



Swale  
ACADEMIES  
TRUST

The signpost is a tall, vertical rectangular sign. The top section is white with the Swale Academies Trust logo. Below this are four teal-colored sections, each containing a location name and a directional arrow. The bottom section is also teal but empty. The sign is positioned in front of a brick building with large windows, partially obscured by lush green trees. A blue metal fence runs across the foreground.

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale  
ACADEMIES  
TRUST

HR Consultant

Central Support Services Team  
INFORMATION

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## 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, Governance, 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 allows 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

# JOB DESCRIPTION

**Job Title:** Human Resources Consultant  
**Grade:** SAT 11  
**Responsible to:** Head of Human Resources

The postholder will work as part of the central team to provide an effective Human Resources service to schools across the Trust. They 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. They 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 Human Resources 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**

- Provide advice and guidance, as needed, to all Swale Academies Trust schools, central services and employees.
- 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.
- Attend case meetings to provide human resources advice on policies, procedures and best practice.
- 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.

# JOB DESCRIPTION

## **Data management**

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

## **Mediation / Reconciliation**

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

## **Training**

- Deliver training on Human Resources policies and procedures.
- Provide coaching to Headteachers / Managers on disciplinary / grievance proceedings.

## **General**

- Work collaboratively with the Head of Human Resources to oversee the management of Employment Tribunal cases and other dispute resolution matters.
- Escalate potential legal disputes and risks to the Head of Human Resources at the right time.
- 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.
- Establish and maintain links with all stakeholders.
- 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.
- 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.
- 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.

# JOB DESCRIPTION

- 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.
- 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.
- 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.
- Deputise for the Head of Human Resources in their absence, including attending meetings, presentations and briefings.
- Undertake any other reasonable duties commensurate with the role as directed by the Head of Human Resources or senior management.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Version dated: May 2020

# PERSON SPECIFICATION

|   | CRITERIA   | ESSENTIAL/<br>DESIRABLE | HOW<br>MEASURED |
|---|--|-------------------------|-----------------|
| Qualifications & Training                                 | Professional membership of the Chartered Institute of Personnel and Development.   | E                       | A, I            |
|   | Minimum of Level 5 CIPD qualification or equivalent relevant practical experience.   | E                       | A, I            |
|   | Evidence of professional development.  | E                       | A, I            |
| Experience, Skills, Abilities and Attributes              | Proven HR Advisory experience within Local Authorities and public sector departments   | E                       | A, I            |
|   | Proven experience of leading and motivating staff.   | E                       | A, I            |
|   | The post holder must possess an excellent level of oral and written communication skill with attention to meticulous accuracy. | E                       | A, I            |
|   | A high level of numeracy, organisational skills and fast accurate keyboard skills.   | E                       | A, I            |
|   | Excellent interpersonal skills.  | E                       | A, I            |
|   | Ability to work independently and as part of a team.   | E                       | A, I            |
|   | Ability to use own initiative with a 'can do' attitude to meet the challenging demands of the role.                            | E                       | A, I            |
|   | Good analytical and practical approach to issues. Solutions focused.   | E                       | A, I            |
|   | Ability to manage and influence opportunities for continuous improvement and change.   | E                       | A, I            |
|   | Integrity, sound professional judgment, and ability to maintain confidentiality.   | E                       | A, I            |
|   | Drive, enthusiasm, creativeness and willingness to initiate and maintain new developments.                                     | E                       | A, I            |
| Willingness to support the ethos and vision of the Trust. | E  | A, I                    |                 |
| Knowledge   | Up to date knowledge of employment legislation and Human Resources best practice.  | E                       | A, I            |
|   | Proven knowledge of support staff and teachers pay and conditions.   | E                       | A, I            |
|   | Knowledge of the Education sector is desirable but not essential   | D                       | A, I            |

Assessment Methods:

A = Application Form      I = Interview

## 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:

Human Resources 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 with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- 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.



# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts comprising of seventeen schools.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. 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.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## 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
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

# SWALE ACADEMIES TRUST SAFEGUARDING POSITION

## 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 our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

## **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>