensure that output and quality of work is to a high standard and complies with current legislation/standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.
- Undertaking such other duties as reasonably correspond to the general character of the post.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Chief Operating Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Head of HR

Grade:

Responsible to: Chief Operating Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Formal qualification in HR Management (CIPD). • Educated to A-level standard or above. • GCSE (or Level 2 equivalent) English and Maths at grade C or above (or equivalent). 	
Experience	<ul style="list-style-type: none"> • Experience working at HR Advisor level or above. • Experience of managing complex case work including absence management, disciplinary, grievance etc. • Experience of HR project work including restructures. • Experience of dealing with difficult and sensitive situations in a diplomatic way. • Experience of working with local and national conditions of service for teachers and support staff. • Experience of recruitment up to a senior level. • Experience of managing and setting the strategic direction of a team to meet organisational needs. • Experience of working with or contributing to negotiations with unions. 	<ul style="list-style-type: none"> • Experience of working in the education sector
Skills and Abilities	<ul style="list-style-type: none"> • Ability to monitor delivery and drive process improvement to address the needs of the Trust. • Excellent written and verbal communication skills and the ability 	

	<p>to effectively convey complex information to a wide variety of audiences.</p> <ul style="list-style-type: none"> • Excellent organisational skills. • Excellent ICT skills. • The ability to plan, prioritise and manage a workload in a fast-paced environment. • Be calm, use initiative and remain focused under pressure and manage a wide range of situations. • Work constructively as part of a team, understanding the Trust./school roles and responsibilities and your own position within these. • Ability to build good working relationships at all levels within the Trust. 	
Knowledge	<ul style="list-style-type: none"> • Full and up to date knowledge of employment legislation and HR best practice relating to key HR processes. • Knowledge of Teachers pay and conditions. • Good knowledge and understanding of auditing and compliance requirements for HR, Payroll and Pensions. 	<ul style="list-style-type: none"> • An understanding of the education climate and culture.
Personal qualities	<ul style="list-style-type: none"> • Positive 'can do' attitude. • Solution focussed. • Willing to travel across all schools within the Trust. • Commitment to safeguarding and promoting the welfare of children and young people. • Friendly and approachable manner. • Self-motivated. • Reliable and punctual. 	

Letter from Jon Whitcombe – Chief Executive Officer

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

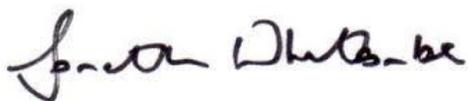
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J'.

Jon Whitcombe
Chief Executive Officer

Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which was established in 2017 and has seen a continued growth in capacity and expertise over the last year. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure alleviates the burden of administrative responsibility from schools, allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

A handwritten signature in black ink, appearing to read 'JGarraway', with a long horizontal flourish extending to the right.

Janet Garraway
Chief Operating Officer

Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Sittingbourne Community College, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent teach website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications

- Satisfactory enhanced DBS check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of six month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

