



HR Consultant
Central Support Services Team

Recruitment Pack

Swale Academies Trust

**Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS**

Job Description

Job Title: Human Resources Consultant

Grade: SAT 11 (£39,983 - £46,015)

Responsible to: Head of Human Resources

The postholder will work as part of the central team to provide an effective HR service to schools across the Trust. The postholder will be expected to work as part of the team and to complete tasks conscientiously and to a high standard.

The postholder will be expected to promote the ethos of Swale Academies Trust as caring and welcoming and this will be reflected in their dealings with all individuals. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Purpose

Working under the direction of the Head of HR, to deliver a high quality, pro-active human resources service to schools as part of Swale Academies Trust HR function. To develop effective working relationships with the executive team, school leaders, school leadership teams and employees, providing relevant and appropriate advice and guidance.

Support the Head of Human Resources to develop the service to a high quality, professional and effective human resources solutions. To support the management of the human resources service and be accountable for the quality of work delivered personally.

Principal accountabilities

Advisory service

1. Provide advice and guidance, as needed, to all Swale Academies Trust schools, central services and employees.
2. Provide high quality, professional human resources advice, guidance and support to schools on the full range of human resources issues including: TUPE, organisational change, redundancy, redeployment, disciplinary, grievance, performance management, absence management, ill health retirement, terms and conditions of employment.
3. Attend case meetings to provide human resources advice on policies, procedures and best practice.
4. Ensure that quality standards and deadlines are met, priorities are identified and delivered and, where problems or concerns arise, to resolve these quickly and effectively.

Data management

1. Maintain accurate and up to date records of the work undertaken on the human resources case management system and local shared drives.
2. Regularly review the database in line with KPIs.
3. Provide reports on cases as may be required.

Mediation/Reconciliation

1. Provide Headteachers/Managers/employees advice and support that would involve shared solutions which are innovative and sustainable
2. Provide advice/support following a grievance or disciplinary process.
3. Liaise with qualified external mediators on behalf of Headteachers/Managers

Training

1. Deliver training on HR policies and procedures
2. Provide coaching to Headteachers/Managers on disciplinary/grievance proceedings

General

1. Work collaboratively with the Head of HR to oversee the management of Employment Tribunal cases and other dispute resolution matters.
2. Escalate potential legal disputes and risks to the Head of HR at the right time.
3. Develop effective working relationships with constituent trade unions including: supporting the Head of Human Resources with collective consultation, supporting school leaders and governors with local consultation, and working in partnership to promote fair and appropriate outcomes to individual human resources cases.
4. Establish and maintain links with all stakeholders.
5. Take responsibility for personal continuing professional development and remain up to date with the latest human resources legislation and best practice and the impact of this on the services provided to schools.
6. Support the Head of Human Resources to develop the service to a high quality, professional and effective human resources solutions. To ensure that potential problems with service delivery and/or complaints are identified and reported to the Head of Human Resources.
7. Support the Head of Human Resources to develop and maintain a suite of effective policies, procedures and guidance documents and associated templates to recommend to schools, which comply with legislation and promote best practice.
8. Take the lead on specified project work within the team linked to overall service objectives. Ensure that projects are well planned and delivered to schedule.
9. Maintain knowledge of safeguarding children and ensure that the principles of safeguarding are considered and included in the work of the team and your personal practice. To ensure that any safeguarding concerns arising are reported immediately to the appropriate person/body.
10. Actively promote Swale Academies Trust's equality objectives and ensure that the principles of equal opportunity and promoting diversity are considered and included in the work of the team and your personal practice.
11. Deputise for the Head of Human Resources in their absence, including attending meetings, presentations and briefings.
12. Undertake any other reasonable duties commensurate with the role as directed by the Head of Human Resources or senior management.

Version dated: May 2020

Person Specification

Job Title: Human Resources Consultant

Grade: SAT 11

Qualifications	Essential	Desirable	How measured
Professional membership of the Chartered Institute of Personnel and Development	√		A I
Minimum of Level 5 CIPD qualification or equivalent relevant practical experience.	√		A I
Evidence of professional development	√		A I
Knowledge and understanding			
Up to date knowledge of employment and education legislation and HR best practice.	√		A I
Proven knowledge of support staff and teachers pay and conditions.	√		A I
Experience, skills, abilities, attributes			
Previous HR Advisory experience within an education setting	√		A I
Proven experience of leading and motivating staff	√		A I
The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy.	√		A I
A high level of numeracy, organisational skills and fast accurate keyboard skills.	√		A I
Excellent interpersonal skills	√		A I

Ability to work independently and as part of a team.	√		A I
Ability to use own initiative with a “ can do” attitude to meet the challenging demands of the role.	√		A I
Good analytical and practical approach to issues. Solutions focused.	√		A I
Ability to manage and influence opportunities for continuous improvement and change	√		A I
Integrity, sound professional judgment, and ability to maintain confidentiality	√		A I
Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments	√		A I
Willingness to support the ethos and vision of the Trust	√		A I

Letter from Jon Whitcombe – Trust Principal

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 and turning them into good schools. A glance at our most recent Ofsted reports will 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.

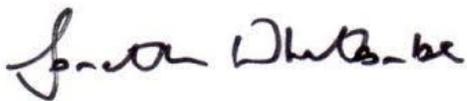
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive 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
Trust Principal

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 is currently seeing a growth in capacity and expertise. 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.



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 Converters. Over the last ten years Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of seven secondary schools and ten primary schools. The Trust provides school improvement support for other schools, located in Kent.



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

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

Central Support Services

- Ashdown House, Sittingbourne

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 a number of formalities, including, but not restricted to 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, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

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.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

